

TOWN OF MAMMOTH LAKES
REQUEST FOR PROPOSAL (RFP)
Municipal Financial Systems Software Services

Due:
Friday, September 26, 2014 at 4:00P.M. PST

Contract Administrator:

Daniel W. Izzo
Finance Director

Submit Proposals to:

Jamie Gray
Town Clerk
Town of Mammoth Lakes
P.O. Box 1609
Mammoth Lakes, CA 93546

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Advertisement

TOWN OF MAMMOTH LAKES

Municipal Financial Systems Software Services

REQUEST FOR PROPOSAL

The Town of Mammoth Lakes Finance Department invites qualified firms or individuals to submit proposals to provide Municipal Financial Systems Software and Services to the Town.

Written Proposals will be received by Jamie Gray, Town Clerk, Town of Mammoth Lakes, P.O. Box 1609, Mammoth Lakes, CA 93546 until **Friday, September 26th, 2014 at 4:00 P.M.** Pacific Standard Time (PST). Late proposals will be kept by the Town, but not considered for award.

The complete Request for Proposals is on file with and may be obtained from Daniel W. Izzo, Finance Director, Town of Mammoth Lakes, P.O. 1609, Mammoth Lakes, CA 93546, (706) 934-8989 ext. 243 or dizzo@townofmammothlakes.ca.gov. The Request for Proposal can also be obtained from the City's website <http://www.townofmammothlakes.ca.gov>.

Published August 29th and September 5th 2014.

Daniel W. Izzo
Finance Director
Town of Mammoth Lakes, California
(760) 934-8989 ext. 243

SECTION I – GENERAL INFORMATION

I-1 Request for Qualification (RFP)

The Town of Mammoth Lakes Finance Department invites qualified firms and individuals to submit proposals for Municipal Financial Systems Software and Services as described in the scope of work set forth in Section IV of this RFP.

I-2 Schedule of Request for Proposal Events

RFP Issued	August 29, 2014
Proposals Due	September 26, 2014
Interviews/Demos	September 29-October 24, 2014
City Council Approval	November 19, 2014
Commencement of Services	December 2, 2014

Dates are approximate and subject to change.

Deadline for full implementation of all applications is July 1, 2015.

I-3 Official Contact

Questions regarding this RFP must be directed to:

Daniel W. Izzo, Finance Director
Town of Mammoth Lakes
P.O. Box 1609
Mammoth Lakes, CA 93546
(706) 934-8989 Ext. 243
E-Mail: dizzo@townofmammothlakes.ca.gov

I-4 Proposal Due Date

One (1) original and five (5) copies of the proposal must be delivered to:

Ms. Jamie Gray, Town Clerk
Town of Mammoth Lakes
P.O. Box 1609
Mammoth Lakes, CA 93546

No later than **Friday, September 26th, 2014 at 4:00 P.M. PST**. Proposals must be sealed and clearly addressed and marked with “*PROPOSAL FOR FINANCIAL SYSTEMS SOFTWARE*”. Late proposals will be kept by the City, but not considered for award.

I-5 RFP Withdrawal

Any RFP may be withdrawn at any time before the RFP due date and time, by providing a written request for the withdrawal of the proposal to the Town Clerk Town of Mammoth Lakes. A duly authorized representative of the firm shall execute the request.

Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

I-6 Solicitation Protest

A firm or person may protest or request a change of a solicitation provision, evaluation criteria, scope of work, specification or contract term no later than seven (7) calendar days prior to the proposal due date. No protest of the selection or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit the Town. The Town shall consider the protest or request for change and may reject the protest or request for change, issue an addendum or cancel the RFP. The protest must be submitted to the Town at the following address:

Dan Holler, Town Manager
Town of Mammoth Lakes
P.O. Box 1609
Mammoth Lakes, CA 93546
Email: dholler@townofmammothlakes.ca.gov

- I-7 The Town may modify the RFP at any time prior to the RFP due date, by issuance of a written addendum to all Proposers who are participating in the process at the time the addendum is issued and posted on the city's website. Addendums will be numbered consecutively. Verbal modifications to the RFP specifications shall not be binding upon the Town.

I-8 Cancellations, Delay or Suspension of Solicitation; Rejection of Proposals

The Town may cancel, delay or suspend this solicitation if in the best interest of the Town as determined solely by the Town. The Town may reject any or all proposals, in whole or in part, if in the best interest of the Town as determined solely by the Town.

I-9 Irregularities and Informalities

The Town reserves the right to waive any immaterial irregularities or errors in the RFP or in any proposal. Irregularities and errors will be considered immaterial if they do not give any proposer an advantage over other proposers, but will be considered material if they do give such an advantage.

I-10 Non-Exclusive Contract

The Town intends to award this services contract to one firm or individual. The Town also reserves the right to use other proposer for the hardware server and for other services.

I-11 Selection Protest

Proposers who disagree with the Town's selection decision may protest that decision. The judgment used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provision, evaluation criteria, scope of work, specification or contract term that could have been raised as a Solicitation Protest will be considered. The selection protest must be submitted in writing within seven calendar days of the Notice of Intent to Award. The protest must be submitted to the Town at the following address:

Dan Holler, Town Manager
Town of Mammoth Lakes
P.O. Box 1609
Mammoth Lakes, CA 93546
dholler@townofmammothlakes.ca.gov

The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their proposals were nonresponsive or the proposer was not responsible. A written decision will be sent to the protester.

I-12 Incurred Costs

The Town is not liable for any costs incurred by a Proposer in the preparation and/or presentation of a proposal.

I-13 Ownership of Documents

Any material submitted by a Proposer shall become the property of the Town.

I-14 Confidentiality of Information

All information and data furnished by the Proposer to the Town and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to the Town.

I-15 Public Record

All proposals and information submitted by Proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

Proposals that contain information that meets the definition of trade secrets or otherwise can be considered a public record exempt from disclosure under California's Public Records Act shall be clearly identified and kept separate by the proposers.

Sample work or documents illustrating previous work experience will be returned to Proposers after the evaluation and award process.

I-16 Equal Opportunity Policy for Vendors

The Town of Mammoth Lakes requires all Proposers to comply with equal opportunity policies. The Town of Mammoth Lakes programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation. A copy of the Town's policy is available upon request.

I-17 Insurance

Successful Proposer shall not commence work under the contract until proof of all required insurance has been submitted to the Town of Mammoth Lakes, and approved by the Town of Mammoth Lakes. The following insurance is required:

- A. Worker's Compensation Insurance for all employees of the proposer as required by California law. In the event any work is subcontracted, proposer shall require the sub-proposer similarly to provide Workers' Compensation insurance, unless such employees are covered by the protection afforded by the proposer.
- B. Comprehensive General Liability in an amount of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage. The Town of Mammoth Lakes must be shown as an additional insured with respect to this coverage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of California.

I-18 Recyclable Products

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposal and in the performance of the work set forth in this RFP.

SECTION II - PROPOSALS

II-1 RFP Submittal

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the Proposal Content list below.

II-2 Proposal Content

The proposal must provide the following information in the following sequence.

1. Title Page
2. Letter of Transmittal
3. Table of Contents
4. Executive Summary highlighting the firm's proposal. The complete name of the firm or person(s) submitting the proposal, the main office address, the primary and secondary contact person(s) and their perspective telephone numbers and email addresses.
5. Company Background including:
 - a. How long the company has been in business.
 - b. A brief description of the company's size and organization.
 - c. Number of support personnel.
 - d. A list of any sub-proposers the firm proposes to use.
6. Address each issue enumerated in Sections IV-2 through IV-6 of the RFP.
7. The Proposer must present, in detail, features and capabilities of the proposed software.
8. Detailed cost breakdown of all the required and interested modules listed in Section IV-3, 5. This cost should include the cost of the software, installation, and training for each module. Is the cost of the software license based upon a "site license" or upon the number of "concurrent licenses"? In addition, the following coding should be included:
 - a. F = Fully meets requirement

- b. P = Meets with additional procedures
 - c. N = This feature cannot not be provided
 - d. R = Report writer
 - e. M = Modification
 - f. T = Third-party software
 - g. W = Work around
 - h. A = Available in next version (include estimated date of release)
 - i. C = Customization/change of source code required
9. Detailed implementation plan for the proposed system. This information should include:
- a. Detailed implementation methodology
 - b. Conversion support
 - c. Overview of proposed training, including options for onsite or training center services, for end-users and management personnel
 - d. Implementation and training plan including deliverables for each stage of the project
 - e. Testing protocols and environments
10. Describe the credentials of the specifically identified team members assigned to work with Mammoth Lakes during this proposal process and during implementation and training.
11. Identify the resident location options of the software and the party responsible for maintaining and upgrading the software.
12. Include the proposed cost of conversion of current data prior to the go live date of July 1, 2015 to your application modules separately. The current data to be requested to be converted is Account Payable (vendor master file), Payroll (employee master file), Business Licenses, and Business Tax (primary application modules).
13. Include the proposed cost of ongoing licensing and maintenance agreements for a ten (10) year period for each application module purchased. All customizations completed during the startup period could have a separate annual cost.
14. Specify the nature of the post-implementation support provided by the Proposer including:
- a. Telephone support (e.g., toll-free support hotline, hours of operation, etc.)
 - b. Availability of future upgrades and product enhancements
 - c. Availability of user groups
 - d. Problem reporting and resolution procedures (including tracking)
 - e. Other support (e.g., onsite, remote dial-in, web site access, fixes, knowledge base, etc.).

15. Include time schedule for the implementation of your proposal meeting the “Go Live” date of July 1, 2015 assuming a contract date of December 1, 2014.
16. Provide twenty-five (25) references of entities that have purchased Proposer’s software. These references should be located in the western United States. The Town will make decisions as to whom and the number of references to be contacted.

Include:

1. A completed Certification Statement (Exhibit V-1) with proposal.
2. A letter on company letterhead authorizing the name of the officials of the proposer to negotiate a contract with the Town.
3. A copy of the proposer’s standard software license agreement and any other agreements the proposer would propose to have the Town execute for products or services covered by the RFP. The Town reserves the right to require modifications to any such proposed agreements, and to reject a proposal if suitable contract terms cannot be agreed upon.
4. Address the following four issues:
 - Include a technical description of the proposed software solution, including front end/back end applications, programing languages, out of the box interfaces, etc.
 - Include the timeline of any major code re-writes, major software revisions and typical timeline for new software updates (major and minor).
 - Explain how new software features are determined and added to the software solution. Are they user driven? If so, is there a formal process for suggesting new software features?
 - Explain any innovations and/or unique features that set Proposer’s product apart from the competition.

SECTION III – EVALUATION/SELECTION OF PROPOSALS

III-1 Evaluation Criteria

The first level of evaluation will be of the written proposals submitted. Proposals will be evaluated on the following criteria;

1. How adequately does the proposal address the components of the project as presented in Section IV-2 the Detailed Description of the Project?
2. Does the proposed software provide all functionality listed in Section IV-3?
3. Does the Proposer have the experience and capability to complete the obligations of Section IV-4 and IV-5?
4. How well do the options presented for Section IV-5 meet the needs of the Town?
5. What is the expandability of the proposed solution, including the ease of upgrading the proposed system by adding components to accommodate future needs?
6. Demonstrated financial stability, longevity, and strength of the Proposer.
7. Do the references support the quality of the software proposed and the quality of the service level provided by the Proposer?
8. What is the total estimated cost of the software purchase, implementation, and ongoing service (support desk service, software updates, licenses, etc.) of each application module annualized over a ten-year period?

Following this first level of evaluation, a limited number of firms will be invited to provide a demonstration of software and the configuration and implementation processes. This evaluation will focus on:

1. Software “input” – the ease of use of the system setup and operation by line staff.
2. Software “output” – the standard reporting capabilities of the system, and the ability of Town end users to manipulate the “output” reports into easily readable and understood management reports and to “add” defined fields of data to these reports at will.
3. The software’s ability to perform specific Town identified tasks.
4. The proposer’s implementation process and track record.
5. Service level commitment of the proposer.

6. The ability of the vendor to communicate effectively with Town across all departments.

Key to this part of the evaluation will be the vendor's ability to identify the competencies of the team that will be working directly with Town staff and having these team members present and involved in the software demonstration and subsequent discussion of implementation and future service delivery.

III-2 Selection Process

At its discretion, the Town of Mammoth Lakes may require proposers to provide demonstrations. These demonstrations provide an opportunity for the proposers to clarify their proposal for the Town. All such demonstrations will be scheduled by the Town. Following the product demonstrations, the initial conversation with the vendors' teams and discussions of the conversion and implementation process, the Town will select a vendor with which to negotiate scope of services, price, and contract terms. This will result in either a contract or a decision to terminate negotiations and initiate negotiations with the next vendor of the Town's choosing. Representatives of the Town may choose to visit client references to observe the applications in an actual working environment. The award/negotiation sequence will be based on a selection methodology established by the Town of Mammoth Lakes.

III- 3 Clarifications

The Town reserves the right to seek clarification of each proposal submitted. The Town also reserves the right to require additional evidence of technical, managerial, financial, or other abilities prior to selection.

III-4 Award

Once the proposals are opened, the Town of Mammoth Lakes will evaluate each proposal, taking into consideration the criteria and methodology stipulated in this RFP. The Town of Mammoth Lakes will be the sole judge in evaluation considerations and will make an award to the vendor who submits the proposal judged by the Town to be most advantageous. A recommendation as to which system best meets the interests of the Town will be presented to the Mammoth Lakes Town Council. The award will only be given to one responsible proposer who is qualified by experience, who can meet all application requirements, and whose price to perform the services specified herein is reasonable. *All proposals submitted shall be valid for a period of one-hundred eighty (180) calendar days from the date of the proposal opening.*

III- 5 Notice of Intent to Award

Upon completion of the evaluation process, Town staff will advise all proposers of the proposal which staff intend to recommend for selection by the Town Council.

SECTION IV – BACKGROUND & SCOPE OF WORK

IV-1 About the Town of Mammoth Lakes

The Town of Mammoth Lakes prides itself on being the largest winter resort in the State of California. By automobile, it is located about approximately four (4) hours north of the Los Angeles metro area and three and one half (3.5 hours) south of the Reno metro area. We also have a local airport that has incoming/outgoing commercial service to cities throughout the western U.S. The Town of Mammoth Lakes has a local population of approximately 8,000. The governing body for the Town of Mammoth Lakes is the Town Council. The Council is composed of the Mayor and four Town Council members. The Town Council appoints the City Manager, who is responsible for the day-to-day management of the Town. The Town's website is <http://townofmammothlakes.ca.gov>

Currently the Town has 63 full-time and approximately 20-30 part-time employees, a total town budget of \$48.7 million, and a general fund budget of \$18.4 million. It has ten general governmental funds, ten special revenue funds, six capital project funds, two enterprise funds, nine trust and agency funds, two in-service funds, and one debt service fund.

Town functions include:

1. General Administration/Finance/HR
2. Community and Economic Development, Planning/Building/Code Enforcement
3. Police
4. Parks & Recreation
5. Public Works
6. Engineering
7. Airport
8. Housing/Workforce Housing
9. Assessment District Maintenance & Snow Removal

IV-2 Detailed Description of the Project

The purpose of this project is for the vendor to:

1. Provide financial systems software and services to the Town.
2. Support the extensive re-write of the general ledger accounts. It is likely that the re-write project will disable our/your ability to convert historical general ledger data to a new general ledger application with new account numbers without considerable work from a conversion. The Town is looking at a manual conversion completed by Town employees.
3. Implement the software

4. Train Town staff in its use and maintenance with training options that include, onsite, offsite, webinars, GoTo Meeting, video conferencing, and documentation.
5. Provide ongoing maintenance, upgrades, and service associated with the software identifying any associated costs in the proposal and speak to general turnaround times.

IV-3 System Requirements

The software must:

1. Be a fund accounting system based upon a database management system.
2. Meet the user set up, configuration, operation, and reporting standard set by software systems commonly used by California municipalities.
3. Have automated reporting capabilities that meet the requirements of the California Public Employees Retirement System and state and federal tax reporting.
4. Have standard reporting capabilities such that the Town's budget, revenue, and expense reports can be printed and reported in the format required by all concerned parties.
5. Include within the application software the availability of tools to allow the novice user to "drill down and across" and perform ad hoc analysis and reporting.
6. Have the ability to directly feed all reports into Microsoft Excel.
7. Include the following functionality:

Required:

- a. Overall System Requirements (Appendix 1)
- b. General Ledger (Appendix 2)
- c. Budgeting (Appendix 3)
- d. Accounts Payable with Purchase Order/Requisition processing
- e. Bank Reconciliation
- f. Accounts Receivable
- g. Cash Receipting
- h. Payroll
- i. Standard electronic processes such as ACH transfers, and Direct Deposit
- j. Business Licenses and electronic permitting
- k. Business Tax Collection
- l. Fixed Asset Management
- m. Management Dashboard
- n. Custom Report Generation (full database access preferred)

Interested:

- a. Planning Department permitting and process tracking
- b. Code Enforcement
- c. Building Department electronic permitting and inspections
- d. Document Management Interface for all applications
- e. Electronic Payroll Time Entry
- f. Human Resources (including Applicant Tracking)
- g. Project Accounting
- h. Grant Accounting

IV-4 Interfaces

The proposed software shall be fully compatible with the following product:

- a. ArcInfo Geographic Information System software.

IV-5 Conversion

The Town currently uses a number of products for the accounting functions that are the subject of this RFP. The Proposer will be required to provide a cost for converting all non-general ledger data from July 1, 2010 up through the go live date to the new software.

IV-6 Software/Hardware Changes & Residency

The Town of Mammoth Lakes prefers a Town hosted system as we have the equipment and IT services in place for this software.

1. Please provide a description of the server and desktop operating systems used by your products.
2. The Town expects the information system to be based on very stable and flexible relational database standard. The Town prefers MS SQL. Please briefly describe the relational database platform available and in use of by your products.
3. Please provide information regarding the capability to provide the town with software customizations, including applicable rates.

IV-7 Refinement of Proposal

Following the initial evaluation the Town will select a vendor with which to refine and elaborate on the scope of services, price, and project timeline.

CERTIFICATION STATEMENT

All proposals must include this certification statement signed by an official of the proposer legally authorized to bind the proposer to both its proposal and cost schedule.

- A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.
- B. Proposal and cost schedule shall be valid and binding for one hundred and eighty (180) days following the proposal due date and will become part of the contract that is negotiated with the Town.
- C. The proposer has not and will not discriminate against a sub-vendor in the awarding of a subcontract because the sub-vendor is a minority, women or emerging small business enterprise.
- D. Proposer's Federal Taxpayer Identification number_____.
- E. The proposer certifies that this proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.

Proposer's Signature

Date

Print: Name & Title

This certification statement must be signed and submitted with the proposal

Appendix 1: Overall System Requirements

	OVERALL SYSTEM REQUIREMENTS	YES	NO	SUGGESTED ALTERNATIVE
1	The software shall be compatible with a Windows 7 or Windows 8.			
2	Software shall be capable of importing and exporting data in ASCII format.			
3	The software shall provide a true Window interface for data entry, editing, inquiry and reporting.			
4	The software shall display multiple forms at one time.			
5	All modules shall integrate with General Ledger module.			
6	The software shall allow the viewing of balances and details on-screen.			
7	The software shall specify user access with security for all modules.			
8	The software shall allow the view of 5 years of system activity history activity.			
9	The software shall provide a Link to import data using a wide variety of applications ODBC drivers such as Crystal Reports.			
10	User documentation manuals for each subsystem shall be provided.			
11	Checks that entries balance when data is imported shall be provided.			
12	Users shall be able to import, export or link to data			
13	The proposer shall guarantee a support-call response time of 2 working hours or less for all application critical errors, and varying levels of support for non critical errors & enhancements.			
14	The system shall include basic password protection for standard access.			
15	The software shall allow for access restriction to the software as well as to modules within the software for different stations.			
16	The system shall provide forecast reports which present year-end balances based on year-to-date actuals plus budget data for the remainder of the year.			
17	The system shall have step by step processing lists, which include a month-end checklist.			

18	The database used in the system shall support real-time processes.			
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Appendix 2: General Ledger Requirements

	FUND GENERAL LEDGER REQUIREMENTS	YES	NO	SUGGESTED ALTERNATIVE
1	GASB 34 reporting requirements information shall be included in the system.			
2	The G/L Software shall have unlimited multi-fund capabilities which interface for budget capabilities.			
3	The system allows an account name or number to be changed.			
4	The system shall provide a minimum of 18 segments in account number structure.			
5	The system provides control accounts that reflect revenue, expenditure, and encumbrance activity totals from subsidiary ledgers.			
6	G/L software shall have budgetary account structure to allow for fund, department, activity, object and sub-object, of expenditure with options to retrieve information on any of the above-referenced levels.			
7	G/L software shall have range and sort options for all periods on screens for all reports and inquiries.			
8	G/L software shall have the ability to post to future months while current month is open and retrieve reports on all posted information.			
9	Users can be restricted from access to applications/modules not within their authority.			
10	G/L software shall have the ability to post to next fiscal year while current year is open and retrieve reports on all posted information.			
11	G/L software shall have a detail listing of to be posted and posted journal entries.			
12	G/L software provides the ability to enter transactions to any year and date with message window indicating prior or future years.			
13	G/L software shall have budgetary expenditure and revenue reports to include month-to-date and year-to-date actuals as well as, budget comparisons with the ability to express budget to actual comparisons as a percent. Software must also specify funds expended to date, as well as funds remaining in the account.			
14	G/L software shall have the ability to transfer between revenue and expenditure accounts.			

15	G/L software shall have a <i>last account number retrieval</i> for posting assistance and memorize transactions for later recall.			
16	G/L software shall be capable of tracking previous and current year's expenditures by listed categories. Software shall have capabilities to add, delete or revise categories with user defined accounting periods.			
17	The system will allow <u>at least 14</u> periods per year.			
18	G/L software shall provide for project accounting over multiple fiscal years.			
19	G/L software shall allow unlimited number of years of detail information.			
20	The system will handle an unlimited number of accounts.			
21	The system provides real time maintenance of account status and balance.			
22	The system provides the following reports: • Trial balance • Detail of transactions by account/object code for any date range • Balance Sheet • Cash balance by Fund • Revenue and expense detail by account for any date range • Revenue and expense summary by account for any date range • Reports on a range of accounts that are not consecutive in number • Reports on a range of accounts that are not consecutive in number across Funds (Payroll, Office, Travel, etc)			
23	Reports can be rerun for all periods, not just current periods.			
24	The system allows an unlimited number of journal entries.			
25	The system allows an unlimited number of recurring journal entries.			

26	Selectivity for accounting information is available: • By Account • By Amount • By Period • By Amount range including = to; and > < • By Date Range • By Transaction Type • By Transaction Reference Number			
27	The system assigns a unique reference number to each journal entry systematically.			
28	The system provides a field for entering journal entry explanation/descriptions to satisfy auditors with a minimum of 500 character field capacity.			
29	The system provides on-line screen inquiry including unlimited history with menus having drill-down capabilities for detail.			
30	The previous year be “locked” and under proper authority “unlocked” after year-end closure.			
31	The system will allow on-line notes to accounts.			
32	The system will allow accounting periods other than the Town’s fiscal year for tracking projects and grants.			
33	The system is written specifically for fund accounting.			
34	The system allows for the categorization of historical transaction events by type, date, date range, number, amount, and amount range.			
35	The system provides a step-by-step approach to lead the user through the processes of preparing and generating reports in compliance with the new reporting model for all governmental entities, as defined in Statement No. 34 of the Governmental Accounting Standards Board.			
36	Ability to create CAFR reports.			
37	The GASB Reporter should interface with the following software modules: • General Ledger			

38	The system produces all required GASB 34 reports, including Statement of Cash Flows, and also provides a complete audit trail for every financial number on the reports.			
39	Provides the ability to define report labels that will appear in the General Revenue section of the Government-Wide Statement of Activities, define the order these labels will appear and then assign them to revenue accounts.			
40	Provides the ability to define report labels that will appear in the Government-Wide General Revenue section of the Statement of Activities under Transfers as well as in Fund level reports.			
41	Allows the user to define government-wide account classes used to group general ledger accounts and designate where these account figures are reported on the Government-Wide Statement of Net Assets in the Asset and Liability sections.			
42	Allows the user to define debt service types with which to describe expenditures tagged as debt services.			
43	Displays equity or control accounts imported from the General Ledger data in a table format for verification that each account displayed is, in fact, a portion of the total fund balance. Allows the user to designate functions that are assigned to revenue and expenditure accounts and also appear on the Government-Wide Statement of Activities and the Governmental Fund Statement of Revenues.			
44	Provides the ability to associate departments imported from the General Ledger data to functions designated in the system.			
45	Allows the user to define fund level account classes such as asset, liability and reserve/fund balance account classes used on the Governmental Funds Balance Sheet as well as revenue and expenditure account classes used on the Governmental Funds Statement of Revenues.			
46	Provides the ability to create and modify component units not previously imported from the General Ledger data to ensure proper reflection in the Statement of Assets, Statement of Activities and other appropriate fiduciary reports.			
47	Allows the user to add or modify Cash Flow labels that appear on the Proprietary Fund Statement of Cash Flows and later assign those labels to General Ledger accounts for organization on the Cash Flow report.			
48	Takes the user through a step-by-step question and answer process to make adjustments reconciling modified accrual records to full accrual records. Adjustments and notes created are displayed on a Reconciliation report.			

49	All adjustments made for GASB reporting purposes are segregated from the GAAP method General Ledger.			
50	The adjustment process allows for the thirty (30) most common entries, a place for other uncommon entries, as well as entry of component unit information.			

Appendix 32: Budget System Requirements

	BUDGET SYSTEM REQUIREMENTS	YES	NO	SUGGESTED ALTERNATIVE
1	The system will allow for budgetary modeling, presentation and maintenance of information for a min. period of six (6) years consisting of current fiscal year and the three (3) previous completed fiscal years and two (2) future years.			
2	The system will create unlimited custom worksheets with user defined specifications.			
3	The system will create revision worksheets with existing budget data, adjustments & revised budget columns.			
4	The system will create budget reports for any account segment level for any timeframe and accommodate multiple year projects.			
5	The system will monitor budget amounts when posting transactions to warn if budget is exceeded.			
6	The system provides for additions and modifications of budgets by line item or globally with custom criteria or manually.			
7	The ability to review only selected portions of budget on screen.			
8	The ability to develop custom comparative budget reports and view on screen or print.			
9	The ability to forecast (using different methods) current year ending balances based on current YTD data.			
10	The system will allow for budget amendments and maintain the original budget and the amended budget.			
11	The ability to modify a single line item, ranges of items, or entire file based on user-defined parameters.			
12	The system allows multi -year project budgets be integrated into the annual budget.			
13	The software system shall have the ability for multiple departments to prepare their budget information simultaneously.			
14	The software system shall have the ability to integrate with Payroll / Human Resource module to support salary simulation and benefit budgeting for annual budgeting or during contract negotiations.			
15	The software system shall have the ability to have both export and import capabilities from Excel and Word.			

16	The software system shall have the ability to access all objects (both revenues, expenditures and projects) currently used by the financial system, during budget formulation.			
17	The software system must support creating budgets versus actual inquiry by organization, with next and last years capability.			
18	The software system must support budgeting for current or next two fiscal years.			
19	The software system must have the ability to bring the current year's budget forward to develop a base for preparing the new year's budget.			
20	The software system must provide multiple methods for projecting the starting budget, from detail transactions, zero budget or working with last years adopted, amended and actual x plus a percent in growth.			
21	The software system must have the ability to increase or decrease line item budgets by either a fixed or variable percentage globally or by department for both revenue and expenditure items.			
22	The software system must have the ability to maintain an annual budget or monthly budget.			
23	The software system must support distributing annual budgets to monthly figures by multiple methods including evenly, by defined percent or based on trend analysis.			
24	The software system must have the ability to support budgetary allotments by month, quarter, year or other period as defined by the user.			
25	The software system must support requested, recommended, and approved budget amounts.			
26	The software system must have the ability to support and store up to 7 different user definable versions of the budget for comparison during the budget process.			
27	The software system must allow departments and divisions to define the number of budget levels needed and name them.			
28	The software system must accommodate budget requests at reduced, current, and expanded levels.			
29	The software system must generate an ad hoc basis budget worksheet to distribute to departments for use as computer turnaround documents, to provide input budget information remotely or to allow online budget worksheets.			

30	The software system must provide access to GL inquiry from the online budget worksheets.			
31	The software system must provide "estimated" and "locked" projections for department heads to enter actual figures.			
32	The software system must allow users to enter narrative justifications at the account or department level.			
33	The software system must allow users to define their budget reports by choosing information from the last five years adopted, amended and actual figures; the system must support user-defined budget levels or projections for up to five years in the future.			
34	The software system must have the ability to provide 5 year budgeting to comply with GASB 34.			
35	The software system must have the ability to accept entry of budget requests at all organizational levels based on user authorization.			
36	The software system must have the ability to prevent department level users from updating budget information after it has been submitted or as of a specific cut-off date.			
37	The software system must have the ability to receive data from and export data to spreadsheet (Excel) and database application (Access).			
38	The software system must have the ability to attach files (i.e., Word, Excel) to particular issues, revisions and line items with the system.			
39	The software system must have the ability to allow the Central Budget Officer (CBO) to "push" via workflow system-embedded spreadsheets out to departments electronically for budget preparation.			
40	The software system must have the ability for Departments to "return" budgets back to the CBO electronically via workflow.			
41	The software system must have the ability to easily identify when viewing a department budget whether or not it has been submitted to the CBO.			
42	Ability to summarize or roll up department/division worksheets into department budgets.			
43	The software system must have the ability to roll up department worksheets into organization-wide master budget.			

44	The software system must have the ability to roll up department worksheets into organization-wide master budget at various user-defined levels.			
45	CBO has access to view progress by departments in budget preparation.			
46	Departments have access to view progress by sub-units as defined by the user.			
47	The software system must have the ability to "lock" (prevent other changes to that budget version) budgets at any phase of the budget, including after submission by departments.			
48	The software system must have the ability to develop both detail budgets, at any level of the chart of accounts, and summary budgets in a distributed environment.			
49	The software system must have the ability to allow users to attach narratives and justifications to budget worksheets.			
50	The software system must have the ability to allow documents (e.g., contracts, MS Word/Excel documents) to be attached to budget worksheets.			
51	The software system must have the ability to process and maintain all budget iterations, from Department request to Proposed Budget to Town Council Adopted Budget.			
52	The software system must have the ability to compare budget versions to demonstrate cost changes that have been made between versions.			
53	The software system must have the ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.			
54	The software system must have the ability during budget formulation to access all expenditure and revenue line items currently in use by the financial system.			
55	The software system must have the ability for complete security to control access to the budgeting system.			

56	The software system must have the ability to provide the following budget worksheet information: • Three or more years historical budget and actual data • Year-to-date Actual • Original Current Year Budget • Modified Current Year Budget • Current Year Projected • Next Two Year's Budgets • Program Budgets			
57	The software system must have the ability to create an initial version of the budget using the following: • Zero balances in all accounts • Current year's original budget • Current year's modified budget • Last year's budget • Last year's actual • Current year's budget or actual plus/minus a percentage • Previous year's budget or actual plus/minus a percentage			
58	The software system must have the ability to perform what-if scenarios.			
59	The software system must have the ability to save scenarios.			
60	The software system must have the ability to enter budget seasonally by month, quarter, or user-defined period.			
61	The software system must have the ability to create budget relationships (e.g., salary changes automatically adjust benefits and vice versa).			
62	The software system must have the ability to budget by fund.			
63	The software system must have the ability to accommodate workflow.			
64	The software system must have the ability to enter budget adjustments in a pending status for final approval.			
65	The software system must have the ability through workflow, to notify appropriate personnel of adjustments for approval and update to GL.			

66	The software system must have the ability to adjust budgets within user-defined security profiles.			
67	Ability to override budget control within user-defined security profiles.			
68	The software system must have the ability to maintain position history.			
69	The software system must have the ability to budget for multi-year projects under one project name.			
70	The software system must have the ability to modify a planned budget for an account and automatically update the various organizations and fund totals with appropriate amendment or council approval.			
71	The software system must retain initial and amended budget data in file.			
72	The software system must report actual revenue and expenditures against approved annual and allotted budget during the year.			
73	The software system must record and track budget amendments during the year with Town Council resolution references.			
74	The system allows online status inquiry for department to retrieve up-to-date detail account status, including revenues, expenditures and encumbrances.			
75	The software system must have the ability to control budget by all elements in the chart of accounts.			
76	The software system must have the ability to accommodate multi-year budget control.			
77	The software system must have the ability to specify the appropriate category level and/or function for each account.			
78	The software system must have the ability to accommodate encumbrance control.			
79	The software system must have the ability to validate pre-encumbrances, encumbrances, and expenditures against the appropriation budget.			
80	The software system must have the ability to forecast real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.			

81	Departments across the organization can access budget information on an inquiry basis for their departments and divisions, with authorized users only being able to make changes.			
82	Security features are robust to control the "views", "changes" and "approvals" by different organizational units (within department) of Town.			
83	The software system must have the ability to display information graphically (i.e. pie chart, bar chart, graphs).			
84	The software system must have the ability to provide the following online queries by year, date, fund, budget, department, program, line item or by period: • Actual Fund Balances for defined periods • Beginning Expenditure Balance • Beginning Expenditure Budget • Amended Expenditure Budget • Pre-encumbrances • Encumbrances • Actuals Expenditures • Actuals Revenues • Transfers (In and Out) • Available Expenditure Budget Balance • Balance Sheet Account • Revenue Budget • Amended Revenue Budget • Accrued Revenue • Collected Revenue • Revenue Surplus/Deficit • Negative Expenditure Balances			
85	The software system reports are capable of including data for the prior year actual, current budget, current year-to-date actual, current year projections, and future year proposed. Reports should be able to include up to 5 years in the past and 5 years in the future.			
86	The software system must have the ability to prohibit multiple users from updating the same record simultaneously.			

87	The software system must have the ability to ensure that all transactions using or affecting budget authority (appropriation, grant, project, department) are validated online, real-time against up-to-date budget totals based on established budgetary controls.			
88	The software system must have the ability to provide multiple levels of controls for department budgets.			
89	The software system must have the ability to provide different workflow and approval rules by department.			
90	The software system must have the ability to track original budget, budget adjustment, and budget transfer line items for each line item and appropriation.			
91	The software system must have the ability to provide reports/inquiries, including graphs, to accommodate analysis of historical trends.			
92	The software system must have the ability to drill down to compare budgets to actuals from highest level to lowest level of detail.			
93	The software system must have the ability to drill down to all aspects of a budget amendment (moved to/moved from).			
94	The software system must have the ability to stamp all budget adjustment activity by: • User • Date • Approval Date			
95	The software system must have the ability to run various types of budget reporting (accrual vs. cash, etc.)			
96	The software system must have the ability to create graphs and charts directly from the budget system.			
97	The software system must have the ability to generate a budget variance report for current and prior years.			
98	The software system must have the ability to review multiple versions of budget online with proper security access.			
99	The software system must have the ability to group account numbers for internal and external reporting purposes, including category levels.			

100	The software system must have the ability to develop a standard and save a set of reports and inquiries for end-users.			
	Budget Reporting Capabilities			
101	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.			
102	Users should be able to save filtering and formatting settings specified for a particular report with a profile name for retrieval when printing the report on a subsequent occasion. Additionally, users should be able to flag a profile as the default for loading report settings.			
103	The system should print budget work sheets for each budget. The format for budget work sheets may include a minimum of two historical actuals, an original budget, current budget and one proposed budget and shall be defined by the CBO and provided by the vendor as a part of the installation and configuration process.			
104	Reporting tools must be available to create queries and reports, using data from any of the fields in the GL/Budget system. Interface must have the capability to transfer data to Excel, etc.			