ROCKBRIDGE COUNTY

Virginia

REQUEST FOR PROPOSALS

MUNICIPAL SOFTWARE SUITE

RFP # 2023-03-001

Deadline for Submission:
2 PM, April 11, 2023
(Tuesday)

Issued date: March 15, 2023

I. INTRODUCTION

The County of Rockbridge, Virginia (and Rockbridge County Schools) (the "County"), is requesting sealed proposals from qualified firms or individuals for software solutions, implementation services, data conversion, training and recurring maintenance for a comprehensive municipal software suite to support financial management, human resources, payroll, tax billing and collection, community development, permitting, and inspections functions for the County.

Proposals will be evaluated by the County's Selection Committee. The procedures to be used in evaluating this proposal are detailed in section IV.

To be considered, one (1) original as well as nine (9) copies and one (1) digital copy (not to be provided by email) of the proposal, should be submitted to the County Procurement Coordinator, Amy Milliner, no **later than 2 p.m. on Tuesday, April 11, 2023**. The proposal should be sealed and clearly be marked **"Proposal – Municipal Software Suite".**

II. GENERAL

A. Background

Rockbridge County is a rural county located in the southern Shenandoah Valley about 60 miles north of Roanoke, Virginia. The county is approximately 607 square miles in size with a 2020 census population of 22,650.

Within this past year, a committee was formed consisting of the departments that are users of the existing Bright and Associates, Inc. (BAI) system running on the IBM i-Series (AS400) platform. This committee has completed a review of existing business processes and has identified requirements and detailed functionality needed in an integrated software solution. These requirements are fully detailed in this RFP.

The following table provides a summary of the **estimated** number of users for each module. Core Users represents the power users in the responsible department. Departmental Users are the users throughout the County that will have occasional access to the module for access to reports, entering requisitions, entering vendor invoices, development of the budget, or human resource management.

Department	Core Users	Departmental Users
Finance - General Ledger, Budget, Fixed Assets	5	30
Finance – AP	5	
Purchasing	5	
Procure to Pay		25
Payroll	5	25
Human Resources	5	25
HR - Employee Self Service	5	County (225 Employees) RCPS (700 Employees)

Department	Core Users	Departmental Users
		PSA (15 Employees)
Tax - Real Estate	9	
Tax - Personal Property	9	
Tax - Business License	9	
Tax - Meals and Lodging	9	
Tax - State Income	9	
Miscellaneous Billing	9	
Collections/Cash Receipts - 5 Cash Drawers	9	
Community Development	3	
Building Department	5	

B. Timeline

- All proposals shall be received on **Tuesday, April 11, 2023 by 2:00 p.m.** eastern standard time.
- The selected vendor must be available to begin work within 30 days upon execution of a contract for services.

C. Purpose

The purpose of the RFP is to elicit proposals from one or more qualified Proposers, that can meet the County's needs for comprehensive municipal software solutions that will support the following functions: General Ledger, Budgeting, Purchasing, Accounts Payable, Fixed Assets, Payroll & Human Resources (HR), Personal Property, Real Estate, Cash Receipting/Collections, Business License, Meals and Lodging Taxes, State Income Tax, Miscellaneous Billings, Permitting, Inspections, and Community Development.

Proposers who can provide one or more of these functions but cannot meet all categories are encouraged to bid individually or to partner with other Proposers to meet the full requirements of this RFP. If a Proposer cannot meet all functions, they must provide the County with examples of successful integrations with software solutions that meet the defined requirements. While the County would like to be able to meet all functional requirements with a single Proposer, the County may choose to select multiple Proposers and multiple solutions to fully meet all functional requirements.

The implementation period is expected to begin in early 2023 and continue until fully implemented, which is estimated to be for a period of 2 – 3 years, depending on the modules purchased for the County departments, conversion of data, training, and implementation.

D. <u>Scope of Services</u>

This section of the RFP provides an overview of the overall requirements for the solution. Appendix A provides in-depth requirements for each module which each vendor is expected to review and acknowledge whether the vendor can meet each requirement for the modules applicable to their solution.

1. GENERAL REQUIREMENTS

The County recognizes that with a new system comes the opportunity to evaluate the core business processes and to re-engineer these processes to achieve greater efficiency, increased accuracy, and improved access to information to support enhanced decision making. The primary focus of these efforts will be the automation of processes, including options to initiate transactions at point of origination within the departments and then have these transactions flow electronically to the appropriate Finance or HR area.

Another goal will be to implement a robust HR and payroll system with enhanced capabilities for departments and enhanced capabilities for employees providing them with a robust employee self-service portal where they can view and change benefit information, view payroll information, and initiate life event changes electronically.

The tax assessment and billing capabilities required by our Commissioner and Treasurer are unique to the Commonwealth of Virginia. The County must comply with ever-changing laws, mandates, and regulations regarding the assessment and collection of real estate, personal property, and other types of taxes. The new system must support all of these requirements and must provide the County with a high level of assurance that the software will continue to support existing and new requirements into the future. The system must also have a strong citizen focus where citizens can access their tax bills, pay bills online, access other information about their accounts, and interact with County departments in a contemporary manner.

Community development and building processes within the County are primarily manual with minimal technology. The County recognizes the opportunity to implement a solution that will help automate internal processes, provide greater functionality to citizens, and integrate the community development and building processes with other key departments such as the Commissioner and Treasurer.

2. CLOUD HOSTED/SaaS SOLUTION

The County is interested in a solution that is primarily cloud hosted with a minimal on-premises footprint. The selected vendor will be responsible for all infrastructure, all infrastructure support, backups, disaster resilience, all software, all software updates, and support, along with providing functional support to core users within the County. The system and all components must be hosted in the continental United States.

3. MULTI-ENTITY/MULTI-COMPANY SUPPORT

The County's Purchasing, Finance, and Payroll functions support several entities as follows:

- Rockbridge County
- Rockbridge County Public Schools
- Public Service Authority
- Rockbridge Regional Jail
- Blue Ridge Resource Authority
- Natural Bridge Soil and Water
- Rockbridge Area Network Authority

The solution must support the concept of separate "entities" or "companies" to allow for appropriate separation of security, duties, and information for these entities.

4. INTEGRATION

- Rockbridge County Public Schools currently utilizes Tyler Munis for their financial management functions as well as other systems including Tyler Student Information System, PowerSchool SmartFind Express, and PowerSchool TalentEd. The proposed system should have the capability to exchange information with these applications.

- The Commissioner of the Revenue currently utilizes CAMRA from Stonewall Technologies for managing real estate appraisal and valuation. The proposed system should have the ability to integrate to multiple appraisal platforms.

- Since this project will be implemented in phases, the proposed solution will need to have the ability to integrate to the existing BAI platform as well.

- The County utilizes an external benefit consultant and provider. The proposed solution should have the ability to exchange benefit information with an external system and provider.

- The Commissioner of Revenue utilizes LaserFiche for document imaging and management. The proposed solution should either interface to LaserFiche or should provide for an alternative solution.

- The office of Community Development utilizes Excel to track projects and has begun to utilize LaserFiche for document management.

- The office of Economic Development utilizes the bludot platform to track and manage economic development opportunities. The proposed solution should be able to integrate to the bluedot platform.

5. IMPLEMENTATION TIMELINE

The selected vendor shall be responsible for proposing an implementation timeframe, to be approved by the County, which is based upon reasonable allowances for training, data conversion, testing, and parallel system operation. The implementation will be performed in phases and by module, with implementation dates that integrate with typical County process milestones for payroll, open enrollment, financial year end close, and tax billing.

6. DATA CONVERSION

The system should provide appropriate data conversion safeguards that meet current CoBIT (Control Objectives for Information and related Technology) standards and audit best practices. Documentation and data dictionaries capturing the transformation mapping implemented by ETL (Extract, Transform, and Load) or other methods from the original data sources to the vendor's system should be provided for County staff to review and for future reference.

Data conversion will be the responsibility of the selected vendor. Data conversion work will be phased; the phases may mirror the module sequence recommended for implementation by the vendor based on best practices and experience of the vendor. The County will work with the vendor to determine how much historical data should be converted into the new system.

The vendor will be responsible for conversion of data from the County's existing system. The County will assist with contacting the current system vendor as needed for extraction and conversion assistance and running reports as available from existing systems.

During implementation, the vendor will work with County staff to provide means for interfacing/sharing data between newly implemented modules of the system and existing modules of the County's current system that have not yet been implemented. Interfacing methods should be designed to minimize manual input yet preserve a sufficient level of transaction level detail.

7. SOFTWARE AND SERVICES WARRANTY AND LICENSE

The Proposer shall make available the proposed software license agreement and warranty that shall be provided as part of the software license agreement. The Proposer shall also identify the warranty that shall be provided on the services performed by the Proposer. Proposers should describe how they plan to respond to requests for warranty service as well as the timelines associated with this response.

8. SUPPORT AND MAINTENANCE

The County requires ongoing support and maintenance services for the proposed system. The Proposer should clearly identify both technical and functional support which shall be provided as a part of the standard license agreement. This shall include the hours of support as well as the response time that the vendor guarantees as part of the software license and support agreement. The Proposer shall also describe their customer service and support delivery, including the method(s) of customer service provided (phone, web, live chat, email) and the ratio of customer support staff to customers.

The Proposer should also identify any optional support services and the cost of these services which are offered. The Proposer should also address the availability for customization services and the cost structure associated with those services.

9. DISASTER RESILIENCE AND AVAILABILITY

   The Proposer shall clearly describe the strategy to support disaster resilience and high availability and shall clearly outline the uptime commitments which the Proposer will agree to as part of the software license agreement. The Proposer shall also clearly identify the remedy for the County in the event the Proposer does not meet these uptime requirements.

10. INFORMATION SECURITY

    The Proposer shall clearly define the strategy for the protection of confidential information, personally identifiable information, or other information which will be managed by the proposed system. This should include details of how data at rest is protected as well as how data in transit is protected. The Proposer shall also address protections against ransomware or other contemporary cyber security threats. The Proposer shall provide a copy of the most recent System & Organization Controls (SOC) Reports for review and evaluation by the County as part of the proposal evaluation. The Proposer should identify how they handle Payment Card Industry Data Security Standard (PCI DSS) compliance.

11. CHANGES IN LAWS, REGULATIONS, OR ACCOUNTING STANDARDS

    The Proposer will be required to provide software updates or upgrades to maintain compliance with all state and federal mandates as part of the maintenance of the system and shall not charge the County for changes to the software required by new or changing laws, regulations, or accounting standards that impact the operation of the County in the areas administered through use of the financial software.

The following is a broad description of the primary functions of the system. **The proposed system or systems should meet the functional requirements specified in Appendix A, particularly those listed as "Required".** Proposers **must** complete Appendix A indicating whether their software is able to provide requested functionality without additional customization, with additional customization, or not at all. If a vendor cannot meet all requirements individually, Proposers are encouraged to partner with other Proposer(s) to submit a combined proposal or to submit a proposal for the functions that the vendor can support.

1. GENERAL LEDGER

   The system shall provide a general ledger which maintains all financial data from various sub-ledgers in a standardized chart of accounts with multiple self-balancing funds. The general ledger must recognize and appropriately record transactions in asset, liability, revenue, expenditure, encumbrance, and fund equity account types, as well as specific accounting periods and fiscal years. The system must be compatible with all current fund accounting standards as set forth by the Governmental Accounting Standards Board (GASB).

2. BUDGETING

   The system shall provide a budgeting function allowing users to create multiple versions of budgets for all funds, easily manipulating budget variables that can be applied universally or selectively to create alternate scenarios for decision making, and ultimately loading an approved budget to the General Ledger for revenue and expenditure tracking.

3. ACCOUNTS PAYABLE

The system shall provide an accounts payable function which integrates with the purchasing function supporting an industry standard procure to pay model with users entering requisitions which when approved, are converted to purchase orders, and subsequently supporting the entry of invoices. The module should support multiple payment types including checks and ACH for the payment of vendor. The module should support the generation of 1099s and other relevant reports. The module should also support positive payment information submitted to the financial institutions.

4. CAPITAL ASSETS

The system must provide a capital assets inventory function that tracks the County's capitalized assets, records relevant information, calculates depreciation, and provides entries to be updated to the general ledger. Integration with accounts payable is desirable.

5. PURCHASING/PROCUREMENT

The system shall provide a purchasing function which allows for the entry of purchase requisitions, facilitates the approval process via workflow, generates purchase orders, provides integration of purchase orders to the accounts payable functions, and records encumbrances to the general ledger. The system shall accommodate the payment to the applicable vendor via electronic payment or check and reduce the corresponding encumbrance, if applicable.

6. HUMAN RESOURCES (HR)

The system shall provide a human resources function that facilitates the entry of applicant information, maintains relevant employee information such as certifications, FMLA and other status codes, and licensures. The module should provide for robust benefits management, open enrollment, performance management, and support for disciplinary actions. The module must support a real time interface to the payroll module. The HR module shall support a robust workflow allowing departments to initiate personnel actions and have these actions routed to the HR Department for review and approval. The HR module shall provide a robust, secure employee self-service portal which allows employees to view paycheck history, view benefits, initiate life event changes, and complete yearly open enrollment. The HR module shall support standard HIPAA 834 benefit interface standards.

7. PAYROLL

The system shall provide a payroll function which integrates with the HR module for base employee information such as hire date, leave balances, salary, and deductions resulting from employee benefits. The module should have the ability to generate paychecks and direct deposit files for the payment of employees, and should accommodate a variety of employee types and payment types and cycles. The system shall also accommodate the payment and recording of deductions to the applicable recipient via electronic payment or check. The system should also support the ability to import time records from other external time and attendance systems. The module should also support positive payment information submitted to the financial institutions.

8. COLLECTIONS AND CASH RECEIPTS

The system shall provide a cash receipting function that accommodates the collection and recording of taxpayer/customer payments against associated accounts receivables. The cash receipting system must interface with the various tax revenue administration modules including personal property, real estate, business license, miscellaneous billing, and community development to reflect proper amounts due and credits to individual customer accounts. It must also interface with the general ledger to appropriately update the balances in revenue, accounts receivable, taxes receivable and cash accounts. The system will also track and maintain customer information, including delinquency and collections activities. The cash receipt function should support a minimum of 5 cash drawers/teller windows & a cash drawer designated for online payments separately each with individual accountability and each with the ability to accept multiple payment types including credit cards. The system must comply with applicable Payment Card Industry Data Security Standard (PCI) - security standards.

9. REAL ESTATE TAX ASSESSMENT AND BILLING

The system shall provide a real estate billing function that provides the ability to maintain property records and assessments on property which is maintained in the County's CAMA software (CAMRA). The real estate billing system will generate real property tax bills based on applicable tax rates and interface with the cash receipting system to update the balance on the owner's account, as well as the general ledger for the update of receivable balances. The system must have the ability to present taxes payable to the taxpayer through a robust, mobile-friendly web portal and must provide the taxpayer with the ability to make payments through this portal.

10. PERSONAL PROPERTY TAX ASSESSMENT AND BILLING

The system shall provide a personal property billing function that maintains individual property records and assessments from various sources. The personal property billing system will generate personal property tax bills based on applicable tax rates and the Personal Property Tax Relief (PPTRA) percentage in effect for the tax year. The system will interface with the cash receipting system to update the balance on the owner's account as well as the general ledger for the update of receivables balances. The system must have the ability to present taxes payable to the taxpayer through a robust, mobile-friendly web portal and must provide the taxpayer with the ability to make payments through this portal.

11. BUSINESS LICENSE ADMINISTRATION

The system shall provide a business license function that maintains the records of active businesses in the County, generates forms for the payment of business license taxes, and interfaces with the cash receipting system to update the balance on the owner's account. The system must have the ability to allow the taxpayer to make payments through a robust, mobile-friendly web portal.

12. MISCELLANEOUS BILLING

The system must provide a miscellaneous billing function that calculates and invoices for various taxes and assessments billed by the County, including but not limited to meals taxes, lodging taxes, admissions tax, and cigarette tax. The system must have the ability to allow the taxpayer to make payments through a robust, mobile-friendly web portal.

13. STATE INCOME TAX

The system must provide functionality to support the administration of state and estimated income tax, meeting the requirement as set forth by the Commonwealth of Virginia.

14. BUILDING AND INSPECTIONS

Building Department is responsible for ensuring public health, safety, and welfare associated with the design, construction, and utilization of public and private buildings. County inspectors inspect for compliance with the Virginia Uniform Statewide Building Code. Permits must be obtained to construct, enlarge, alter, repair, convert, or demolish any building in the County. Permits are also required for installation or changes to electrical, plumbing, or mechanical systems.

The proposed system shall support the ability to capture application data necessary to support the building functions and to support the ability to define, plan, and manage workflows and tasks associated with the review and administration of applications or other duties. This module shall also support the communication with applicants or with Community Development or with external entities. This module shall also integrate to the licensing module to provide the ability to verify licensure associated with contractors and sub-contractors that are identified on an application. This module shall also support the ability for the department to issue permits and other documents such as a certificate of occupancy either in a printed format or electronically.

Inspections are involved in most all areas of the community development process. The proposed solution should have robust inspection capability to support scheduling, management, and support of the inspection process and the inspector workforce. Inspection capabilities should include comprehensive mobile capability to enable mobile inspections involving all other system modules.

15. PLANNING AND ZONING

Community Development is responsible for short-term and long-term planning for the County. The office reviews and prepares staff reports on potential rezonings, rezoning applications, special use permit applications, site development plans, subdivision plans, and comprehensive plan amendments. It is also responsible for coordinating the review and update of the County's Comprehensive Plan, and drafting Zoning and Subdivision Ordinance amendments as needed.

The proposed system shall support the ability to capture application data necessary to support the planning functions and to support the ability to define, plan, and manage workflows and tasks associated with the review and administration of applications or other duties. This module shall also support the communication with applicants or other divisions within Community Development or with external entities.

16. COMMUNITY DEVELOPMENT AND BUILDING CIVIC ACCESS

A core capability of any proposed solution shall be the citizen access capability. This will be the primary interface between citizens, developers, Building Department, and Community Development. This platform should be configurable to allow citizens to submit applications for all required permits, or other types of submittals and to then be able to utilize this platform to track, monitor, and communicate with Building Department and Community Development in an interactive fashion. This platform should also have robust payment processing capability for calculating fees and then accepting payments for applications or other services.

III. PROPOSAL CONTENT

Proposals shall be organized in the following manner and address each of the following areas efficiently and succinctly. Cross-references to the corresponding section of the RFP are encouraged.

1. Description of the Proposer, including information sufficient to give the County a clear understanding of the company's capacity, history, financial stability, and vision. Descriptions should include organizational charts and number of employees by division and location. Proposer should also describe their experience with similar organizations, particularly municipal governments, and specifically Virginia municipalities.

2. Availability of Cloud/SaaS and on-premise configurations, including relevant considerations and costs of both options, if available. The vendor should clearly identify the hosting partner if the vendor does not host the solution in-house.

3. Preferred and required minimum hardware configurations for on premise option as well as cloud option if the cloud option requires a hybrid architecture with on premise servers supporting specific features and functions.

4. Recommendations for implementation of the system, including phased approach among modules, training to be provided and when, identification of milestones, concurrent usage with current system.

5. Identify the approach toward training including types of training provided, number of classes per module, train everyone or train-the-trainer approach, estimated number of hours of training to be provided to employees and the types of training materials to be provided.

6. Ability to meet the functional requirements outlined in Appendix A. To be considered, Proposer must respond as to their proposed system's ability to perform each function and return Appendix A with their proposal. Proposers shall complete the **HIGHLIGHED VENDOR RESPONSE COLUMN**. Those functional requirements unable to be addressed within the standard system as proposed, but which may be addressed through vendor customizations should be clearly shown as requiring additional customization with an estimated additional cost. The comments column is provided for Proposers to elaborate on their responses. The County requires that Appendix A become part of the resulting contract between the County and the Proposer, and the functions identified in the Appendix and responded in the affirmative by the Proposer will be performed by the system.

7. Customer Support Structure and Service Level Agreements. Proposers shall describe their help desk and other customer support services in detail, including the various ways customers may contact the Proposer for customer support, the ratio of customer support personnel to customers, average response, and resolution time statistics for various levels of issues, samples of technical documentation, etc. Proposers should include an example Service Level Agreement or a comparable document.

8. Disaster Resilience and Contingency Planning. Proposers shall identify how they provide appropriate data and software backups, disaster resilience, and continuity of operations in the event of a localized or wide-spread catastrophic event. Information should reference the timing of backups, location, restoration plan, hardware or software requirements, and response time.

9. Information Security. Proposers should clearly identify the strategies employed to protect access to the proposed solution as well as protections which are in place to guard and protect the information housed in the system. The Proposer should also clearly identify mechanisms that are in place to protect against contemporary cyber threats such as ransomware as well as identification of cyber response protocols which are in place.

10. Commitment to Product Enhancements and Updates. Proposers shall describe their support for changes in state and federal laws and regulations, generally accepted accounting principles, governmental accounting mandates, federal and state administrative requirements, and advances in technology affecting the industry. Examples of software changes to comply with recent changes at the federal or state level should be given and description should include the date that the update was made public to customers and cost (if any) to customers. The Proposer should clearly identify how they would ensure the County's system is kept current.

11. Project Management Plan and Implementation Services. Proposers shall provide a comprehensive project management plan and detailed description of implementation services to be provided, such as providing test and train environments for the County use in testing various processes during implementation and training staff in system function. Proposers shall describe in detail their project management structure, including the identification of key personnel involved with project management. The professional resumes and relevant experience of project management personnel should be included.

12. Pricing. Proposers should complete the **Cost Worksheet – Appendix B** to provide a complete cost proposal of all software, maintenance, implementation, training, travel, and conversion costs for their proposed solution.

    A. If the Proposer proposes both an on-premise solution and a hosted solution, the costs of these two options should be clearly differentiated.

    B. Yearly recurring costs and fees for years 1 through 5 should be identified.

    C. One-time charges such as training, conversion, interface development, or software modification charges should be detailed as non-recurring costs
    D. Any additional charges above the annual maintenance costs should be listed in detail.

E. Proposers should project cost of hardware required to implement the solution. This would exclude the cost of the computers utilized by end users for accessing the system. Equipment specified should be of recent release and not nearing end of model life.

F. Proposers should identify when recurring fees commence, and how system customizations, if any, may impact recurring costs.

G. Any fees associated with third party software that is required to fully operate and maintain the ERP should be provided.

H. As part of the software purchase price, a minimum of one year software support for each item shall be included, which will be the warranty period. Support shall include phone support and all software updates. Updates shall include Correction Releases, Point Releases, and Level Releases. Support begins on the first day of the month after the software is installed by Proposer and accepted by the County. Purchase price for third party products shall also include one year software support.

13. References. Proposers should provide a list of no less than four similarly sized local governments for which they have successfully implemented similar solutions. At least two of such references shall be from Virginia localities. References should include the name of the locality, a contact individual who actively participated in the implementation, their title, phone number, email address, and a brief description of the systems implemented, and the version implemented. This section should also indicate the length of implementation from contract award to final acceptance.

14. Insurance. Address required insurance coverage to indicate understanding and ability to comply. Provide a Certificate of Insurance.

15. Provide a copy of a Software as a Service (Saas) and/or maintenance contract.

16. Other. Provide other information which you feel to be pertinent.

IV. PROPOSAL SELECTION CRITERIA

The County software evaluation committee will evaluate all proposals. Proposals will be evaluated using the criteria outlined below:

1. Functional Requirements (Possible 100 Points)

- Extent to which the proposed software meets the functional requirements identified as “required” or “desired”, with emphasis on the “required”
- Compliance with the RFP’s technical requirements and use of appropriate technology architecture
- Extent to which customizations or modifications are needed to meet the County’s requirements

2. Proposed Cost (Possible 100 Points)

   - Comprehensiveness of proposed pricing structure
   - Implementation Cost
   - Cost of yearly recurring services and maintenance
   - Cost of customizations

3. Qualifications of the Proposer (Possible 100 Points)

   - Experience in Virginia localities
   - Experience in similar organizations (size, structure, etc.)
   - Proposer's reputation, capacity, history, financial stability, and vision
   - Demonstrated commitment to product enhancement, including software modification for mandated state and federal changes

4. Professional Services (Possible 100 Points)

   - Quality of project management, including experience of project management staff
   - Quality of implementation plan, including experience of implementation staff
   - Quality, variety, and sufficiency of training
   - Quality, variety, and availability of system support and customer service, including users' groups, discussion forums, technical support, help desk, etc.

5. References (Possible 100 Points)

   - Existing customer satisfaction with products, maintenance and support, and overall system
   - Proven company track record to provide services as promised
   - Project management
   - Training

6. Scripted Demo (Possible 100 Points)

   After evaluating proposals submitted by prospective Proposers, the software evaluation committee will invite potential Proposers to perform a scripted demo. The County will provide a pre-defined agenda to the Proposer who will then be given the opportunity to demonstrate the solution showing how the solution meets the selected requirements. Each vendor will also be given time for "free style" where the Proposer may cover any topics they wish.

   1. Ease of use/user friendliness
   2. Demonstrated ability to meet functional requirements per scripted processes
   3. Technology, security, integration & compatibility with the County technology architecture

Each proposal has possible total score of 600 points. The evaluation team will complete a review of each proposal and will score items 1 – 5. No more than the top three Proposers will be chosen for scripted demos. Proposals will be evaluated against the required specifications as listed in the RFP. A proposal may be eliminated from consideration at the County's option for failure to comply with any required specification, depending on the nature and extent of non-compliance. In addition to meeting mandated specifications, proposals will be evaluated for the ability of a vendor to provide, in the County's opinion, the best overall solution to meet the County's objectives.

Selection Process/Award of Contract

The selection process will be in accordance with Section 2.2-4301 of the Code of Virginia. The County shall engage in individual discussions with two or more Proposers deemed fully qualified, responsible, and suitable on the basis of initial responses and with emphasis on professional competence to provide the required services. Such Proposers shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the review.

At the conclusion of the discussion, on the basis of the selection criteria listed in the Request for Proposal (the "RFP") and all information developed in the selection process to this point, the selection committee shall select in order of preference two or more Proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the Proposer(s) ranked first.

If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that Proposer. Otherwise, negotiations will be conducted with the Proposer ranked second, and so on until a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its sole discretion that only one Proposer is fully qualified, or that one Proposer is clearly more qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Proposer. In the case that the selected Proposer's proposed cost of services exceeds the available funds of the County, the County reserves the right to negotiate with the selected Proposer for a contract price within available funds. Should the County be unable to negotiate a price which is suitable, all proposals may be rejected.

V. GENERAL REQUIREMENTS

A. Rockbridge County reserves the right to reject any and/or all proposals when it is deemed to be in the best interest of the County.

B. Proposals shall be signed by a qualified member of the proposing firm. All information requested must be submitted. Failure to submit all requested information may result in the rejection of the proposal.

C. No portions of the work for this project shall be assigned to a subcontractor without the prior written consent of the County.

VI. CONTRACTUAL CONDITIONS

If and when negotiations result in agreement to enter into contract, a contract referencing this RFP and the proposal of the successful vendor will be crafted, as authorized by the Board of Supervisors. The County Administrator will execute any agreement subsequently reached, via signature. Signature of the authorized representative of the successful firm will be a requirement on the agreement.

VII. PAYMENT TERMS

Rockbridge County processes invoices on a monthly basis. All properly documented invoices received no later than the last business of each month will be processed in the following month. Invoice payments are typically mailed out by the mid-point of each month.

VIII. GENERAL TERMS AND CONDITIONS

A. Response to Proposals

Forward the original, nine (9) copies and one (1) digital copy, with all supporting information you wish to be considered, no later than **2:00 PM EST on Tuesday, April 11, 2023** to:

Attn: Amy Milliner, Procurement Coordinator
Rockbridge County Administration Office
150 South Main Street
Room # 211
Lexington, VA 24450

Without exception, proposals delivered after this date and time will not be accepted. For late sealed proposals, the envelope shall be date and time stamped, marked "late" and retained unopened in the procurement file. Faxed or emailed Proposals will not be accepted.

B. Issuing Office

Rockbridge County Administration Office
150 South Main Street
Lexington, VA 24450

C. Inquiries

Questions concerning proposal procedures in this RFP or concerning the scope of services shall be addressed in writing to amilliner@rockbridgecountyva.gov. All inquiries must be received no later than 4:00 PM EST on March 29, 2023 (Wednesday).

D. Issuing Date

Wednesday, March 15, 2023

F. Proposer Understanding of Requirements

It is the responsibility of each organization submitting a proposal to inquire about and to clarify any requirement of the RFP which is not understood. Proposers must submit inquiries concerning submittal procedures or specifications concerning this RFP in writing, by mail, or via email. The County will issue written responses in the form of an Addendum to this RFP and post these responses on the County's website, at http://www.co.rockbridge.va.us/bids.aspx in the same location as the RFP; it is the responsibility of Proposers to check the website for any updates or Addenda related to this RFP, and shall acknowledge receipt in the Proposal.

Any potential Proposer who provides its name and email address to the ESC/Stormwater Administrator will be provided a copy by email of any Addendum at the time of issuance. Only written responses to inquiries concerning procedures or specifications will be considered valid by the County. Non-written questions from Proposers and verbal responses by the County should be limited to simple clarifications and will not be considered valid as part of the process.

G. Incurring Cost

The County is not liable for any cost incurred by any Proposer interested in submitting a RFP, or any selected Proposer, prior to the execution of a contract.

I. Indemnification

To the fullest extent permitted by law, the successful Proposer shall indemnify and hold harmless Rockbridge County, its officers, boards, commissions, agents and employees against any and all Losses (herein defined as liability, claims, demands, actions, causes of action, suits, proceedings, damages, losses, judgments, costs and/or expenses, including but not limited to reasonable attorneys' fees, accountant fees, expert witness or consultant fees, court costs, traveling and transportation expenses, or other costs or expenses arising out of or pertaining to the contract), for bodily injury, sickness, disease or death, or for injury to or destruction of property, of every kind or nature whatsoever, arising out of or resulting from performance of the Work or Services, but only to the extent caused by the intentional or negligent acts, errors or omissions of the successful Proposer, its employees, subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such Losses may be caused in part by a party indemnified hereunder.

J. <u>Insurance</u>

The successful Proposer shall procure and maintain general liability and other insurance during the term of the contract as follows:

Worker's Compensation	Statutory requirements
Employer's Liability	Statutory requirements
Commercial General Liability	
Bodily Injury	$1,000,000 per occurrence $2,000,000 aggregate, if any
Property Damage	$1,000,000 per occurrence $2,000,000 aggregate, if any
Comprehensive Automobile Liability Insurance	
Bodily Injury	$1,000,000 per person $1,000,000 per accident $2,000,000 aggregate, if any
Property Damage	$1,000,000 per occurrence $2,000,000 aggregate, if any
Professional Liability	$1,000,000 per claim $2,000,000 aggregate, if any

The successful Proposer shall provide to the County a Certificate of Insurance from a carrier holding AM Best Financial Strength Ratings of A (X) or better and operating in all jurisdictions where the services will be provided, or otherwise acceptable to the County, evidencing the coverage in the minimum limits set forth above, or equivalent coverage such as through Umbrella Liability coverage. In addition, the successful Proposer will provide a separate endorsement (1) naming the County as an additional insured for the Commercial General Liability and Automobile Liability Policies, which shall include owned, non-owned and hired car coverage; and (2) assurance that the insurer will provide the County thirty (30) days' notice of policy cancellation (10 days for non-payment).

If the successful Proposer's insurance is issued on a "claims made" basis, the successful Proposer must comply with the following additional conditions. The limits of liability as described previously in these provisions shall remain the same. The successful Proposer must either:

1. Agree to provide certificates of insurance evidencing the above coverage for a period of three (3) years after final payment under

the resulting contract for all policies. This certificate shall evidence a "retroactive date" no later than the beginning of the successful Proposer's work under the contract, or

2. Purchase the extended reporting period endorsement for the policy or policies in force during the term of the contract and evidence the purchase of this extended reporting period endorsement by means of a certificate of insurance or a copy of the endorsement itself.

The successful Proposer will be responsible for insuring its equipment or other property against damage or loss from any cause whatsoever.

K. <u>Termination of Contract</u>

Should the Proposer fail to perform the work according to accepted methods, the County has the right to terminate the contract immediately. In the event of termination pursuant to this paragraph, the Proposer shall be paid for all services satisfactorily provided through the date of termination less any fines, remedial costs or other fees that may be withheld.

L. <u>Rockbridge County's Rights</u>

Rockbridge County reserves the right to reject any and all proposals, or to contact any submitting Proposer or reference prior to award for explanations or clarification. The County reserves the right to waive any informalities and to award to the most acceptable responsive and responsible Proposer.

M. <u>Non-Discrimination</u>

Rockbridge County does not discriminate against race, color, religion, sex, national origin, age, disability, political affiliation, belief or faith-based organizations.

N. <u>Employment Discrimination by Contractor Prohibited</u>

The contract with the selected Proposer (contractor) shall provide that during the performance of the contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. The contractor will include the provisions of the foregoing subsections 1, 2, and 3 in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

O. Drug-free Workplace to be maintained by Contractor

The contract with the selected Proposer (contractor) shall provide that during the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

P. Ethics in Public Contracting

This RFP incorporates by reference any state or federal law related to ethics, conflicts of interest, or bribery, including by way of illustration and not limitation, the Virginia State and Local Government Conflict of Interests Act, the Virginia Governmental Frauds Act, and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Virginia Code, as amended. The Proposer certifies that its offer is made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Proposer, supplier, manufacturer, or sub-Proposer and that it has not conferred on any public employee having official responsibility for this purchase any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

Q. Immigration Reform and Control Act of 1986

The Proposer certifies that it does not, and will not during the performance of any contract, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

R. Proposal Binding

The contents, in their entirety, of the proposal submitted by the accepted firm shall become an attachment to and part of the agreement between the firm and the County of Rockbridge.

S. Applicable Law

This RFP and any subsequent contract and the work performed thereunder shall be governed in all respects by the laws of the Commonwealth of Virginia and the venue for any litigation with respect thereto shall be in the Circuit Court for Rockbridge County, Virginia or as otherwise required by law. The Proposer shall comply with applicable federal, state, and local laws and regulations.

T. Assignment

The Proposer shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the County.

ROCKBRIDGE COUNTY
MUNICIPAL SOFTWARE SUITE
FUNCTIONAL REQUIREMENTS

APPENDIX A

SECTION	DESCRIPTION	NUMBER OF REQUIREMENTS
General	General requirements such as workflows, notifications, document storage management, technology, and other functionality that will be part of each module.	221
General Ledger	Requirements for the General Ledger, Cash and Bank, and other general financial requirements.	156
Budgeting	Requirements for budgeting.	148
Fixed Assets	Requirements for fixed assets.	106
Purchasing	Requirements for purchasing.	131
Accounts Payable	Requirements for accounts payable.	142
Human Resources	Requirements for human resources.	211
Payroll	Requirements for payroll.	265
Real Estate	Requirements for real estate billing and collection.	226
Personal Property	Requirements for personal property billing and collection.	187
Business License	Requirements for business licenses and other taxes.	66
Collections	Requirements for cashiering and collections.	216
Miscellaneous Billing	Requirements for miscellaneous billing.	73
State Income Tax	Requirements for management of estimated and state income tax.	57
Community Development	Requirements for community development and building department.	445

General and Technical					
Item #	Description of Requirement	Required/ Desired/		VENDOR RESPONSE	Comments
General Functionality					
G-1	Provides simultaneous, multi-user on-line use in various locations (including remote locations)	Required			
G-2	Allows for configuration of the applications to meet organization requirements	Required			
G-3	Configurations are not affected by regular version upgrades	Required			
G-4	Vendor provides fixes/patches to address system "bugs" and security issues as part of regular maintenanceat no additional charge.	Required			
G-5	Vendor provides updates for changes in state and federal laws, compliance with new hardware and supporting software versions as part of ongoing support.	Required			
G-6	Has built-in web portals or has the ability to integrate with third-party customer web portals allowing for customer inquiries and online transactions	Required			
G-7	Platform shall be hosted by the vendor with the vendor having responsibility for all hardware and infrastructure required to run the platform.	Required			
G-8	Vendor shall provide adequate Internet bandwidth to support required public access.	Required			
G-9	Vendor shall be responsible for providing a secure platform with firewalls and intrusion detection capability. Vendor shall be responsible for information security.	Required			
G-10	Vendor shall provide a method to allow the county to have secure access to information in the system, through a secure web interface (SSL), and/or VPN with the option of utilizing multi-factor authentication.	Required			
G-11	Vendor shall be responsible for all software/system upgrades and shall provide the county with a minimum of 30-days notification prior to deploying planned update.	Required			
G-12	Vendor shall deploy any software updates to a TEST environment to allow the county to adequately test prior to deployment to production.	Required			
Imports and exports data, including all reports and query results, from and to standard file formats including but not limited to:					
G-13	*PDFs that are text based and searchable	Required			
G-14	*Comma Delimited (.CSV)	Required			
G-15	*Excel	Required			
G-16	*Word	Required			
G-17	*HTML	Required			
G-18	Exported / downloaded reports give users the option to suspend page headers	Required			
G-19	Users can enter customized headers for reports	Required			
G-20	Includes a library of standard reports that are module specific	Required			
G-21	Integration such that changes made in one module update appropriate fields in all other appropriate modules without the need for duplicate data entry	Required			
G-22	Allows an authorized user to modify existing reports and save modifications as separate reports for future use	Desired			
G-23	Accomodates multiple users accessing the system at the same time without collision or file/record/field locking problems	Desired			
G-24	Supports foreign zip codes	Required			
G-25	Provides a centralized data dictionary, that fully describes table structure and includes adequate metadata	Required			
G-26	Has a sub-second response time for all applications	Required			
G-27	Supports remote access by users in the field with tablet hardware (e.,g. inspectors) for iOS, Microsoft, and Android.	Required			
G-28	Generates all standard reports in less than one minute. Reports that will require more than this amount of time should be listed in Comments column with justification	Desired			

General and Technical					
Item #	Description of Requirement	Required/ Desired/		VENDOR RESPONSE	Comments
G-29	Allows users to print from an inquiry screen	Required			
G-30	Be operational at all times, 24 hours / day, 7 days/ week except for limited, pre-scheduled maintenance times during off-peak (night and weekend) hours	Required			
G-31	All cashiering modules are Payment Card Industry (PCI) compliant	Required			
G-32	Provides roll-back capability in the database in order to rebuild data files, if necessary, to a specific backup version	Required			
G-33	Prints to multiple printer formats and forms, particularly prints reports to standard letter size paper	Required			
G-34	Supports multiple entities/companies if required (schools, authorities, etc.)	Required			
G-35	Allows for backups of specific module data sets separately from the whole system	Required			
G-36	Allows system or modules to be backed up while in use/ with active users	Desired			
G-37	Accomodates loading customized number of years of history; unlimited number of years for unpaid RE or PP taxes, for example	Required			
G-38	Ability to capture a screen print as a pdf and email it to third parties	Required			
G-39	Provides online software documentation for all software application modules	Required			
G-40	Provides an online tutorial to assist users learning the software	Desired			
G-41	The vendor offers software application support during planned upgrades, after county's typical operating hours	Required			
G-42	The vendor must provide product release notes prior to any upgrade release as well as prior to deployment of upgrade.	Desired			
G-43	The vendor offers a suite of online training modules	Desired			
G-44	The vendor offers periodic live webinar training sessions	Desired			
G-45	The vendor offers recorded training sessions	Desired			
G-46	The vendor offers a secure implementation project management website, that includes secure FTP or similar process for file sharing between the vendor and client	Required			
G-47	Utilizes centralized database(s) for customer and property information that is referenced by all modules. (e.g. customer address is changed once and information is shared across all modules)	Required			
G-48	Customer number can be linked (husband and wife, sole-proprietor business and personal)	Required			
G-49	Ability to interface with Commonwealth of Virginia Department of Accounts, Department of Taxation, DMV, and Department of Social Services.	Required			
G-50	Ability to interface with PayPal and other payment processors and banking partners.	Required			
G-51	Ability to capture information of Workload for SCB from all modules	Required			
G-52	Ability to keep history of address with date and who changed it -- and where the information was aquired	Desired			
Technical Environment					
G-53	Provides an ad hoc reporting environment that is OLE-DB and SQL native compliant	Desired			
G-54	Compatible with all major browsers as clients including Firefox, Chrome, Safari and Microsoft Edge.	Required			
G-53	Interface for user-facing modules and applications is mobile device compatible.	Required			
G-54	Provides separate and distinct environments for production, test, and train under one licensing agreement	Desired			

General and Technical					
Item #	**Description of Requirement**	**Required/ Desired/**		**VENDOR RESPONSE**	**Comments**
G-55	Allows authorized users to copy data from production and load to test and train environment	**Desired**			
G-56	Limits value ranges to minimize entry errors	**Required**			
G-57	Allow full operational function when accessed from a remote location via remote access (i.e. VPN or web browser)	**Required**			
G-58	Has frequently scheduled (at least daily), automatic data backups and allows user to restore to backup for full system or individual module, and to choose version of backup.	**Required**			
G-59	Uses a Windows server platform and network environment for any on premise infrastructure.	**Required**			
G-60	Supports virtualization with either hyper-V or VMWare for any on premise infrastructure.	**Required**			
G-61	Compatible with the latest version of Windows Server for any on premise infrastructure.	**Required**			
G-62	Allows authorized users & system administrators to configure and maintain all system settings from any workstation on the network	**Required**			
G-63	Accomodates centralized deployment of system updates and system maintenance	**Required**			
G-64	Accomodates remote deployment of system updates and system maintenance	**Required**			
G-65	Accommodates deployment of system updates and maintenance to all affected systems according to user-defined effective dates	**Desired**			
G-66	The vendor must proactively notify the System Administrator regarding which releases of third-party software (JAVA virtual machine, Internet Explorer, Mozilla, Safari, etc.) are known to create problems with the current version of the vendor software	**Required**			
G-67	The vendor will provide web-based support, with a searchable database of common problems, to assist end users in researching error messages.	**Desired**			
G-68	Vendor must request access prior to accessing the application for trouble shooting	**Required**			
Security					
G-69	Utilizes Lightweight Directory Access Protocol/ (LDAP)/ Active Directory for user validation	**Desired**			
G-70	Inherits groups from Active Directory for application authentication	**Desired**			
G-71	Stores passwords in encrypted form	**Required**			
G-72	Restricts import and export capabilities based on user-level security to control access to sensitive information	**Required**			
Provides security at the following levels based on user ID:					
G-73	*Department	**Required**			
G-74	*Division	**Required**			
G-75	*Role or group	**Required**			
G-76	*Screen	**Required**			
G-77	*Menu	**Required**			
G-78	*Transaction type	**Required**			
Maintains an audit trail of changes throughout the system; creating a log of all records maintained which includes:					
G-79	*Date	**Required**			
G-80	*Time	**Required**			
G-81	*User	**Required**			
G-82	*IP address	**Required**			
G-83	*Machine name	**Required**			
G-84	*Information prior to change	**Required**			
G-85	*Changed information/ record	**Required**			
G-86	*Other administrator-configurable information	**Desired**			
G-87	Provides functional security to control what processes can be performed by certain users	**Required**			
G-88	Provides access to audit trails only to authorized system administrators/super users; allows audit trails to be printed	**Required**			

General and Technical					
Item #	**Description of Requirement**	**Required/ Desired/**		**VENDOR RESPONSE**	**Comments**
G-89	Allows the System Administrator to add and change permissions for system access	**Required**			
G-90	Logs users off the system after an administrator-defined period of inactivity, based on user-defined roles	**Required**			
G-91	Allows a System Administrator to log out users	**Required**			
G-92	Allows a System Administrator to log out users by module	**Required**			
Supports ability to mask fields by user role including but not					
G-93	*Tax numbers/property ID	**Required**			
G-94	*Date of Birth	**Required**			
G-95	*Passwords	**Required**			
G-96	*Routing and bank account numbers	**Required**			
G-97	*Social Security numbers	**Required**			
G-98	*Drivers License numbers	**Required**			
G-99	*Email addresses	**Required**			
G-100	*Pay rates	**Required**			
G-101	*Deduction information	**Required**			
G-102	*Other, user-defined fields	**Required**			
G-103	Prevents users from changing their own security permissions	**Required**			
G-104	Allows an administrator to configure the current fiscal year and period; specify periods that are closed to additional transactions by module	**Required**			
G-105	Vendor must complete a yearly security assessment and make results of the assessment available to the client upon request.	**Required**			
User Interface					
G-106	Provides drop down boxes and "pick lists" for data selection, when appropriate	**Required**			
G-107	Provides user-configurable quick keys (i.e., function keys)	**Desired**			
G-108	Provides functional, online help documentation for system end users	**Required**			
G-109	Provides technical online help documentation for system administrators	**Required**			
G-110	Is integrated with the Microsoft clipboard	**Required**			
G-111	Error messages appear in a consistent format across all system modules	**Required**			
G-112	Error messages are integrated with online help functionality	**Required**			
G-113	Creates error logs with detail associated with the error	**Required**			
G-114	Allows system administrators to configure error messages	**Desired**			
G-115	Provide user-defined fields subject to user security	**Required**			
G-116	Allows the county to determine which fields are required in data entry screen	**Required**			
G-117	Has an integrated administrative messaging system (e.g., a message to alert users of system maintenance activity)	**Desired**			
G-118	Allows administrators to customize screens based on roles and permissions	**Desired**			
G-119	Provides contextual help, with the ability to turn this feature off (i.e., field descriptions that are displayed based on the location of the mouse or cursor)	**Desired**			
G-120	Has customizable help messages/ documentation	**Desired**			
G-121	Utilizes user-defined data validation on data entry screens, where appropriate	**Required**			
G-122	Accommodates the attachment of files to records in the system	**Required**			
G-123	Allows authorized users to add a new value to a drop down table without having to navigate from the data entry screen	**Desired**			
G-124	Accommodates limitations on the size of file attachments	**Desired**			
G-125	Provides drill down capability on all screens, subject to security	**Required**			

General and Technical					
Item #	**Description of Requirement**	**Required/ Desired/**		**VENDOR RESPONSE**	**Comments**
G-126	Allows authorized users to drill down to view attachments	**Required**			
G-127	Allow users to determine the number of search results records (e.g. 25, 50, or 100) that will be displayed	**Desired**			
G-128	Automatic spell check available for any field with the ability to turn the feature on and off	**Desired**			
G-129	Allows users to add and subtract words to the spell check dictionary	**Desired**			
G-130	Performs word-wraps in a data field without having to hit "enter"	**Desired**			
G-131	Searches records by standardized wild cards, subject to security	**Required**			
G-132	Allows authorized users to select search result items and drill down for further detail	**Required**			
G-133	Provides pre-populated fields appropriately to reduce redundant data entry	**Required**			
G-134	Screens in associated modules are linked and accessible from each other, subject to security, to minimize backing out of one screen to access another	**Required**			
G-135	Supports inquiry access from mobile devices with appropriate security	**Desired**			
G-136	Supports workflow approvals from mobile devices	**Required**			
G-137	Provides full operational function from mobile device operating systems	**Required**			
G-138	Allows and supports multiple windows/modules to be open at the same time without multiple logins	**Required**			
G-139	User defined warnings to users when they are about to execute a process and ask if they want to proceed.	**Required**			
G-140	Support keyboard and mouse user interaction for all data entry and processing	**Required**			
G-141	Support touch screen user interaction for all data entry and processing	**Desired**			
G-142	Supports split screen views on dual monitors	**Required**			
G-143	Provides the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system	**Required**			
G-144	Uses US Postal service standards for address entry; prompts user to update if data entry doesn't conform to standard	**Desired**			
G-145	Uses a consistent mailing address database and updates all modules with changes entered for a specific taxpayer/ customer	**Desired**			
Workflow					
G-146	Initiates and tracks the approval process	**Required**			
G-147	Accomodates different levels of approval for the same user (various functions)	**Required**			
G-148	Provides workflow functionality in all system modules	**Required**			
Allows administrators to set workflow rules by:					
G-149	*User	**Required**			
G-150	*Role	**Required**			
G-151	*Department	**Required**			
G-152	*Division	**Required**			
G-153	*Account Number	**Required**			
G-154	*Amount thresholds	**Required**			
G-155	*Percentage of a base amount	**Desired**			
G-156	Other, user-defined	**Required**			
G-157	Accomodates temporary changes in designated approval hierarchy (e.g., unavailable due to vacation time)	**Required**			
G-158	Automatically re-routes workflow assignments based on unavailable status	**Required**			
G-159	Automatically re-routes workflow assignments after a county-defined period of no response	**Required**			

General and Technical					
Item #	**Description of Requirement**	**Required/ Desired/**		**VENDOR RESPONSE**	**Comments**
G-160	Provides default escalation paths based on user-defined criteria (e.g., minimum period of no response, etc.)	**Required**			
G-161	Generates event-driven notifications by email that may be configured at any step in any workflow routine	**Required**			
G-162	Allows all notifications to be customized by the county with the ability to turn this functionality on or off	**Required**			
G-163	Workflow can send messages through system to users, but will generate email to non-users for notifications	**Desired**			
G-164	Ability to carbon copy supervisors or specific co-workers on system generated emails.	**Desired**			
Document Management					
G-165	Provides integrated document management functionality across all system modules	**Required**			
G-166	Has ability to integrate with other document management systems.	**Desired**			
G-167	Accesses and reads existing image files from various document management systems	**Desired**			
G-168	Can apply system security to documents stored in the content manager (i.e., some documents will not be viewable to unauthorized users)	**Required**			
The system has the ability for the content manager to store files in the following formats:					
G-169	*.doc(x)	**Required**			
G-170	*.xls(x)	**Required**			
G-171	*.ppt(x)	**Required**			
G-172	*Other MS office formats	**Required**			
G-173	*PDFs that are text based and searchable	**Required**			
G-174	*.gif	**Required**			
G-175	*.jpg	**Required**			
G-176	*Other image formats	**Required**			
G-177	*Other, user-defined formats	**Desired**			
G-178	Users can link documents stored in the content manager to multiple individual transactions throughout the system	**Desired**			
G-179	Can be configured so certain documents are automatically produced and linked to specific records (such as check images linked to the A/P or payroll transaction generating them)	**Desired**			
G-180	Stores audit trail information of events associated with documents stored in content manager (i.e., user, date, time, etc.)	**Required**			
G-181	Provides content management functionality that allows user-friendly searching of all documents stored	**Required**			
G-182	Archives documents stored in the content manager based on user-defined conditions with appropriate permissions	**Desired**			
G-183	Authorized users can purge documents in batch based on date or other criteria.	**Required**			
G-184	Allows users to email a linked image file to another party	**Desired**			
G-185	System identifies records with imaged documentation on display screen	**Required**			
G-186	Provides Document Management System functionality to track electronic files associated with specific system records	**Required**			
G-187	Provides automatic access from linked files in the system modules to the actual images stored in document management system without opening a separate document management system application	**Required**			
Reporting					
G-188	All reports from all modules can be routed to a server for storage- file paths can be designated for each module and each user, with common storage areas accessible all authorized users	**Required**			

General and Technical					
Item #	**Description of Requirement**	**Required/ Desired/**		**VENDOR RESPONSE**	**Comments**
G-189	Includes an Executive Information System (EIS) (i.e., a performance dashboard)	**Desired**			
G-190	Information on the Executive Information System can be customized by user or user group	**Desired**			
G-191	Allows administrators to configure the refresh rate of the Executive Information System	**Desired**			
G-192	Allows a user to manually refresh the Executive Information System	**Desired**			
G-193	Executive Information Systems can provide trend information over multiple years.	**Desired**			
G-194	Provides an integrated report writer that has a consistent look and feel across all system modules	**Required**			
G-195	Provide an integrated report writer that supports calculations on user-selected data values (i.e., percentages of existing values, balance remaining, etc.)	**Required**			
G-196	Utilizes an integrated report writer that allows the creation of reports (subject to security) comprised of any discrete data field throughout the system	**Required**			
G-197	Allows generated reports to be saved in an integrated content manager	**Required**			
G-198	Allows generated reports to be viewed on screen prior to printing	**Required**			
G-199	Generated reports are searchable	**Required**			
G-200	Schedules reports to run in the future	**Desired**			
G-201	Users may schedule reports to be run on a recurring basis	**Desired**			
G-202	Allows users to configure automatic distribution paths for generated reports (i.e., automatically send a report to a particular user).	**Desired**			
G-203	Provides a display or notification when a report is being run, or in process, so that a user does not run the report again	**Desired**			
G-204	Allows the user to configure the page breaks for any printed report on specific criteria	**Desired**			
G-205	Generated reports allow users to "drill-down" to detailed information supporting reported information	**Required**			
G-206	Allows users to easily email reports to system users and non-users	**Required**			
Saves or exports all reports in multiple formats including but not limited to:					
G-207	*MS Excel (.xls, .xlsx)	**Required**			
G-208	*MS Word (.docx, .doc)	**Required**			
G-209	*XML file (.xml)	**Required**			
G-210	*PDFs that are text based and searchable	**Required**			
G-211	*.XPS	**Required**			
G-212	*Comma Delimited (.CSV)	**Required**			
G-213	*Text file (.txt)	**Required**			
G-214	*HTML file (.htm)	**Required**			
G-215	*Rich text format (.rtf)	**Required**			
G-216	*Picture formats (*jpg., *tif, *giff)	**Required**			
G-217	Ability to archive reports to document management systems	**Desired**			
G-218	Support the creation of reports using SQL Reporting Services or other database reporting services	**Desired**			
G-219	Can generate reports by user-defined date ranges	**Required**			
G-220	Ability to archive reports and data to directories on the county's server	**Desired**			
G-221	Ability to archive reports and data to off-site storage	**Desired**			

General Ledger / Financial Reporting					
Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
General Functionality					
GL-1	General Ledger provides backbone for all other system applications; reconciliations between GL and system modules occur in backend and in real time.	Required			
GL-2	Carries the entire chart of accounts forward each year, and at the user's direction, will carry forward accounts with zero balances or accounts that have no activity.	Required			
GL-3	Allows user to designate by fund whether to carry forward account structure for active accounts only, non-zero balance accounts only, or all accounts.	Desired			
GL-4	Allows processing, including month end closings, to occur in a new fiscal year without having to close the previous fiscal year.	Required			
GL-5	Allows GL and other subledger transactions to occur in a subsequent month/ year without having to first close the prior month/ year.	Required			
GL-6	Allows new year to open with budget/ appropriations loaded while old year is still active.	Required			
GL-7	Allows users to produce month end financial statements when multiple periods/ fiscal years are open.	Required			
GL-8	Allows for editing/ approval of journal entries/ batch transactions prior to posting.	Required			
GL-9	Allows budgeting and approprations at any level in the county's chart of accounts.	Required			
GL-10	Ability to attach itemized lists/details to an appropriation record, showing components of the appropriation (e.g. in maintenance contracts line item, department director can list known contracts and amounts to be charged to that account during the year.)	Desired			
GL-11	Supports multi-year revenue and expenditure balances in specified life-to-date funds.	Desired			
GL-12	Can store a minimum of 5 years of transaction level data.	Required			
GL-13	Restricts user inquiry access to a defined group of account numbers based on granted permissions.				
GL-14	Restricts user transactions to a defined group of account numbers based on granted permissions.				
GL-15	Allows for "soft closes" on periods so that a period may be opened again with proper permissions for the purposes of posting activity to that period.	Required			
GL-16	Performs "hard closes" on periods so that a period is closed for the purposes of not posting activity to that period.	Required			
GL-17	Supports Pooled Cash/ Treasurer's Accountability Fund for reporting and tracking of bank account balances,	Required			
GL-18	Pooled cash/ treasurer's accountability fund includes distribution accounts for cash to funds	Required			
GL-19	Automatically reconciles distribution accounts to fund cash and reports/ corrects discrepancies.	Desired			
GL-20	Warns if entry is imbalanced to pooled cash. Forces pooled cash distribution accounts and fund cash to reconcile, will not allow posting that imbalances them.	Desired			
GL-21	Prevents posting data to an account that is deleted. (Forces user to correct account or gives option to post to suspense?)	Required			
GL-22	Prevents one-sided journal entries from being entered.	Required			
GL-23	Validates batches from sub-modules and holds invalid batches for correction.	Desired			
GL-24	Requires all journal entries to be balanced within the fund prior to posting.	Required			
GL-25	Supports user-defined transaction / batch approvals by supervisory personnel	Required			
GL-26	Ability to drill down to see all account transactions, to include the related accounts, source ledger detail, attached notes, attachments, and userID.	Required			
GL-27	Allows users to retrieve GL related information that is more than one year old from active current year screen.	Desired			
GL-28	Has analytical and reporting tools to allow customized reports that query data, perform functions on data, and allows for totalling, subtotaling, etc. that are user friendly	Desired			

General Ledger / Financial Reporting					
Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
GL-29	Performs basic validation routines before data can be entered (e.g., data type checking, account validation, project numbers). (Example: Prevents posting of AP transaction to payroll account, wrong year on transaction in January)	Desired			
GL-30	Provides wildcard searching ability on account descriptions or notes.	Required			
GL-31	Allows for inquiry or lookup on accounts by account number, account name, or any segment at any time account code is requested.	Required			
GL-32	Supports real-time account balance inquiries	Required			
GL-33	Provides option to include captured yet unposted batch transactions from other ledgers in real-time reporting.	Desired			
GL-34	Allows multiple users to simultaneously input journal entries, yet keep separate balances and post transactions by user	Required			
GL-35	Provides separate description for each line of journal entry; copies description on previous line by default.	Required			
GL-36	Provides option to create reversing entry automatically and allows posting it to another period.	Required			
GL-37	Differentiates between transaction date and posting date, allows user to query by either and show both on report.	Desired			
GL-38	Provides for unlimited recurring journal entries with unliminted number of accounts.	Required			
Ability to inquire/view/print transaction detail by:					
GL-39	*Transaction Date Range	Required			
GL-40	*Posted Date Range	Required			
GL-41	*GL Account number	Required			
GL-42	*Any GL account segment	Required			
GL-43	*UserID	Required			
GL-44	*Transaction Type	Required			
GL-45	*check number or range	Required			
GL-46	*Amount or amount range	Required			
GL-47	*Vendor	Required			
GL-48	*Vendor number	Required			
GL-49	*Accounting period/ year or range	Required			
GL-50	*Encumbrance/PO number	Required			
GL-51	*Description	Required			
GL-52	Provides fund accounting capability that complies with GAAP and GASB standards.	Required			
GL-53	Displays clear and understandable reasons for rejecting /not posting any transactions.	Required			
GL-54	Provides at least 13 periods, including one for entering annual closing entries which acts as a closing period and one for audit adjustments.	Required			
GL-55	Updates appropriate beginning year balances with transactions posted during soft-close or accrual period of prior year.	Required			
GL-56	Can move a division or project from one department to another and carry-over all associated history.	Desired			
GL-57	Has inquiry screen where user can quickly and easily see expenditure activity and budget activity in a specific account for the year to date in separate columns.	Desired			
Chart of Accounts					
GL-58	Provides a unified chart of accounts that is referenced by all other system modules.	Required			
GL-59	Provides a flexible user defined chart of accounts which can be modified as needed by a system administrator with appropriate security permissions.	Required			
GL-60	Has ability to warn or prevent improper account setups with incompatible dimensions (ie. setting up a school department in general fund)	Desired			
GL-61	Can either automatically generate or copy chart of account records at user-defined level when creating new funds, departments, and any other reorganizations.	Desired			
GL-62	Can inactivate accounts to prevent posting activity against the account, but includes account for financial reporting and history.	Required			
GL-63	Prevents the deletion of accounts with current activity, and warns at the deletion of accounts with activity in the past three years.	Required			

General Ledger / Financial Reporting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
GL-64	Allows for the removal of deleted or unwanted accounts from system if no activity	**Required**			
GL-65	Keeps historical information for deleted accounts.	**Required**			
GL-66	Allows user to search for accounts when entering transactions.	**Required**			
GL-67	Has the ability to query account descriptions/ notes on account descriptions for looking up and selecting account numbers on inquiry and data entry screens.	**Desired**			
The system supports the following account statuses:					
GL-68	*Active	**Required**			
GL-69	*Inactive	**Required**			
GL-70	*Allocation* or *Appropriation Only	**Desired**			
GL-71	*Reserve (encumbrances, fund balances)	**Required**			
GL-72	Allows users to change the name of any dimension of the account number, but leaves the original name in history.	**Desired**			
GL-73	Provides security at the financial dimension level in the chart accounts (e.g. users may have access to specific departments, projects, objects or funds)	**Desired**			
GL-74	Allows for additional information, up to 256 text characters, to be attached to account description.	**Desired**			
GL-75	Ability to warn/ prevent (based on user security) over-budget or over-appropriation transactions, or to allow over-budget, based on fund.	**Required**			
GL-76	Allows budgetary control at all segment levels- user can customize based on account.	**Desired**			
GL-77	Forces balanced budgets, supplemental budgets, and monthly/quarterly/ appropriations for each fund.	**Desired**			
GL-78	Recognizes "Deferred inflow of Resources" and "Deferred Outflow of Resources" as a balance sheet category, and records balances appropriately	**Desired**			
GL-79	Supports a minimum of 7 segments and 28 characters in the Chart of Accounts.	**Required**			
Incorporates the following fields in the chart of accounts:					
GL-80	*Fund; (at least 3 digits);	**Required**			
GL-82	*Division/Function; (at least 3 digits);	**Required**			
GL-81	*Department;/Program (at least 6 digits);	**Required**			
GL-83	*Object (new, at least 4 digits).	**Required**			
GL-84	*Program (at least 3 digits).	**Required**			
GL-85	*Location (at least 3 digits).	**Required**			
GL-86	Supports a minimum 30 character account description	**Required**			
GL-87	Has a secondary ledger/ separate fund structure that can hold reclassifying entries to convert fund financial records from modified accrual to full accrual, government-wide financial records without posting these entries directly to the funds.	**Desired**			
Journal Entries					
GL-88	Imports journal entry transactions from other systems (i.e., from purchase cards, bank interest, etc.)	**Required**			
GL-89	Uses workflow technology to automatically route journal entries to approvers prior to posting.	**Required**			
GL-90	Provides standard and recurring journal entry capabilities.	**Required**			
GL-91	Maintains at least five years of detailed journal entry transactions and budget information.	**Required**			
GL-92	Automatically populates fiscal year and period based on transaction type with option to turn on or off.	**Required**			
GL-93	Prevents posting data to an period that is closed. (Forces user to correct period or gives option to post to suspense?)	**Required**			
GL-94	Provides a basic template for journal entry information with required fields	**Required**			
GL-95	Accommodates text (min 256 characters) or attachments to be linked to a journal entry.	**Required**			
GL-96	Automatically assigns sequential numbers to all journal entry transactions for audit trail purposes.	**Required**			
GL-97	Displays account descriptions during journal entry process to prevent mispostings.	**Required**			
GL-98	Allows the user to input to currently open accounting periods for transactions, warns for future/ past postings.	**Required**			

General Ledger / Financial Reporting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
	Reporting				
GL-99	Produces monthly, quarterly, and annual statements of revenue and expense and can be subtotaled at multiple levels.	**Required**			
GL-100	Incorporates user-friendly ad hoc report writing tool(s).	**Required**			
GL-101	Ability to generate a report across any segment or group of segments in the chart of accounts.	**Required**			
Allows the user to create custom financial reports, with the following functionalities:					
GL-102	*Exclusion or inclusion of specific accounts and/or account segments	**Required**			
GL-103	*Columns of data, including beginning balances, monthly, quarterly, yearly , or user defined summary amounts, budget, appropriations, and the same information for prior years.	**Required**			
GL-104	*Transaction detail for user-specified accounts or account segments.	**Required**			
GL-105	*Ability to pull data for a specific date range and/or accounting period.	**Required**			
GL-106	*Ability to report data from multiple years in one report.	**Required**			
GL-107	*Ability to customize report and column headers, subtotals, and totals descriptions.	**Desired**			
GL-108	*Ability to perform basic calculations on data within the report design (ie. Appropriation - YTD = Available Balance, Available Balance/ Appropriation = YTD % available.	**Required**			
GL-109	*Allow for the input of text in areas other than descriptions (footnotes, etc.)	**Desired**			
GL-110	Exports reports to various formats (Microsoft Excel, PDF, Microsoft Access)	**Required**			
GL-111	Allows user to save an unlimited number of report definitions.	**Required**			
GL-112	Distributes reports via electronic workflow.	**Required**			
GL-113	Allows users to add notes to each report.	**Desired**			
GL-114	Warns user when report is large (displays number of pages) with option to proceed or cancel.	**Required**			
GL-115	Prints reports in a "printer-friendly" mode.	**Required**			
GL-116	Runs large reports without slowing down system performance.	**Required**			
GL-117	Display all reports to the screen with a user-defined option for printing.	**Required**			
GL-118	Can generate comparative reports (e.g., between different periods, as user-defined).	**Desired**			
GL-119	Ability to print all standard and user-defined reports on prior years or closed periods.	**Required**			
GL-120	Ability to produce basic monthly, quarterly, and annual financial statements without the need for a financial report writer. (Income Sheet, Balance Sheet, Budget Comparisons by Department, etc.)	**Required**			
Provides a dashboard of key indicators for management including, but not limited to:					
GL-121	*Budget to actual;	**Desired**			
GL-122	*Current year-to-date actual compared to previous year-to-date	**Desired**			
GL-123	*Life-to-date budget to actual (grants, CIP)	**Desired**			
GL-124	*Cash flow	**Desired**			
GL-125	*Other user-defined measurments and ratios	**Desired**			
GL-126	Ability to print graphs and charts for presentation-style reports.	**Desired**			
GL-127	Can consolidate accounts at each segment level independently of the other segments or in conjunction with two or more segments at the user's direction (ie. All object codes by fund)	**Desired**			
Software includes the following pre-defined reports (current and previous years and for multi-year funds where applicable):					
GL-128	*Year-to date and available/ uncollected budget by expense and revenue code	**Required**			
GL-129	*Inception to date (across multiple years), for total expenditures on life-to-date funds.	**Desired**			
GL-130	*Year and month to date expenditures	**Required**			
GL-131	*Budget to actual by all budget line items	**Required**			
GL-132	*Open encumbrance report	**Required**			
GL-133	*Comparison of revenues and/ or expenditures by month	**Desired**			
GL-134	*Comparison of revenues and/ or expenditures by year	**Desired**			
GL-135	*Income statement	**Required**			
GL-136	*Cash flow statement	**Desired**			
GL-137	*Annual School Report	**Desired**			
GL-138	*Balance sheet	**Required**			

General Ledger / Financial Reporting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
GL-139	*Statement of net position	**Desired**			
GL-140	*Schedule of expenditures and revenues based on department segments	**Desired**			
GL-141	*Statement of Activities	**Desired**			
GL-142	*Trial balance (ending debits and credits by account)	**Required**			
GL-143	*Summary and detail trial balance at any budget level	**Required**			
GL-144	*Detail and summary project report	**Desired**			
GL-145	*Cash Balance by fund	**Required**			
GL-146	*Detailed transactions for any account segment combination	**Required**			
GL-147	*Detailed transaction listing by line item (GL code)	**Required**			
GL-148	*Cash Receipts, Cash Disbursements, Purchase Journals	**Desired**			
Bank Reconciliation					
GL-149	Provides an automated bank reconciliation process	**Required**			
GL-150	Imports bank statement information for automatic bank reconciliation process	**Desired**			
GL-151	Posts check totals to pooled cash accounts for bank reconciliation, not individual expenditure accounts on check.	**Required**			
GL-152	Provides exception report from bank reconciliation so user may research discrepancies.	**Required**			
GL-153	Automatically keeps general ledger cash balances in sync with pooled cash	**Required**			
GL-154	Produces and maintains outstanding check list, automatically updates list through reconciliation with bank statement file.	**Required**			

Budgeting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
General Functionality					
B-1	Budgeting module uses the same chart of accounts as the rest of the system.	**Required**			
B-2	Interfaces to the Payroll and Human Resources applications to retrieve position salary, benefits and position control information (including general ledger accounts associated with a position's salary and benefits).	**Required**			
B-3	Accumulates and posts expenses for salaries and benefits to the correct GL account codes based on the employees' department(s)	**Required**			
B-4	Accomodates position control, allowing for vacant, frozen, or filled positions.	**Required**			
B-5	Interfaces to the General Ledger to retrieve prior year actual revenue and expenditure information.	**Required**			
B-6	Supports the creation of a detailed budget, including revenue sources, detailed expenditures, multiple funding sources, multi-year budgets, and matching funds	**Required**			
B-7	Provides a department level user-interface to inquire, monitor, and manage detailed department level budgets and appropriate security permissions in real-time	**Required**			
B-8	Supports a web-based inquiry for account balances or department level budget inquiries	**Required**			
B-9	Provides a memo field of a minimum of 500 characters to store notes for each budgeted account.	**Required**			
B-10	Allows notes to be entered at each level of the workflow approval process	**Required**			
B-11	Accomodates items within an account for the itemization of specific expenditures, allows for descriptions and notes to be attached to each item	**Desired**			
B-12	Displays budget-to-actual with percentages of available budget for an account or group of accounts at any time.	**Required**			
B-13	Provides real-time reporting on current balances on specified line item accounts and line item account activity.	**Required**			
B-14	Supports analysis of the current year budget through reports of budget-to-actual, invoices, encumbrances, requisitions, and available balance.	**Required**			
B-15	Accomodates multiple approval levels, or steps in the budgeting process (e.g., initial requests, management review, proposed budget, etc.).	**Required**			
B-16	Accomodates the appropriation of next year's budget prior to closing the current year, as well as the entry of transactions against next year's budget while the prior year is open.	**Required**			
B-17	Provides budget dashboards configureable to specific users	**Required**			
B-18	Allows the attachment of documentation at the detail level of the budget in various formats (such as Microsoft Word, Microsoft Excel, and Adobe PDF)	**Required**			
B-19	Supports rolling-up or grouping account codes together for budgeting/ reporting.	**Required**			
B-20	Maintains at least five previous fiscal years and the current fiscal year's budget	**Required**			
B-21	Can accommodate projections for a minimum of five future fiscal years.	**Required**			
B-22	Ability to import existing Excel-based budget history into system	**Required**			
B-23	Accomodates comments and notes on budget changes and decisions with account record for the year	**Required**			
B-24	Allows searches on notes and comments	**Desired**			
B-25	Accomodates performance measurement ratios and metrics in addition to financial information	**Desired**			

Budgeting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
B-26	Requires revenue and expenditure appropriations/ budget to balance for each fund	**Desired**			
Interface					
Budget module interfaces with the General Ledger by:					
B-27	*Moving ledger account status and detail history into the budget module for beginning the budget development process.	**Required**			
B-28	*Transferring approved budget amounts back into the general ledger.	**Required**			
Budget module interface with the Payroll and Human resources modules by:					
B-29	*Updating detail position history and status at beginning of budget process.	**Required**			
B-30	*Integrating pay scales and pay tables for calculations & scenarios	**Required**			
Budget Preparation					
B-31	Produces a unified, county-wide budget that is automatically consolidated from electronic inputs of different departments	**Required**			
B-32	Supports unlimited versions of a budget with comments and source descriptions.	**Required**			
B-33	Uses names for all budget versions; groups by year.	**Required**			
B-34	Prepares budgets that can be grouped and reported by any segment in the account structure.	**Required**			
Loads initial budget amounts based on one or more of the					
B-35	*Zero balances in all accounts	**Required**			
B-36	*Current year's original budget	**Required**			
B-37	*Current year's amended budget	**Required**			
B-38	*Previous year's budget	**Required**			
B-39	*Prior year actual (with the ability to select which year)	**Required**			
B-40	*A combination of prior year and current (partial) year annualized for the remaining balance of the year	**Desired**			
B-41	*Any previous year budget or actual with percentage increase or decrease	**Desired**			
B-42	Loads budget information from third party software (e.g., proprietary systems, Excel and Access)	**Required**			
B-43	Allows administrators to pre-populate fields, allowing individual departments to fill in budget information easily in a template format	**Required**			
B-44	At the user's discretion, identify and include last fiscal year's outstanding encumbrances as adjustments to new fiscal year's adopted budget	**Required**			
B-45	Carry all budget accounts forward to the next fiscal year. User has option to exclude those with no activity or zero balances	**Required**			
B-46	Is integrated with the workflow system, allowing for review and approval at various stages of the budget development process	**Required**			
B-47	Utilizes security controls to prevent users from making changes to a proposed budget without appropriate approval	**Required**			
B-48	Utilizes appropriate security to prevent unauthorized users from drilling down to individual salary information	**Required**			
B-49	Allow for the budgeting of salaries and benefits to be centralized (done by Finance) while the input of operating expenses is decentralized (done by departments)	**Required**			
B-50	Facilitiates the generation of budget amendments from user entered projection detail	**Required**			
B-51	Supports decentralized entry of budget requests by departments	**Required**			
B-52	Allows administrators to lock out changes to requested budget after a specific date.	**Required**			

Budgeting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
Provide a budget simulation environment with options to:					
B-53	*Create new budget versions from simulations	**Required**			
B-54	*Accomodates COLA increases, merit increases, step increases, and bonuses compensation scenarios; automatically adjusts benefits based on type of compensation adjustment	**Required**			
B-55	*Run simulations only within a specific fund, department, cost center, project, grant or object code.	**Required**			
B-56	*Specify account ranges for simulation.	**Required**			
B-57	*Input unlimited number of assumptions in each simulation.	**Required**			
B-58	*Simulate from budget detail, as well as the ability to specify percent increase or decrease on accounts.	**Required**			
B-59	*Specify a dollar value to calculate per detail item, such as a $100.00 bonus per position.	**Desired**			
B-60	*Ability to specify a number of items per department at a specified cost. (i.e. for computers, training, Christmas bonus, etc.)	**Desired**			
B-61	Ability to designate related accounts so that changes to one account will automatically update other accounts, such as benefits updating with changes in salary.	**Required**			
B-62	Allows authorized users to purge budget versions	**Required**			
B-63	Allows authorized user to load final budget directly to the general ledger	**Required**			
B-64	Provides tools for printing and posting proposed and final budget documents to the county's website	**Required**			
B-65	Allows for targeted compensation adjustments based on common criteria (eg. Salary scale decompression where employees in a given step are provided a different % increase than employees at a higher/lower step).	**Desired**			
Budget Maintenance					
B-66	Tracks budget amounts at the line item level in the chart of accounts.	**Required**			
B-67	Tracks the original budget and amendments made during the year; is able to distinguish between the two.	**Required**			
B-68	Allows authorized users to amend the budget during the year and provides an audit trail of those amendments.	**Required**			
Stores the following information when a budget adjustment/amendment is made:					
B-69	*Type of change	**Desired**			
B-70	*Reason for change	**Desired**			
B-71	*Original requestor of change	**Desired**			
B-72	*Approvers of change	**Desired**			
B-73	*User making change	**Required**			
B-74	*Date and time of change	**Required**			
B-75	*Date of Council approval (if required)	**Desired**			
B-76	*Comments/notes	**Desired**			
B-77	*Scanned and attached documentation	**Required**			
B-78	*Other, user-defined	**Desired**			
B-79	Allow intrafund transfers of budget from one department to another, through workflow, with appropriate permissions and approvals.	**Required**			
B-80	Allows intrafund transfers of funding between line items within a single department, through workflow, with appropriate permissions and approvals.	**Required**			
B-81	Prompts users to input appropriate transfer accounts when making interfund transfers (funds must be balanced between expenditures and revenues)	**Required**			
B-82	Provides internal controls over budget adjustments.	**Required**			
B-83	The ability to change budget amounts by direct entry.	**Required**			

Budgeting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
B-84	Supports the evaluation of prior year activity by period to create trends on a period-by-period basis	**Desired**			
B-85	Maintain original and most recent (after amendments) budget for reporting purposes	**Required**			
B-86	Provides budgetary control (open, warn, prevent) at the account level to control spending based on user-defined criteria.	**Required**			
B-87	Provides budgetary control (open, warn, prevent) at any account segment consolidation to control spending (ie. For all accounts with a location code, for all accounts in a project).	**Desired**			
Multi-Year and Capital Improvement Budgeting					
B-88	Accommodates multi-year projects for budget purposes, to include life-to-date appropriations, life-to-date expenditures, and life-to-date reveues by source	**Required**			
B-89	Allows user to view the original budget (annual appropriations) for a multi-year project (excluding encumbrances and carry-forward amounts) of budget balances	**Required**			
B-90	Allows for multiple funding sources for multi-year projects and grants	**Required**			
B-91	Tracks budget, expenditures, and funding sources for grants and multi-year funds	**Required**			
B-92	Can export project data to project management software	**Desired**			
B-93	Can import project data to project management software	**Desired**			
Future year Forecasting					
B-94	Provides a budget model or framework for forecasting a minimum of five years into the future	**Required**			
Has revenue trending and forecasting capabilities including:					
B-95	*Straight line projection	**Required**			
B-96	*Percentage based on last year actual	**Required**			
B-97	*Percentage based on last year budgeted	**Required**			
B-98	*Other, user-defined	**Required**			
Has expenditure forecasting capabilities based on import/ integration from the payroll and GL modules including:					
B-99	*Salary and benefits account totals with ability to apply varying percent increases to each fiscal year's forecast	**Required**			
B-100	*Operating expense account totals with ability to apply varying percent increases to each fiscal year's forecast	**Required**			
B-101	*Ability to inflate specific object or object group differently from other salary/benefit/ operating expense inflation factors (e.g. apply higher % increase to utility costs)	**Required**			
B-102	Allows multiple users to build, save, and share budget forecasting scenarios	**Required**			
B-103	Provides for unlimited budget forecasting models to be saved; groups by fiscal year	**Required**			
B-104	Allows users to enter and store notes and comments and attach supporting documentation to each budget forecast model	**Required**			
B-105	Allows budget forecasts/models to be named	**Required**			
Current Year Budget Projections					
B-106	Can trend current fiscal year revenue/expenditure based on YTD activity.	**Required**			
B-107	Allows users to manually input specific amounts and override trends for specific accounts or groups of accounts	**Required**			
B-108	Has the ability to trend current fiscal year revenue/expenditure based on five year history	**Required**			
Utilizes the following trending methods and allows user to apply trending method at the account/account segment level:					
B-109	*Based on actual budget remaining in fiscal year	**Required**			

Budgeting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
B-110	*Based on current YTD and last year's actual	**Required**			
Supports position-based payroll & benefit budgeting giving authorized user ability to drill down to detail information for each individual position included in salary or benefit expense account. Position detail should include:					
B-111	*Position number	**Required**			
B-112	*Employee number holding position	**Required**			
B-113	*Employee name holding position	**Required**			
B-114	*Grade/step level	**Required**			
B-115	*Salary (calculated by system)	**Required**			
B-116	*Budgeted hours (full/part time employee)	**Required**			
B-117	*Hire date for employee holding position	**Required**			
B-118	*Title (position description)	**Required**			
B-119	*Budget amount for position	**Required**			
B-120	*Budget date	**Required**			
B-121	*Current benefits (health insurance, VRS, FICA)	**Required**			
B-122	Includes benefits in personnel cost calculations	**Required**			
B-123	User can elect to recognize encumbrances as expended for budgeting/ forcasting purposes	**Required**			
B-124	Automatically calculates and update assigned accounts as a by-product of changing other accounts. (i.e. adjust FICA to be a specific percentage of salary)	**Required**			
B-125	Can calculate the budget in one account based on the number of employees in another account (i.e. $100.00 per full-time employee for training.)	**Desired**			
B-126	Ability to project and report on end of year accruals (e.g., payroll, taxes receivable).	**Required**			
B-127	Allows multiple users to build, save, and share current year budget projections	**Required**			
B-128	Provides for unlimited current year budget projections to be saved; groups by fiscal year	**Required**			
B-129	Allows users to enter and store notes and comments and attach supporting documentation to each budget projection	**Required**			
B-130	Allows budget projections to be named	**Required**			
B-131	Accomodates COLA increases, merit increases, step increases, and bonuses compensation scenarios; automatically adjusts benefits based on type of compensation adjustment	**Required**			
B-132	Allows for targeted compensation adjustments based on common criteria (eg. Salary scale decompression where employees in a given step are provided a different % increase than employees at a higher/lower step).	**Required**			
Reporting					
B-133	Ability to export budget data to all formats identified in G-1	**Required**			
B-134	Ability to import budget data from all formats identified in G-1	**Required**			
B-135	Integrates with common desktop publishing applications for producing budget documents (e.g. Adobe Acrobat, MS Word, MS Excel).	**Required**			
B-136	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
B-137	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
Software includes the following pre-loaded reports (current and previous years and for multi-year funds where applicable):					
B-138	*Budget adjustments made during the year.	**Required**			
B-139	*Consolidated budget at any level of the chart of account structure. (ie. All travel-related objects)	**Required**			
B-140	*Original budget, budget adjustment detail, and final budget for selected (current and/or prior) years.	**Required**			
B-141	*Comparative budget to actual revenue reports for multiple years or periods.	**Required**			

Budgeting					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
B-142	Provides wildcard searching ability on account descriptions or notes	**Required**			
B-143	Allows "drill-down" from any line item in a system generated report to budget and GL transaction detail.	**Required**			
B-144	Provides real-time reporting on current and prior year balances	**Required**			
B-145	Provides access to GL budget-to-actual reports by user-defined fields, such as by funds, organizations, or accounts.	**Required**			
B-146	Produces budget worksheets by department	**Required**			
B-147	Provide for on-screen lookup of expenditure history per General Ledger Account Number	**Required**			

Fixed Asset Inventory					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
General Functionality					
FA-1	Fully integrates with other modules, including General Ledger and Accounts Payable	**Required**			
FA-2	Automatically selects the appropriate general ledger account for changes based on the type of asset being changed/added/deleted	**Required**			
FA-3	Allows entries to general ledger to be reviewed prior to posting	**Required**			
FA-4	Has capability to track construction in progress over multiple years, adding cost information and suspending depreciation until completion	**Desired**			
FA-5	Tracks fixed assets over the county's capitalization threshold (currently $5,000) with all pertinent data	**Required**			
FA-6	Has capability to track equipment or furnishings which may not meet capitalization thresholds (such as tablets) for inventory purposes only; does not depreciate nor post those entries or changes to GL fixed asset accounts	**Desired**			
FA-7	Inventory for equipment under $5,000 includes fields for serial number, telephone numbers, IMEI, passwords, owner name, owner department, and user-defined.	**Desired**			
FA-8	Accomodates modifications to asset cost due to improvements or replacements of the asset; maintains pertinent information on asset changes/ updates	**Desired**			
FA-9	Automatically generates entries to fixed asset module and general ledger (subject to approval) when A/P is processed based on account number and/or a fixed asset flag on requisition or invoice entry.	**Required**			
FA-10	Allows a user to manually flag a purchase as a fixed asset at the time of purchase or requisition	**Required**			
FA-11	Allows user to set and update per unit dollar threshold amount for a purchase to be considered a fixed asset	**Required**			
FA-12	Transfers data from the purchase order to the fixed asset record	**Required**			
FA-13	Capitalize and depreciate assets based on user defined thresholds and preferences (depreciation method)	**Required**			
FA-14	Accomodates multiple depreciation methods, particularly various straight-line depreciation conventions	**Desired**			
FA-15	Accomodates the initial entry of life-to-date depreciation amounts that may be different from calculations due to depreciation rules in effect when purchased; applies depreciation based on rules to remainder of asset's useful life.	**Required**			
FA-16	Records, recognizes, and capitalizes assets that are subsidized by third-party entities for the county, such as the federal or state government; maintains a record for revenue source for asset	**Desired**			
FA-17	Records cost at acquisition; allowing authorized user to override (in cases of donations, partial values, etc.)	**Required**			
FA-18	Allows authorized users to modify assets with notes field to document reason for changes and audit trail	**Required**			
FA-19	Allows departmental users read-only access to fixed asset information	**Required**			
FA-20	Accomodates drill-down into A/P and purchasing module from fixed assets to view linked POs, checks and vendor file information	**Required**			
FA-21	Accomodates an unlimited number of fixed asset records	**Required**			
FA-22	Fully complies with GASB fixed asset reporting standards	**Required**			
FA-23	Supports the entry of unique, county-generated fixed asset tag numbers	**Required**			

Fixed Asset Inventory					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
FA-24	Has an indicator/ flag for when the asset is disposed with disposal code (eg. sold, donated, disposed, recycled, etc.) and narrative space	**Required**			
Accommodates the following asset disposal processes, with the ability to customize workflow routines for each process or the value of the asset:					
FA-25	*Public Auction with third party or county staff	**Desired**			
FA-26	*Online sale/ auction	**Desired**			
FA-27	*Obsolescence, damage, wrecked	**Desired**			
FA-28	*Junk/ disposal as scrap	**Desired**			
FA-29	*Transfer to internal entities	**Desired**			
FA-30	*Donation	**Desired**			
FA-31	*Used for Parts	**Desired**			
FA-32	*Trade-in	**Desired**			
FA-33	Allows for notes for asset disposal to record processes such as removal of hard drive	**Desired**			
FA-34	Records multiple information fields related to asset disposal (e.g., condition of asset, mileage, etc.)	**Desired**			
FA-35	Generates journal entry edit reports for approval prior to posting any fixed asset transactions to the General Ledger	**Required**			
FA-36	Allows the fiscal year records to be frozen or locked once the audit is completed; prevents changes to the record prior to the date of lock	**Desired**			
Asset Entry & Maintenance					
FA-37	Automatically assigns unique asset numbers	**Required**			
FA-38	Allows users to copy an existing asset record to prepopulate fields for the entry of a new asset	**Desired**			
FA-39	Accomodates department, fund, asset type and location classifications for each asset	**Required**			
Establish the following categories and classes of assets at a minimum:					
FA-40	*Buildings and improvements	**Required**			
FA-41	*Improvements other than buildings	**Required**			
FA-42	*Furniture and fixtures	**Required**			
FA-43	*Machinery and equipment	**Required**			
FA-44	*Land	**Required**			
FA-45	*Infrastructure	**Required**			
FA-46	*Vehicles	**Required**			
FA-47	*Intangibles	**Required**			
FA-48	*Construction in progress	**Required**			
FA-49	*Other, user-defined	**Required**			
FA-50	Tracks leased assets for the duration of the lease	**Required**			
FA-51	Accommodates a minimum of 10 user-defined classes within each asset category	**Desired**			
Maintains the following information for each asset in the fixed asset inventory:					
FA-52	*Asset number	**Required**			
FA-53	*Property tag number	**Required**			
FA-54	*Property ID number/ Tax ID number	**Required**			
FA-55	*Chart of accounts distribution	**Required**			
FA-56	*Department	**Required**			
FA-57	*Description	**Required**			
FA-58	*Type	**Required**			
FA-59	*Original Purchase Order Number	**Required**			
FA-60	*Fund	**Required**			
FA-61	*GL account code for expenditure	**Required**			
FA-62	*Source of historical cost/ value	**Required**			
FA-63	*Transfer Dates	**Required**			
FA-64	*Acquisition date	**Required**			
FA-65	*In-service date (depreciation begin date)	**Required**			

Fixed Asset Inventory					
Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
FA-66	*Condition	Required			
FA-67	*Status (e.g., inactive, disposed)	Required			
FA-68	*Value basis	Desired			
FA-69	*Vendor number	Required			
FA-70	*Vendor name	Required			
FA-71	*Original check number/ EFT number	Required			
FA-72	*Manufacturer name	Required			
FA-73	*Model year	Required			
FA-74	*Model	Required			
FA-75	*Serial number/ VIN	Required			
FA-76	*Location	Required			
FA-77	*Warranty/maintenance agreement information	Desired			
FA-78	*Disposal code and related information	Required			
FA-79	*Source of funds, multiple (e.g., grant, bond series, state or federal funding, donation)	Required			
FA-80	*Estimated useful life	Required			
FA-81	*Depreciation method	Required			
FA-82	*Depreciation convention	Required			
FA-83	*Other, user-defined	Required			
FA-84	Integrate with the county's GIS database for the purpose of tracking the geographical location of land and building assets	Desired			
FA-85	Allows users to attach documents and files to an asset record	Required			
FA-86	Accomodates the transfer assets from one organization/department code to another, individually or in groups based on user-defined criteria	Required			

Fixed Asset Inventory					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
Depreciation					
FA-87	Utilizes generally accepted user selected depreciation methods to depreciate designated assets; calculates appropriate depreciation from the in-service date based on depreciation convention in use until asset is fully depreciated and accumulated depreciation equals the asset's historical cost	**Required**			
FA-88	Captures accumulated depreciation balance at the date of transfer or disposal	**Required**			
FA-89	Reports depreciation, sortable by existing fields such as by asset, type, general ledger account code or any other field in the asset record	**Required**			
FA-90	Allows authorized users to make manual changes to depreciation	**Required**			
FA-91	Allows authorized user to select depreciation convention (eg. Half year depreciation in first year of depreciation, monthly depreciation, etc.)	**Required**			
FA-92	Allows authorized user to update or change depreciation information for a group of assets	**Required**			
FA-93	Stores the GL depreciation expense account with the record	**Required**			
FA-94	Calculates depreciation expense for user defined periods of time	**Required**			
FA-95	Provides an automatic calculation of depreciation changes at period end	**Required**			
FA-96	Inactivates retired/ sold/ disposed assets on a scheduled or user-defined basis, after review	**Required**			
FA-97	Maintains and track non-depreciating assets (e.g., land, construction in progress)	**Required**			
Reporting					
FA-98	Ability to export data to all formats identified in G-1 through G-16	**Required**			
FA-99	Ability to import data from all formats identified in G-1 through G-16	**Required**			
FA-100	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
FA-101	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
FA-102	Allows user to query information or generate reports on fixed assets by user-defined criteria such as by general ledger account code, location, activity, and asset class.	**Required**			
FA-103	Allows users to inquire or generate reports of assets based on department, category code, or other descriptions such as serial number	**Required**			
FA-104	Generates inquiries or reports listings of assets by any system-defined field, such as location, category, department, and value	**Required**			
FA-105	Allows users to generate report on assets based on funding source	**Required**			
FA-106	Generates a report of asset changes for a specific period, including but not limited to additions, transfers, disposals, and depreciation by asset, type, and general ledger account code	**Required**			

Purchasing					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
General Functionality					
P-1	Provides a purchasing module which is integrated with all other system modules including general ledger, fixed assets, budgeting, and accounts payable	**Required**			
P-2	Allows user to drill-down to supporting documents or transactions throughout the purchasing module	**Required**			
P-3	Allows users to inquire as to status of a transaction, including current workflow location and procurement stage at any point in the process	**Required**			
P-4	Verifies budget availability at the time of a requisition, purchase order, or modification (budget less expenditures and other encumbrances)	**Required**			
P-5	Provide notification of completed approval actions through workflow	**Required**			
P-6	Routes requisitions and purchase orders using workflow based on predefined procurement rules and dollar amount	**Required**			
P-7	Requires electronic signatures through workflow for approval of purchase orders and requisitions	**Required**			
P-8	Notifies users either via email or a dashboard that requisitions or purchase orders require their approval	**Required**			
P-9	Uploads transaction detail from third party purchasing card applications with detail applied to purchase orders and/or the general ledger appropriately	**Required**			
P-10	Prints purchase orders in a configurable print-image format, not dependent on screen layouts; provides template for POs	**Required**			
P-11	Supports the use of NIGP commodity codes	**Desired**			
P-12	Allows users to view commodity codes and their respective descriptions via drop-down menus	**Desired**			
Vendor File					
P-13	Utilizes the same vendor file for the purchasing application/module as all other applications/modules	**Required**			
Provides a vendor file that supports the following fields:					
P-14	*A system generated, unique, sequential vendor number that is not the vendor's EIN or SSN	**Required**			
P-15	*At least 5 characters for vendor numbers	**Required**			
P-16	*A minimum of 50 characters for the vendor name	**Required**			
P-17	*One-time vendor indicator	**Required**			
P-18	*Type of vendor (i.e., corporation, 1099, individual)	**Required**			
P-19	*Vendor tax ID	**Required**			
P-20	*Multiple telephone number fields	**Required**			
P-21	*Fields for multiple addresses (with type indicator)	**Required**			
P-22	*Fields for multiple email addresses (with type indicator)	**Required**			
P-23	*Designated point of contact	**Required**			
P-24	*Comment or memo field (unlimited text)	**Required**			
P-25	*Status- Active, inactive vendor, under contract	**Required**			
P-26	*Flag for non-compliance/debarment with the ability to record related information	**Required**			
P-27	*Vendor withholding	**Required**			
P-28	*ACH, routing, and bank information	**Required**			
P-29	*Indicator for which 1099 form and box the vendor should receive	**Required**			
P-30	*Discount terms	**Desired**			
P-31	*Emergency vendor designation	**Desired**			
P-32	*Other, user defined	**Desired**			
P-33	Allows users to search (using wildcards) the vendor file by any data field	**Required**			
P-34	Produces mailing labels from the vendor file	**Required**			
P-35	Maintains a complete vendor history until purged by user	**Required**			
P-36	Ability to attach documents to a vendor's record	**Required**			
P-37	Maintains an audit log of all changes to the vendor file	**Required**			

Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
Purchasing					
P-38	Has ability to merge vendors while maintaining historical vendor data for each original vendor	**Desired**			
P-39	Has a process for payment of one-time vendors (e.g.. Tax refunds, utility refunds, etc.) so that vendor file does not become overburdened by vendors set up for one-time payments. Also facilitates expedited entry of one-time vendors.	**Desired**			
P-40	Allows users to mass delete vendors after a user-defined period of inactivity.	**Required**			
P-41	Allows users to mass inactivate vendors after a user-defined period of inactivity.	**Required**			
P-42	GL transaction detail retains vendor name information even if vendor is inactivated/deleted from vendor database.	**Desired**			
Requisitions					
P-43	Accommodates attached scanned documents & files to an electronic requisition, for viewing or print	**Required**			
P-44	Allows users to add and delete attached documents (with security)	**Required**			
P-45	Maintains the date, time and user that attached a document as part of the audit trail	**Required**			
P-46	Supports at least a 6 character requisition number	**Required**			
P-47	Assigns sequential requisition numbers	**Required**			
P-48	Checks available budget by line item and stops the requisition if over total appropriation; allows authorized users to override	**Required**			
P-49	Checks available budget by department (and/or user defined budget groupings) and stops the requisition if over total appropriation; allows authorized users to override	**Required**			
P-50	User has option to copy an existing requisition when creating a new one	**Desired**			
Maintains the following data for purchase requisitions:					
P-51	*Department originating request	**Required**			
P-52	*Requestor	**Required**			
P-53	*Approver(s)	**Required**			
P-54	*Date of request	**Required**			
P-55	*Effective date (see below)	**Desired**			
P-56	*Requested delivery date	**Required**			
P-57	*Shipping address	**Required**			
P-58	*Delivery instructions	**Required**			
P-59	*Delivery contact person (county employee)	**Required**			
P-60	*Delivery contact information	**Required**			
P-61	*Vendor number	**Required**			
P-62	*Vendor contact person	**Required**			
P-63	*Delivery method	**Required**			
P-64	*Comments	**Desired**			
P-65	*Quantity requested	**Required**			
P-66	*Unit of measure	**Required**			
P-67	*Unit price	**Required**			
P-68	*Extended price	**Required**			
P-69	*Description (unlimited)	**Required**			
P-70	*GL/expense account number (accommodates multiple)	**Required**			
P-71	*Freight/shipping charges	**Required**			
P-72	*Other, user-defined fields	**Required**			
P-73	Captures the effective date of requisitions (i.e., for requisitions submitted at fiscal year end for purchases at the beginning of the next fiscal year)	**Desired**			
P-74	Allows approvers to reject all or a part of a requisition (i.e., reject some of the line items)	**Desired**			
P-75	Restricts generation of purchase requisitions for a department to authorized personnel in that department	**Required**			

Purchasing					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
P-76	Accommodates varying process rules depending on the type of item being requisitioned, requestor, and/or total amount of requisition	**Required**			
P-77	Assigns requisition to appropriate fiscal year based on effective date	**Required**			
P-78	Provides a decentralized purchase requisition process allowing authorized department personnel to enter requisitions directly or via web browser	**Required**			
P-79	Supports a paperless requisition approval process with user-defined (and possibly multiple) levels of approval and routing	**Required**			
P-80	Allows user to view the status of a requisition, purchase order, receipt status, and invoice/payable status at any time	**Required**			
P-81	Allows a requisition to be placed on hold to a specific date or indefinitely	**Required**			
P-82	Accommodates/ prompts for the merging of multiple requisitions into one purchase order	**Desired**			
P-83	Accommodates the splitting of a requisition into multiple purchase orders	**Desired**			
Purchase Orders					
P-84	Converts requisitions to purchase orders upon approval	**Required**			
P-85	Carries all attached documentation forward when a requisition is converted to a purchase order at the user's option	**Required**			
P-86	Carries comments made on the requisition forward to the purchase order at the user's option	**Required**			
P-87	Facilitates the entry of recurring purchase orders without requiring the PO information to be rekeyed	**Required**			
P-88	Prints purchase orders on a laser printer	**Required**			
P-89	Has a customizable template for purchase orders; can print on pre-printed forms or create form on blank paper	**Required**			
P-90	Prints attachments with a purchase order at the user's option	**Required**			
P-91	Supports electronic distribution of purchase orders via email	**Required**			
P-92	Accommodates e-mail attachments with a purchase order, at the user's option	**Required**			
P-93	Prints multiple copies of purchase orders at once with an identifier on the form (e.g., vendor copy, finance copy, requestor copy)	**Required**			
P-94	Allows authorized users to change the GL account number on a purchase order until invoice is paid	**Required**			
P-95	Automatically notifies requisitioner when the account number has been changed	**Desired**			
P-96	Allows reprinting/ printing of duplicate Purchase Orders	**Required**			
P-97	Accommodates multiple GL numbers on one purchase order, with amount allocated to each GL account	**Required**			
P-98	Allows user to post partial purchases to specific line item of PO and flags if purchase amount exceeds amount allocated to the specific line item.	**Required**			
P-99	Provides that payment can exceed PO for freight/shipping charges if the FOB field is checked	**Required**			
P-100	Identifies funding sources on purchase order	**Desired**			
P-101	System prompts for the matching of accounts payable invoices to purchase orders on A/P entry, based on vendor	**Required**			
P-102	Accommodates blanket purchase orders	**Required**			
P-103	Maintains a full audit trail including dates, user names/IDs, and activity for purchase orders	**Required**			
P-104	Allows authorized users to modify the purchase order without having to void the entire purchase order	**Desired**			
P-105	Prompts user to reprint or resend PO when it has been modified	**Desired**			

Purchasing					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
P-106	Clearly indicates purchase order has been modified or changed on reprinted version; tracks the version number of the change with audit trail information	**Desired**			
P-107	Accommodates change orders or modifications to purchase orders and track the version number and changes	**Required**			
P-108	Allow users to drill down to purchase order detail	**Required**			
P-109	Allows authorized user to liquidate purchase orders	**Required**			
P-110	Allows users to copy recurring purchase orders from current or previous fiscal year when creating a new PO	**Required**			
P-111	Requires electronic signatures on purchase orders	**Required**			
P-112	Stores attachments with every Purchase Order; supports multiple file types (please list)	**Required**			
P-113	Allows authorized users to void purchase orders; generates notices to requestor and vendor	**Required**			
P-114	Allows users to bypass the requisition process and get a purchase order number based on security and user defined procurement rules	**Required**			
P-115	Accommodates an unlimited description field on purchase order	**Required**			
P-116	Records purchase source type (i.e. sole source, blanket, competitive bid, annual quote, etc.)	**Required**			
P-117	Includes a purchase source type comments field	**Desired**			
P-118	Allows authorized users to change the vendor associated with a purchase order; routes notifications to appropriate parties	**Desired**			
P-119	Allows a purchase order to be placed on hold to a specific date or indefinitely	**Required**			
P-120	Prompts user to liquidate purchase orders at fiscal year end; allows for the matching of purchase orders to invoices paid	**Desired**			
Reporting					
P-121	Ability to export data to all formats identified in G-1 through G-16	**Required**			
P-122	Ability to import data from all formats identified in G-1 through G-16	**Desired**			
P-123	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
P-124	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
P-125	Allows user to create form letter templates and populate form letters from existing or ad hoc reports for emailing or mailing.	**Desired**			
P-126	Can inquire on or generate a report of all activity for a specific vendor (for specific date range or all history)	**Required**			
P-127	Can inquire or generate a report of all sole source or emergency purchase orders for a specific date range or accounting period	**Required**			
P-128	Can inquire on or generate a report of all vendors by status, active or inactive	**Required**			
P-129	Can inquire on or generate a report of all open purchase orders	**Required**			
P-130	Can generate purchasing activity reports for a specific date range or accounting period	**Required**			
P-131	Capability of running reports by user-defined date ranges that may occur over multiple fiscal years	**Required**			

Accounts Payable					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
General Functionality					
AP-1	Fully integrates with General Ledger,	**Required**			
AP-2	Fully integrates with other modules, including Accounts Receivable, Utilities, Misc Receivables	**Desired**			
AP-3	Maintains an audit trail on all transactions (including, but not limited to user ID and posting date).	**Required**			
AP-4	Allows for the attachment of documents (in multiple formats) to a transaction, such as invoice copy, purchase requisition, or correspondence with vendor.	**Required**			
AP-5	Accommodates the matching of purchase order, receiving documents, and invoice to transactions, even with multiple invoices to a particular PO	**Required**			
AP-6	Allows authorized users to set the amount by which invoices can exceed purchase orders by department	**Required**			
AP-7	Supports electronic workflow for purchase order approvals based on a dollar threshold	**Required**			
AP-8	Supports electronic workflow for invoice approvals based on a dollar threshold	**Required**			
AP-9	Supports electronic workflow for approvals based on a segment of the general ledger account number	**Required**			
AP-10	Imports purchasing card transaction detail to appropriate accounts	**Required**			
AP-11	Facilitates the attachment of multiple scanned invoices to multiple transactions (i.e. scanned batch of receipts for P-card transactions)	**Required**			
AP-12	Allows users to view current status of purchase orders and requisitions	**Required**			
AP-13	Supports "positive pay" by generating electronic files of all checks (including manual checks) for the county's bank for comparison with checks being cashed	**Required**			
AP-14	Supports a minimum of of 250 characters on the payee line of positive pay files	**Required**			
AP-15	Allows users to import files from vendors (such as utility companies).	**Required**			
AP-16	Generates journal entries to post accounts payable transactions to the general ledger immediately (real-time) or in batch.	**Required**			
AP-17	Allows authorized users to make corrections or additions to any field or screen throughout the module, while maintaining an audit trail of changes (allows for corrections of purchase orders, invoice amounts, vendor information on an invoice)	**Required**			
AP-18	Supports direct entry of attachments from peripheral devices (scanners, cameras, etc.), as well as attaching existing files	**Required**			
AP-19	Accomodates check batches to be drawn on multiple bank accounts, posts to appropriate pooled cash account	**Required**			
AP-20	Allows users to drill back to the purchase requisition, purchase order, invoice and supporting documentation from the accounts payable inquiry screen.	**Required**			
AP-21	Includes a mobile app for remote expense tracking and reporting	**Desired**			
Invoice Entry					
Invoice entry screen includes the following information:					
AP-22	*Invoice Date	**Required**			
AP-23	*Vendor name (with ability to search, prepopulated based on vendor number if that's entered first)	**Required**			
AP-24	*Vendor number (prepopulated based on vendor name, with ability to search from entry screen)	**Required**			
AP-25	*Purchase order (optional field, with ability to query PO's for vendor from screen)	**Required**			
AP-26	*Item Description (prepopulated based on PO, if applicable)	**Required**			
AP-27	*Number of Units (optional, prepopulated based on PO, if applicable)	**Required**			

Accounts Payable					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
AP-28	*Amount Due (prepopulated based on PO, if applicable)	**Required**			
AP-29	*Date due (prepopulated to net 30 from invoice date)	**Required**			
AP-30	*Flag for reimbursement (for grants, items to be reimbursed from outside entities)	**Desired**			
AP-31	*GL Codes (allow for unlimited, prepopulated based on PO, if applicable)	**Required**			
AP-32	*Attachments (ability to load attachments from entry screen)	**Required**			
AP-33	*Notes, user-defined, unlimited characters	**Desired**			
AP-34	Supports batch or individual invoice entry	**Required**			
AP-35	Accomodates a minimum of 15 characters in the invoice number field.	**Required**			
AP-36	Accomodates alpha/numeric/symbol invoice numbers.	**Required**			
AP-37	Accomodates a definable number of characters in the item description field.	**Required**			
AP-38	Allows user to post partial payments against an invoice and maintain the balance in A/P until paid or written off.	**Required**			
AP-39	Allows authorized users to cancel invoices, in whole or in part, including descriptions and attaching documentation.	**Required**			
AP-40	System will generate the default accounting period based on the entered invoice date and/or receiving date (June invoices will default to prior fiscal year) but user can override	**Desired**			
Maintains status codes for invoices including, but not limited to, the					
AP-41	*Pending;	**Required**			
AP-42	*Approved;	**Required**			
AP-43	*Held;	**Required**			
AP-44	*Rejected;	**Required**			
AP-45	*Deleted;	**Required**			
AP-46	Can distribute an invoice to an unlimited number of general ledger accounts.	**Required**			
AP-47	Can automatically split invoices to different accounts based on vendor, previous invoice, or other criteria set up by user, with ability to override.	**Desired**			
AP-48	Allows user to post invoice to non-expenditure accounts with warning	**Required**			
AP-49	Supports the entry of invoices upon receipt with future payment date.	**Required**			
AP-50	Allows user to select invoices for payment based on due date; hold invoices due for a future date in A/P.	**Required**			
AP-51	Prompts user to process invoices with prepayment discounts to meet discount deadline.	**Desired**			
AP-52	Users can post credit invoices to GL accounts; system automatically holds them and applies them to future invoices from that vendor (original credit can be to different GL account)	**Required**			
AP-53	Allows for new vendor entry (e.g. one-time vendor) from the invoice entry screen	**Required**			
AP-54	Allows users to view and search through vendor list on-line (alphabetically by vendor name or by vendor number) and be able to select vendor from that screen for invoice entry.	**Required**			
AP-55	Accomodates income tax withholding against vendor payments	**Desired**			
Check Processing & Printing					
AP-56	Checks may be printed from laser printers on blank stock.	**Required**			
AP-57	User has option to print one check or multiple checks for multiple payments to same vendor.	**Desired**			
AP-58	When batch is reviewed by approver, approver has the ability to flag an invoice to be held for future batch.	**Desired**			
AP-59	If stub information (GL posting list) exceeds space available on check, system prints on second page voided check	**Desired**			
AP-60	Automatically updates general ledger for void checks	**Required**			
AP-61	Automatically creates positive pay file for voided checks	**Desired**			

Accounts Payable					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
AP-62	System gives user option to reissue a voided check, alter invoice information prior to reissuance, or to close the invoice, which removes the A/P and updates the General Ledger	**Desired**			
AP-63	Warns (with override) the duplication of check numbers within the same checking account	**Required**			
AP-64	Allows authorized users to generate manual checks subject to a workflow approval process	**Required**			
AP-65	System prints checks in numerical sequence	**Required**			
AP-66	Prints the entire invoice number on the check	**Desired**			
AP-67	Produces digitized electronic signatures as part of the check printing process	**Required**			
AP-68	Allows system adminsitrator to update check signatures (does not require system vendor for updates)	**Desired**			
AP-69	Prints a check register during the posting process and on demand	**Required**			
AP-70	Allows users to re-print check registers for past dates, including voided checks	**Required**			
AP-71	Tracks check number sequence and uses workflow to alert specified user for out-of-sequence check activity	**Required**			
AP-72	Accomodates different check number sequencing on a per fund or per type (A/P vs. Payroll) basis	**Required**			
AP-73	Accomodates ACH payments to vendors, maintaining the same GL information and audit trail	**Required**			
AP-74	System accomodates multiple email addresses & phone numbers for vendors with note area for each (to designate primary contact, billing contact, service contact, etc.)	**Required**			
AP-75	Prevents unapproved additions or changes to a batch once it has been sent to the supervisor for approval	**Required**			
AP-76	Approver can hold or delete individual payments in batch, or send back whole batch for changes	**Required**			
AP-77	Prohibits changes to the ACH file once processed and forwarded to a supervisor for approval	**Required**			
AP-78	Can print outstanding check list on demand	**Required**			
AP-79	Can re-print a check/ print duplicate checks during the check printing process.	**Required**			
AP-80	With appropriate approval, can re-run a check batch	**Required**			
Vendor Management					
AP-81	Allows user to search by any field in the vendor file	**Required**			
AP-82	Supports "wild-card" search capability for a word or portion of a word in any field in the vendor file	**Required**			
AP-83	Supports the searching of multiple fields in the vendor management module at once using a single word/ name	**Required**			
AP-84	Allows users to include/ exclude inactive vendors during searches	**Required**			
AP-85	Maintains multiple vendor billing address fields	**Required**			
AP-86	Provides inquiry-only access to the vendor table to designated users	**Required**			
AP-87	Supports an inactive status for vendors that prohibits invoice, purchase order, purchase requisition entry, or payment for that vendor	**Required**			
AP-88	Maintains a single vendor management database that is shared between requisitions, purchase orders, inventory, and accounts payable	**Required**			
AP-89	Allows purchase from a vendor through P-cards to be recorded with the originating vendor records; includes flag for P-card purchase	**Required**			
AP-90	Integrates with the collections module to determine when a vendor owed payment also owes taxes or other fees; warn users when this condition exists	**Required**			
AP-91	Allows authorized users to merge vendor records; maintaining an audit trail, data, and history for each merged vendor.	**Required**			
AP-92	Allows attached files to the vendor record (e.g., correspondence, W9, etc.).	**Required**			

Accounts Payable					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
AP-93	Maintains an audit trail for all changes to the vendor file.	**Required**			
AP-94	Allows a user to view all vendor transactions, including purchase orders and purchase card activity	**Required**			
AP-95	Provides an expedited process for one-time vendor entry, accessible from the invoice entry screen	**Desired**			
AP-96	Warns user that a vendor may already exist when new vendor information entered matches in any vendor-specific field (e.g. name, tax ID, phone number, etc.):	**Required**			
AP-97	Accomodates a flag to designate check vendors vs. ACH vendors	**Required**			
Vendor Processing					
AP-98	Accomodates electronic invoices submitted by vendors	**Required**			
AP-99	Pre-populates date due based on vendor specific payment terms; allows for individual invoice override	**Required**			
AP-100	Produces 1099 forms per federal standards in effect (automatically updates for IRS changes)	**Required**			
AP-101	Supports real-time update of 1099 data based on changes to vendor information	**Required**			
AP-102	Allows users to omit specific GL account codes from 1099 information	**Required**			
AP-103	Can print 1099 forms on a laser printer	**Required**			
AP-104	Prompts user to clear 1099 payment records after final processing for the calendar year	**Desired**			
AP-105	Generates a file for the transmission of 1099 forms electronically, per federal government standards	**Required**			
AP-106	Calculates and appropriately applies percentage and/or amount discounts based on vendor specific data	**Desired**			
AP-107	Allows for the entry of retainages payable on contractor invoices at invoice entry; posts to appropriate GL account	**Desired**			
AP-108	Allows user to override ACH flag on a vendor to be able to issue a check for a specific invoice	**Required**			
AP-109	Accomodates inquiry/reporting of vendor payments on a calendar year-to-date or fiscal year-to-date basis, with totals	**Required**			
AP-110	Accomodates inquiry/reporting of vendor activity for inception-to-date, sub-totaled by fiscal or calendar year	**Desired**			
AP-111	Produces 1099 reports for review before printing or transmitting final list to the IRS.	**Required**			
AP-112	1099 report specifies the box or line on the 1099 form and amounts will be printed in or on.	**Required**			
AP-113	Prints retainage on vendor (contractor) check, if applicable	**Desired**			
AP-114	Notifies user of duplicate invoice number entry for same vendor, and allows user override.	**Required**			
AP-115	Allows authorized users to change vendor remit-to address, retaining audit trail	**Required**			
Reporting					
AP-116	Ability to export all reports to all formats identified in G-1	**Required**			
AP-117	Ability to import data from all formats identified in G-1	**Required**			
AP-118	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
AP-119	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
Within user defined ranges, generates reports showing, and allows on-screen inquiry of, accounts payable information including, but not limited to:					
AP-120	*Payee/ Vendor Name	**Required**			
AP-121	*Payee/ Vendor Number	**Required**			
AP-122	*Check number	**Required**			
AP-123	*Date	**Required**			
AP-124	*Remitted to address	**Desired**			
AP-125	*Invoice number	**Required**			
AP-126	*Amount	**Required**			
AP-127	*Other, user-defined criteria (based on any field in the vendor file).	**Required**			
AP-128	Allows user to create form letter templates and populate form letters from existing or ad hoc reports for emailing or mailing.	**Desired**			

Accounts Payable					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
Software includes the following pre-loaded reports that can be run upon processing of an AP batch or for a specific date or date range:					
AP-129	*Check register	**Required**			
AP-130	*Cash requirements by account for all disbursements	**Required**			
AP-131	*Checks to be written and scheduled payment dates	**Required**			
AP-132	*Vendor master listing report	**Required**			
AP-133	*Summary payment report by vendor (voucher summary)	**Required**			
AP-134	*1099 vendors and payment amounts for the calendar year	**Required**			
AP-135	*Checks paid by fund	**Required**			
AP-136	*Outstanding invoices by department	**Required**			
AP-137	*Aging report of past due invoices by fund	**Required**			
AP-138	*Detailed transaction listing by vendor name or number	**Required**			
AP-139	*Detailed transaction listing by vendor invoice number	**Required**			
AP-140	Generates an end of fiscal year AP Reconciliation report with supporting detail of year end AP balances by fund	**Desired**			
AP-141	Generates a monthly check reconciliation report of all checks, including manual checks	**Required**			
AP-142	Allows users to report purchase order and credit card transactions separately from other transactions.	**Required**			

Human Resources					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
General Functionality					
HR-1	Fully integrates with the Payroll, General Ledger, Accounts Payable, and Budgeting modules.	**Required**			
HR-2	Provides a system-generated, unique employee number utilizes employee number as key for all databases & modules	**Required**			
HR-3	Captures and maintains I-9 documentation and status	**Desired**			
HR-4	Generates various personnel notifications/ form letters (e.g., FMLA, applicant rejection, leave donation, return to work, benefit information, etc.)	**Desired**			
HR-5	Supports workflow approvals of human resources-related processes and documents	**Required**			
HR-6	Has an integrated, web based applicant tracking and online application.	**Desired**			
Employee Information					
Maintains and manage employee personnel information, including (but not limited to):					
HR-7	*First and Last Name (and Middle Initial)	**Required**			
HR-8	*Date of Birth	**Required**			
HR-9	*Social Security Number	**Required**			
HR-10	*Driver's License Number	**Desired**			
HR-11	*Employee number (system generated key)	**Required**			
HR-12	*W4 information (tax status)	**Required**			
HR-13	*Awards & Commendations	**Desired**			
HR-14	*Contact information (phone, cell, e-mail address)	**Required**			
HR-15	*Date of hire	**Required**			
HR-16	*Gender	**Required**			
HR-17	*Evaluation Date(s) (6 months after hire, then user specified for all employees)	**Desired**			
HR-18	*Benefit eligibility dates (off probation, eligible for increases, eligible for retirement) and description	**Desired**			
HR-19	*Emergency contact information (name(s), phone, address, e-mail address) for a minimum of two emergency contacts	**Required**			
HR-20	*Certifications, endorsements and Licensures	**Desired**			
HR-21	*Other user-defined fields	**Required**			
HR-22	Once an employees is hired, notify appropriate support personnel through workflow to trigger new employee setup (e.g., network access, workstation set-up, payroll set-up, benefits enrollment, equipment issued, etc.)	**Required**			
HR-23	Generate an orientation process checklist that can be customized by and for each department/division and by job title	**Required**			
HR-24	Upon employee termination, notify appropriate support personnel through workflow to trigger employee termination processes (e.g. suspend network access, Payroll, Benefits, equipment return, etc.)	**Required**			
HR-25	Maintains several types of separation codes/ fields (voluntary and involuntary with specific reasons for separation)	**Required**			
HR-26	Ability to record termination/ separation with appropriate codes and unlimited character comments field	**Required**			
HR-27	Has a field to record whether employee would be rehired	**Required**			
HR-28	Tracks the length of time an employee has been in a position	**Desired**			
HR-29	Has the capacounty to record an inventory of items assigned to employees (e.g., cell phone, keys, ID card, etc.)	**Desired**			
HR-30	Generates personnel action forms on-line and routes through workflow	**Required**			
HR-31	Easily transfers employees from one position to another	**Desired**			
HR-32	Allows authorized users to reinstate a separated employee	**Required**			

Human Resources					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
HR-33	Reports an employee's history with the dates, position titles, and position numbers of all positions held	**Required**			
Maintains employee salary information including (but not limited to):					
HR-34	*Effective date of changes	**Required**			
HR-35	*Salary range (min/mid/max) for current position	**Required**			
HR-36	*Wage range (P/T employees, min/mid/max)	**Required**			
HR-37	*Current step/grade and pay scale	**Required**			
HR-38	*Date of last evaluation	**Required**			
HR-39	*Pay change reason codes and effective dates	**Required**			
HR-40	*Amount of change	**Required**			
HR-41	*Unlimited text field for notes on pay change reason	**Required**			
HR-42	*Other, user-defined fields	**Required**			
HR-43	Accommodates multiple salary scales and schedules, including min/mid/max and scales with steps	**Required**			
HR-44	Accommodates multiple salary tables linked to multiple jobs/ job classes	**Required**			
HR-45	Tracks shift structure for employees	**Desired**			
HR-46	Has fields for permanent and temporary job indicators, such as seasonal, temporary, and probationary employees	**Required**			
HR-47	Captures the typical work hours and days of a position	**Desrired**			
HR-48	Accommodates employees who work more than one part-time position concurrently (with multiple approvals/ sign-off per user-defined rules)	**Desired**			
HR-49	Tracks base salary and unlimited number of other compensation components for each employee	**Required**			
HR-50	Warns if employee exceeds user defined number of PT hours per week for all positions worked by employee	**Required**			
HR-51	Tracks temporary alternate duty assignments and restrictions	**Desired**			
HR-52	Accommodates HIPPA employee notice requirements; maintains data in accordance with HIPPA	**Required**			
HR-53	Allows the user to determine which fields are required fields in the employee master file	**Required**			
HR-54	Has a calculator for Human Resources personnel to estimate Gross To Net pay for an employee	**Desired**			
Employee Discipline/Grievances					
Captures and maintain disciplinary action detail, including (but not limited to):					
HR-55	*Employee ID	**Required**			
HR-56	*Employee name	**Required**			
HR-57	*Main department	**Required**			
HR-58	*Short description of the incident/ cause of disciplinary action	**Required**			
HR-59	*Narrative information (unlimited character text)	**Required**			
HR-60	*Disciplinary action proposed	**Required**			
HR-61	*Date of incident	**Required**			
HR-62	*Date discipline rendered	**Required**			
HR-63	*Supervisor's name	**Required**			
HR-64	*Grievance flag	**Required**			
HR-65	*Next steps and/or action plan (unlimited character text field)	**Required**			
HR-66	*Field for additional notes (unlimited character text)	**Required**			
HR-67	Other, user-defined fields	**Required**			
HR-68	System can accommodate multiple grievance rules (level of review, process reminders/notifications through workflow)	**Desired**			
HR-69	Records and tracks various discipline types that are maintained by the HR department	**Desired**			
HR-70	Records and tracks disciplinary actions (and maintain history) including information on incidents causing the action, steps taken in resolution, and the personnel involved	**Desired**			
HR-71	Allows for documents to be attached to employee disciplinary and grievance records	**Required**			

Human Resources					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
HR-72	Allows supervisors to view current and prior discipline action	**Desired**			
HR-73	Captures user-entered narrative for each step of grievance process	**Desired**			
HR-74	Tracks all disciplinary complaints, investigations, and actions, including (but not limited to): letters of reprimand, warnings, suspensions, discharges, and store scanned documents with employee signatures	**Desired**			
HR-75	Maintains a minimum of five years of disciplinary action history for an employee	**Desired**			
OSHA / Risk Management					
HR-76	Provides OSHA reporting function to track accidents and injuries; and tracks and reports pertinent information as required by OSHA	**Required**			
HR-77	Maintains and tracks information related to drug testing, including (but not limited to): date of test date pass/fail reason for test (e.g., reasonable suspicion, random selection, new employee)	**Desired**			
Position Control					
Maintains and manage position information, including (but not limited to):					
HR-78	*Date and fiscal year created	**Required**			
HR-79	*Job title	**Required**			
HR-80	*Position number	**Required**			
HR-81	*Supervisor's position number	**Desired**			
HR-82	*Physical work location	**Required**			
HR-83	*Department, program, and/or project	**Required**			
HR-84	*Current status code (filled, vacant, frozen, etc.)	**Required**			
HR-85	*Except/non-exempt (FLSA) status	**Required**			
HR-86	*Current Pay rate	**Required**			
HR-87	*Funding Source (grants)	**Desired**			
HR-88	*Salary range	**Required**			
HR-89	*Step/ Grade/ Scale	**Required**			
HR-90	*FT/PT	**Required**			
HR-91	*Percent of full time	**Desired**			
HR-92	*Temporary/permanent flag	**Required**			
HR-93	*FTE	**Required**			
HR-94	*Workers' Compensation code	**Required**			
HR-95	*Labor Code (VEC)	**Required**			
HR-96	*Unlimited character comment field	**Required**			
HR-97	*Line of Duty Act Coverage eligibility field	**Desired**			
HR-98	*Other, user-defined fields	**Required**			
Allows authorized users to perform the following position					
HR-99	*Add or delete positions	**Required**			
HR-100	*Reclassify positions	**Required**			
HR-101	*Change job titles	**Required**			
HR-102	*Transfer employees from one position to another	**Required**			
HR-103	*Freeze or unfreeze positions	**Required**			
HR-104	*Transfer positions from one location to another	**Required**			
HR-105	*Split position funding and/or labor allocation	**Required**			
HR-106	*Change the number of authorized full-time equivalents per position	**Desired**			
HR-107	*Record associated effective dates of position transactions	**Required**			
HR-108	Reports on position status, such as filled/vacant	**Required**			
HR-109	Tracks an employee's movement between positions, including promotions, demotions, and transfers	**Required**			
HR-110	Maintains position status history (filled vs. vacant) and names of employees filling position for a minimum of five years	**Desired**			
Performance Evaluations					

Human Resources					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
HR-111	Provides job-specific employee evaluation templates that can be easily customized by the county	**Desired**			
HR-112	Attach an unlimited number of performance evaluations to the employee record (scanned or on-line)	**Desired**			
HR-113	Has performance review field to record performance evaluation summary, including scores and narrative information	**Desired**			
HR-114	Accommodates electronic/ on-line performance evaluations, utilizing electronic signatures	**Desired**			
HR-115	Notifies employees and supervisors of pending evaluation due dates (through workflow)	**Desired**			
HR-116	Tracks evaluation completion or overdue status (through workflow), with periodic and/or continued automatic notifications until completion	**Desired**			
Training and Certifications					
Records and maintains employee training & professional					
HR-117	*Licenses	**Desired**			
HR-118	*Certificates	**Desired**			
HR-119	*Course enrollment/completion	**Desired**			
HR-120	*Other, user-defined fields	**Desired**			
HR-121	Tracks dates of licensure, certification, training, permits	**Desired**			
HR-122	Notifies employee and supervisor when certification expirations are pending	**Desired**			
HR-123	Provides employee and supervisor notices of violation and expirations	**Desired**			
HR-124	Tracks driver's license and other licensure requirements for various job classes	**Desired**			
HR-125	Tracks training attendance/completion by employee, division, and department	**Desired**			
HR-126	Tracks progress toward and completion of licenses and certifications as required for specific jobs	**Desired**			
HR-127	Integrates with imaging/scanning/document management systems	**Desired**			
Benefits					
HR-128	Updates employee file for participation in benefit programs; designates selected plans and communicates updates to payroll module	**Desired**			
HR-129	Provides user the ability to start and stop any deductions at any given time; user can pre-set stop dates	**Desired**			
HR-130	Supports section 125 flexible benefit account enrollment and reimbursement	**Desired**			
HR-131	Accommodates various type(s) of coverage (e.g., single, employee +1, family), and allows coverage to vary by benefit	**Desired**			
HR-132	Tracks employee's eligibility for benefits based on user-defined criteria (e.g. Affordable Care Act 30 hour requirement)	**Required**			
HR-133	Maintains coverage and deduction detail by date	**Required**			
Tracks employee benefit information, including, but not limited to:					
HR-134	*Coverage effective dates	**Required**			
HR-135	*Coverage history	**Required**			
HR-136	*Name change history	**Required**			
HR-137	*Dependent information	**Required**			
HR-138	*Years of service	**Required**			
Maintains premium and deduction amounts for multiple benefit plans including (but not limited to):					
HR-139	*Health Insurance	**Required**			
HR-140	*Dental Insurance	**Required**			
HR-141	*Vision Insurance	**Required**			
HR-142	*Life Insurance, including excess group life insurance and optional life insurance	**Required**			

Human Resources					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
HR-143	*Deferred compensation plans	**Required**			
HR-144	*Flexible spending accounts for medical and child care reimbursement accounts	**Required**			
HR-145	*Long term disability	**Required**			
HR-146	*Short term disability	**Required**			
HR-147	*Virginia Local Disability Plan (VLDP) for hybrid employees	**Required**			
HR-148	*457 Plan and 403(b)	**Required**			
HR-149	*Other, User-defined benefits and deductions	**Required**			
HR-150	Accommodates concurrent years open for benefits enrollments and closeouts during and immediately following open enrollment period, with effective dates (eliminates need to enter all benefits changes immediately after last payroll and before first payroll of coverage year)	**Required**			
HR-151	Can differentiate, for deferred compensation purposes, employer matches from employee contributions	**Required**			
HR-152	Allows user to designate appropriate tax treatment for various benefits and deductions (pre or post FICA, Federal, State)	**Required**			
HR-153	Allows users to manually adjust benefit deductions for employee for one-time and ongoing changes	**Required**			
Accommodates data pertinent to benefit eligibility, including but not					
HR-154	*Length of service	**Required**			
HR-155	*Employee Age	**Required**			
HR-156	*Marital status	**Required**			
HR-157	*Dependent/spouse information (accommodates multiple dependents) including name, date of birth, and age	**Required**			
HR-158	*Employee status (active, retired, leave of absence, suspension, termination, FMLA, military leave, etc.)	**Required**			
HR-159	*Hours worked by various search criteria (e.g., weekly, bi-weekly, pay period, annually) and	**Required**			
HR-160	*Other, user-defined	**Required**			
HR-161	Accommodates mass updates of employee/ employer plan premiums & deductions	**Required**			
HR-162	Generates summary statements by employee for all benefits	**Desired**			
HR-163	Integrates COBRA and Retiree Benefits with General Ledger and Accounts Receivable; prompts for A/R invoicing through workflow and posts receivable to GL	**Desired**			
HR-164	Identifies leave start and end dates	**Required**			
HR-165	Tracks different leave types which may be utilized concurrently as defined by user for each employee (e.g., FMLA, workers' compensation)	**Required**			
HR-166	Tracks leave and place a manual or automatic stop on accruals when annual caps are reached	**Required**			
HR-167	Tracks FMLA leave based on user-defined criteria (e.g. 12 month rolling period total usage)	**Required**			
HR-168	Maintain benefit coverage for employees on unpaid leave who elect to pay for their own coverage	**Required**			
HR-169	Integrates with the employee self-service module for benefit plan open enrollment, benefits and other changes, etc.; reviewed by finance staff before update	**Required**			
HR-170	Determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables	**Desired**			
HR-171	Automatically produces payroll deductions based on benefit plan enrollments	**Required**			
HR-172	Can retroactively enroll employees in plans, automatically adjusting payroll to compute the proper catch-up adjustments and deductions	**Desired**			
HR-173	Can retroactively enroll dependents in plans, automatically adjusting payroll to compute the proper catch-up adjustments and deductions	**Desired**			

Human Resources					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
HR-174	Recalculates life insurance benefits, imputed life reporting, and premium changes for any and all employees affected by salary changes, coverage changes, or changes in plan	**Required**			
HR-175	Allows changes to be entered with future effective date, not changing current elections/ deductions until the effective date	**Required**			
HR-176	Supports the ability to export benefit transactions in a HIPAA 834 format to support transmission to benefit providers.	**Required**			
Employee Self Service					
Provides an employee self-service web portal (ESS), whereby					
HR-177	*Name	**Required**			
HR-178	*Address	**Required**			
HR-179	*Emergency contact information	**Required**			
HR-180	*Demographics	**Required**			
HR-181	*Benefit information (selected plans)	**Required**			
HR-182	*Salary information (base, supplemental, YTD, history)	**Required**			
HR-183	*Other deduction information (garnishments, child support, flex spending, other voluntary deductions)	**Required**			
HR-184	*Leave balances	**Required**			
HR-185	*Other user-defined fields	**Required**			
Allows employees to update personal information, routes to human resources for appropriate verification, including (but not limited to)					
HR-186	*Address	**Required**			
HR-187	*Phone number/s	**Required**			
HR-188	*Contact information	**Required**			
HR-189	*Emergency contact information	**Required**			
HR-190	*Direct deposit	**Required**			
HR-191	*W4 information (tax status)	**Required**			
HR-192	*Voluntary deduction amounts (only those optional to the employee)	**Required**			
HR-193	*Open enrollment (at appropriate dates)	**Required**			
HR-194	*Other, user-defined fields	**Required**			
HR-195	Automatically send notification/ confirmation of approved changes to the employee	**Required**			
HR-196	Accomodates notification of employee's supervisor for user-designated personal information changes (e.g. phone numbers or change of address but not benefit changes)	**Desired**			
HR-197	Accommodates user-defined approval/verification process for changes/updates made through ESS activities performed by the employee	**Desired**			
HR-198	Displays the most recent and a minimum of three years historical pay stubs for viewing and printing on demand through ESS	**Required**			
HR-199	Allows employees to review vacation, comp and sick day balances in ESS	**Required**			
HR-200	Stores and displays historical W2s upon request for viewing and printing through ESS	**Required**			
HR-201	Displays all benefit forms for viewing and printing from ESS	**Required**			
General Reporting					
HR-202	Ability to export data to all formats identified in G-1 through G-16	**Required**			
HR-203	Ability to import data from all formats identified in G-1 through G-16	**Required**			
HR-204	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
HR-205	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
HR-206	Maintains the necessary data and generates reports and forms that comply with EEOC, OSHA, FMLA, Department of Labor, Military Status, and FLSA standards and regulations	**Required**			

Human Resources					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
HR-207	Provides OSHA specific reporting requirements including but not limited to OSHA 300 log reports	**Required**			
HR-208	Reports all current positions by department, with employee name, status (filled vs. vacant), hire date, and current salary	**Desired**			

Payroll					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
General Functionality					
PR-1	Fully integrates with the General Ledger, Accounts Payable, Budgeting and Human Resources modules.	**Required**			
PR-2	Generates one payroll record per employee, prevents the generation of duplicate records based on social security number	**Required**			
PR-3	Accommodates an unlimited number of employees, departments, jobs, shifts, pay rules, and other user-defined variables	**Required**			
PR-4	Allows user to update pay rules and set past, present, or future effective date for rules as desired	**Desired**			
PR-5	Accommodates multiple pay periods, including (but not limited to): weekly, bi-weekly, semi-monthly, monthly, and quarterly	**Required**			
PR-6	Accommodates pay period by department, pay code, or other variable (e.g. can pay school employees semi-monthly, county employees bi-weekly, and councils and commissions monthly)	**Required**			
PR-7	Accommodates user-defined overtime rules, including calculation period, number of work hours, leave taken, type of duty performed (e.g.. Call-out time or 28-day cycle)	**Required**			
PR-8	Accommodates user-defined rules for shift differentials	**Required**			
PR-9	Accommodates user-defined rules for comp time for non-exempt employees	**Required**			
PR-10	Accommodates user-defined rules for comp time for exempt employees	**Required**			
PR-11	Calculates the remaining annualized payroll costs by month including accruals and posts to budgeting model for projection purposes	**Desired**			
PR-12	Tracks employee assignments to grants/ projects/ programs and can allocate salaries by percentage or actual hours	**Required**			
PR-13	Masks at the field level in the payroll module based on security permissions	**Required**			
PR-14	Prevents or allows drill down based on security permissions	**Required**			
PR-15	Allows the use of multiple concurrent windows	**Required**			
PR-16	Maintains position control in conjunction with budgeting module- does not allow for the creation of unauthorized full-time positions	**Desired**			
PR-17	Accommodates document imaging and scanning; allows user to attach files to employee records	**Required**			
Time Entry and Approval					
PR-18	Supports decentralized time and entry data collection at department level	**Required**			
PR-19	Supports time and entry data collection using Web/ electronic timesheet entry	**Required**			
PR-20	Prints timesheets for user-selected employees as necessary for specified date range	**Desired**			
Tracks time for a pay period and adjusts balances at the end of					
PR-21	*Actual hours worked	**Required**			
PR-22	*Leave used (e.g. sick, vacation, and PTO)	**Required**			
PR-23	*Hours Paid Leave	**Required**			
PR-24	*Unpaid leave	**Required**			
PR-25	*Adjustments	**Required**			
PR-26	*Forfeited hours (e.g. vacation not rolled over)	**Required**			
PR-27	*Overtime hours	**Required**			
PR-28	*FMLA hours (available and used, including intermittent FMLA leave)	**Required**			
PR-29	*Holiday pay	**Required**			
PR-30	*Other, user-defined	**Required**			
Supports the following time entry methods:					
PR-31	*Employee self-entry (subject to approval)	**Desired**			

Payroll					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
PR-32	*Batch entry by finance personnel	**Required**			
PR-33	*Third party time & attendance system (list supported vendors)	**Required**			
PR-34	*Supervisory / department level time entry	**Required**			
PR-35	Integrates with other external time and attendance systems for leave and time tracking. Please specify which systems.	**Desired**			
PR-36	Accommodates remote site online timesheet data entry with workflow approval process	**Desired**			
PR-37	Restricts/ warns of time entry to pre-established ranges, allowing override by authorized user	**Required**			
PR-38	Accommodates user-defined tables of acceptable ranges for time entry according to work groups	**Required**			
PR-39	Accommodates at least 5 different jobs/programs per employee's shift	**Required**			
PR-40	Accommodates processing and approval of time sheets electronically via workflow	**Required**			
PR-41	Allows supervisors/ managers to enter employee time	**Required**			
PR-42	Supports online approval of time entry by managers/ supervisors	**Required**			
PR-43	Generates edit reports after time entry that report exceptions (e.g. excessive overtime or zero hours for active employees)	**Required**			
PR-44	Accommodates approval workflow for multiple supervisors (if employee works for multiple departments/ divisions)	**Required**			
PR-45	Notifies employees and/or supervisor(s) of rejected timecard via workflow/email	**Required**			
PR-46	Supports a back-up approver/ entry for time entry and leave requests approval (i.e. supervisor is out on leave) and automatically routes time entry/ leave request based on outstanding status	**Desired**			
PR-47	Requires electronic signatures for time approval	**Required**			
PR-48	Allows overtime entry to be restricted for specific employees until supervisor approves	**Required**			
PR-49	Allows overtime approval to occur prior to and/or after the work has been performed	**Required**			
PR-50	Holds data entered on-line in a suspense or pending status until approved and released for processing	**Required**			
PR-51	Allows authorized supervisors/ managers to edit employee timecards with audit trail; reroutes time card to employee with edits	**Required**			
Maintains time and attendance history data, including (but not limited to):					
PR-52	*Employee name	**Required**			
PR-53	*Employee ID number	**Required**			
PR-54	*Pay period dates	**Required**			
PR-55	*Time and leave types	**Required**			
PR-56	*Approval history	**Required**			
PR-57	Maintains time and attendance history for a minimum of five years	**Required**			
PR-58	Maintains full compliance with current Fair Labor Standards Act (FLSA), Affordable Care Act (ACA) and all other federal and state laws	**Required**			
PR-59	Adhere to all current and future State and Federal laws (i.e. software is regularly updated by vendor for federal and state changes)	**Required**			
Pay Rates and Calculations					
PR-60	Accommodates hours within a pay period paid at various rates (pay increase at a date in the middle of a pay period)	**Required**			
PR-61	Allows for the application of pay changes universally or to specific groups (e.g. 2% increase to everyone, teachers only, full-time personnel only, etc.)	**Required**			

Payroll					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
PR-62	Accommodates imputed income such as life insurance, vehicle usage benefits, uniforms, gift cards, etc.	**Required**			
PR-63	Supports ten, eleven, and twelve month employees for schools, adjusting salary scales according to contracted days	**Desired**			
PR-64	Accommodates flat rate supplements applied annually, weekly, monthly, or on demand (e.g. on call supplements, lead teacher and athletic supplements, etc.)	**Required**			
PR-65	Allows user to update social security maximum salary each calendar year, applies maximum and correctly ceases employee and employer social security withholding once maximum salary is reached	**Required**			
PR-66	Provides the salary savings from vacant positions in each department on a real-time basis.	**Desired**			
Deductions					
PR-67	Utilizes updatable tax tables to calculate appropriate withholding based on employee tax status	**Required**			
PR-68	Allows user to automatically download tax tables or provides update service for tax table changes	**Desired**			
PR-69	Allows user to set start and stop dates on employee deductions	**Required**			
PR-70	Maintains deduction code table with deduction code for each deduction (and multiple codes if deduction has different rules for employee classes, e.g. VRS)	**Required**			
PR-71	Utilizes updatable deduction tables to calculate and apply appropriate deductions to employees' paychecks, including application of not-to-exceed caps on percentage of net pay (e.g. garnishments can't exceed 25% of net pay)	**Required**			
PR-72	Allows user to input total amount of garnishment; system will track balance due and stop garnishment when balance is zero	**Desired**			
PR-73	Maintains an unlimited number of deduction codes	**Required**			
PR-74	Utilizes web-based employee self service portal where employees can add, delete, and change deductions and withholding amounts (with payroll approval prior to processing)	**Desired**			
PR-75	Can link deductions of similar types and apply common rules (e.g. multiple garnishments on an employee's pay can not exceed 25% of net)	**Required**			
PR-76	Allows user to designate tax status for various deductions (pre-State, pre-Federal, pre-FICA)	**Required**			
PR-77	Allows user to designate W2 reporting for various deductions	**Required**			
PR-78	Allows user to designate deduction frequency	**Required**			
PR-79	Utilizes process (through A/P module or stand alone) to generate payments to vendors for remittance of deductions collected	**Required**			
PR-80	Applies changes in deduction tables to all paychecks using that deduction codes (updates for all)	**Required**			
PR-81	Allows user to inactivate/ delete a deduction code, prevents deduction code from being used in employee record/ warns if deduction code is in use when inactivated	**Required**			
PR-82	Track employee demographics, such as race and gender (for VEC tracking reports)	**Required**			
PR-83	Allows authorized user to override standard deduction amounts, frequencies, taxability, or other variables for specific employees. System notes when an employee's deduction differs from the standard.	**Required**			
PR-84	Table-based administration of VRS defined contribution matches based on mandated and voluntary employee contributions.	**Required**			
Leave Time Accrual and Use					
PR-85	Administers all leave in accordance with county policies	**Required**			
PR-86	Allow users to query leave and accrual balances by specific dates or date ranges	**Required**			

Payroll					
Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
PR-87	Allow users to query paid and unpaid leave by specific dates or date ranges	**Required**			
Maintain leave accrual, usage, and balances (as applicable) for					
PR-88	*Vacation/ Paid Time Off (PTO)	**Required**			
PR-89	*Compensatory Time	**Required**			
PR-90	*Sick	**Required**			
PR-91	*Workers' Compensation	**Required**			
PR-92	*Holiday Pay	**Required**			
PR-93	*Personal days	**Required**			
PR-94	*FMLA (concurrent with sick/ PTO/ unpaid leave)	**Required**			
PR-95	*Leave without pay	**Required**			
PR-96	*Military leave	**Required**			
PR-97	*Funeral/bereavement leave	**Required**			
PR-98	*Administrative leave	**Required**			
PR-99	*Civil leave	**Required**			
PR-100	*Short term disability	**Required**			
PR-101	*Long term disability	**Required**			
PR-102	*Sick Bank	**Desired**			
PR-103	*Other, user-defined	**Required**			
PR-104	Allows for an inactive employee to become active again	**Required**			
PR-105	At user's discretion, will appropriately bring forward leave balances and years of service when reinstating an inactive employee to active status.	**Desired**			
PR-106	Calculates leave in days, half-days, hours, or quarter hour increments	**Required**			
PR-107	Accrue leave time per user-defined leave accrual rules every qualifying pay period for all active, eligible employees	**Required**			
PR-108	Accommodate separate, user-defined leave accrual rates by leave type and by employment status (part-time vs. full-time, length of work day, years of service)	**Required**			
PR-109	Maintain leave and vacation accrual rates by job class or status (e.g. Police & Fire have different accrual rates)	**Required**			
PR-110	Allows users to post accrued leave at the end of a user specified period (e.g., day, week, pay period, or month) or at the beginning of a set period (e.g. all leave posted at the beginning of the year) based on leave type	**Required**			
PR-111	Calculates prorated leave accruals when applicable (e.g. unpaid leave, workers comp, etc.)	**Required**			
PR-112	Suspends leave accruals when applicable (user specified conditions (e.g. unpaid leave, disability status)	**Required**			
PR-113	Accommodates cumulative (rollover), cumulative to a cap, and non-cumulative (use-it-or-lose-it) leave accrual policies	**Required**			
PR-114	Calculates total leave liabilities for unused accrued leave by individual employee or for user specified groupings (i.e. at the department or fund level) as requested and as of previous dates (i.e. reports can be back-dated)	**Required**			
PR-115	Calculates leave liabilities subject to user-defined payout rules (e.g. sick leave paid at $50/day)	**Required**			
PR-116	Alert designated approvers/ prepares/ supervisors of leave usage exceptions	**Desired**			
PR-117	Allows authorized users to manually override or update leave accruals and balances	**Desired**			
Supports a workflow process to submit and approve overtime and leave time, including:					
PR-118	*Submission of request for leave / overtime	**Required**			
PR-119	*Supervisor review and approval/denial	**Required**			
PR-120	*Request status monitoring	**Required**			
PR-121	*Notification of approval/decline	**Required**			
PR-122	Notifies user when attempting to submit leave request for more than available balance	**Required**			
PR-123	Provides employees online access to leave request status (e.g., pending, under review, etc.)	**Required**			

Payroll					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
PR-124	Tracks FMLA leave based on Federal requirements	**Required**			
PR-125	Allows sick, vacation and PTO leave to be used only after it is earned	**Required**			
PR-126	Allows authorized user to override insufficient leave balance and apply used leave, maintains employee leave balance in negative and applies future accruals appropriately.	**Desired**			
PR-127	Allows users to go into deficit leave balance if approved, correctly posts accruals to reduce deficit until leave is "repaid"	**Desired**			
PR-128	Alerts employee and supervisor when approaching leave accrual maximum balance	**Desired**			
PR-129	Allows mass update to leave balances exceeding caps at year end for use-or-lose leave types; provides authorized users the ability to override for specific employees	**Required**			
PR-130	Utilizes tables and automatically adjusts/ prompts user to adjust leave accrual rate based on years of service (hire date)	**Required**			
Check Processing					
Prints the following information, for both current pay period and year to date balances, on pay stubs:					
PR-131	*Regular (earned) pay	**Required**			
PR-132	*Overtime pay	**Required**			
PR-133	*Leave pay by type	**Required**			
PR-134	Total Gross Pay	**Required**			
PR-135	Net Pay	**Required**			
PR-136	YTD Gross & Net	**Required**			
PR-137	*All other pay by type	**Required**			
PR-138	*Federal and state withholding	**Required**			
PR-139	*Social Security paid	**Required**			
PR-140	*Medicare paid	**Required**			
PR-141	*All voluntary deductions	**Required**			
PR-142	*Leave accrued for pay period	**Required**			
PR-143	*Leave used during pay period	**Required**			
PR-144	*Leave balances	**Required**			
PR-145	*Pay period dates	**Required**			
PR-146	*Check Date	**Required**			
PR-147	*Employee number	**Required**			
PR-148	*Other, user-defined fields	**Required**			
PR-149	Allows users to print multiple messages on pay stubs	**Desired**			
Accommodates messages on checks for all payees, or for specific groups; allows user to select by:					
PR-150	*Department	**Desired**			
PR-151	*Division	**Desired**			
PR-152	*Job classification	**Desired**			
PR-153	*Benefits status	**Desired**			
PR-154	*Health plan	**Desired**			
PR-155	*Any deduction or groups of deductions	**Desired**			
PR-156	*Other, user-defined groupings	**Desired**			
PR-157	Provides payroll check templates that are easily user customizable; supports the use of different templates based on paying organization, payroll GL cash account	**Required**			
PR-158	Allows user to print or electronically distribute payroll direct deposit pay stubs	**Required**			
PR-159	Provides web-based employee self-service portal where employees can download check stub information, benefits forms, etc.	**Required**			
PR-160	Allows employees to run various "what-if" scenarios through employee self-service by changing deductions, withholdings, etc. and system will calculate estimated net pay under each scenario.	**Desired**			

Payroll					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
PR-161	Notifies employees via email when electronic payroll stubs are available	**Required**			
PR-162	Accommodates direct deposit of paychecks through electronic fund transfer (ACH)	**Required**			
PR-163	Consolidates pay to one paycheck/ direct deposit/ pay stub for employees holding multiple jobs / paid from multiple account codes with the county	**Required**			
PR-164	Automatically produces direct deposit files in a format acceptable to banks	**Required**			
PR-165	Supports "positive pay" by generating electronic files of all checks (including manual checks) for the county's bank for comparison with checks being cashed	**Required**			
PR-166	Supports the direct deposit of funds to more than one account within the same banking institution (e.g., savings, checking and loan accounts)	**Required**			
PR-167	Accommodates a minimum of four direct deposits to multiple banking institutions/ accounts	**Required**			
PR-168	Prevents negative or zero dollar amount checks	**Required**			
PR-169	Supports review and approval of payroll prior to production run; routes approval through workflow	**Required**			
PR-170	Allows user to generate a hardcopy payroll pre-list prior to final payroll production run	**Required**			
PR-171	Accommodates non-standard payrolls, with or without standard deductions, leave accruals, etc.	**Desired**			
PR-172	Allows authorized users to issue manual checks outside of the regular payroll schedule	**Required**			
PR-173	Allows authorized users to void direct deposits and reissue as checks.	**Required**			
PR-174	Handles paychecks voided and reissued for different amounts posts appropriate changes on taxes and deductions	**Required**			
Generates a detailed payroll proof list of all payroll calculations,					
PR-175	*Hours by type	**Required**			
PR-176	*Earnings by type	**Required**			
PR-177	*Employee tax liabilities	**Required**			
PR-178	*Employee deduction amount	**Required**			
PR-179	*Employer contribution amount	**Required**			
PR-180	*Employer portion of all taxes	**Required**			
PR-181	*Net pay for employee	**Required**			
PR-182	*Totals by user-specified grouping, including, but not limited to: grant, project, cost center, division, department, location, total county	**Required**			
PR-183	Generates an deductions report reflecting the amounts for each employee by deduction	**Required**			
PR-184	Accommodates special calculations on final paychecks, such as leave payouts, prorated time, deductions for unresolved liabilities, etc.	**Desired**			
PR-185	Supports adjustments for overpayment in prior periods, where amounts are deducted from future pay over a user-specified period of time until reimbursed	**Desired**			
PR-186	Calculates retroactive amounts due on all forms of pay for individual employees for up to 24 months or user defined period of time; applies to pay until balance is satisfied	**Desired**			
PR-187	Allows user to apply different separation pay-out rules depending on various factors such as contract date, leave balance as of a certain date, etc.	**Required**			
PR-188	Supports leave pay out or buy back programs	**Required**			
PR-189	Accommodates pay grade and step tables based on hourly, daily, or annual salary; can apply appropriate pay rate based on employee's grade and step	**Desired**			
PR-190	Automatically allocate employee benefit costs proportionate to salary with ability to override	**Required**			
PR-191	Allows user to charge overtime to several different overtime accounts	**Required**			

Payroll					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
PR-192	Allows employee's pay to be allocated to a minimum of five different general ledger accounts, with benefits being prorated among them (with user override)	**Required**			
Creates verification/ approval reports that can be reviewed by					
PR-193	*Changes to employee pay, deductions and taxes	**Required**			
PR-194	*Changes to employer deductions and taxes	**Required**			
PR-195	*Gross pay changes	**Required**			
PR-196	*Supplemental pays	**Required**			
PR-197	*Deduction changes	**Required**			
PR-198	*Other user-defined changes	**Required**			
PR-199	Supports the printing/ re-printing of W-2s on a laser printer	**Required**			
PR-200	Supports production of the first payroll of the calendar year before, after, or concurrently with production of W-2s	**Required**			
PR-201	Accommodates an unlimited number of user-defined pay tables	**Required**			
PR-202	Ability to export payroll details to the Budget module (current position counts, salary, employer benefit rates, etc.)	**Desired**			
PR-203	Accumulates individual payroll benefit deductions by pay period and submit payments to vendors as separate batch paid by check or EFT upon demand.	**Required**			
PR-204	Calculates and generates benefit payments on user defined benefit payment schedule (i.e. payroll is bi-weekly, but VRS and health insurance is paid monthly, other deductions may be paid each pay period)	**Required**			
PR-205	Processes written checks and direct deposit pay stubs in separate printing batches (saves check stock)	**Desired**			
PR-206	Supports online viewing of pay check stubs; system bypasses printing for users designated as online viewing	**Required**			
PR-207	Allows various pay periods to be processed in the same pay batch (e.g. full-time paid concurrently, part-time in arrears, police on separate pay period from others)	**Required**			
General Reporting					
PR-208	Ability to export all reports to all formats identified in G-1	**Required**			
PR-209	Ability to import data from all formats identified in G-1	**Required**			
PR-210	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
PR-211	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
PR-212	Produces and allows user to modify Form 941s and quarterly state tax and VEC unemployment filings electronically	**Required**			
PR-213	Generates a position control report on demand or for specific dates that shows filled and unfilled positions with position salary information	**Desired**			
PR-214	Properly reports all taxed and non-taxed employee income	**Required**			
PR-215	Allows user to create form letter templates and populate form letters from existing or ad hoc reports for emailing or mailing.	**Desired**			
Produces all annual and quarterly state and federal reports, including, but not limited to:					
PR-216	*941s	**Required**			
PR-217	*VEC unemployment reports	**Required**			
PR-218	*W2	**Required**			
PR-219	*VRS reports	**Required**			
PR-220	*Worker's Comp	**Required**			
PR-221	*EEO-4	**Required**			
PR-222	*E4	**Required**			
PR-223	*OES	**Required**			
PR-224	*Gender	**Required**			
PR-225	*New hire	**Required**			
PR-226	*Census bureau reports	**Required**			

Payroll					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
PR-227	Allows authorized users to manually adjust W-2's for situations such as moving expenses, educational expenses, employee reimbursement of payments, errors, etc.	**Required**			
Generates the following reconciliation reports when payroll is					
PR-228	*Labor report showing department, GL code, employee ID, employee name, and salary/ hourly rate. For the pay period, will show number of hours paid for the following: regular, O/T regular, O/T 1.5 rate. For the pay period, will show amount of regular pay, OT pay, other pay and gross pay	**Required**			
PR-229	*Payroll Earnings report showing itemized detail for each employee of type of pay earned, including itemized detail of multiple types of other pay (e.g.. Clothing allowance, short term disability, leave payouts, holiday pay, etc.) Grouped by department, shows employee ID, employee name, rate for each pay type, hours for each pay type, and amount paid for each pay type, with subtotals for each employee, subtotal by department, and grand total	**Required**			
PR-230	*Leave report by department showing employee ID, employee name, longevity (years, months, and days of service). Will show beginning balances, current period accruals, current period usage, and ending balance for all leave types	**Required**			
PR-231	*Direct deposit report with employee ID, employee name, net pay, total fixed direct deposit amount, and residual direct deposit. Would be used to reconcile ACH totals and identify potential errors (residual direct deposit is negative).	**Required**			
PR-232	*Payroll control summary sheet showing the following:	**Required**			
PR-233	**Ending payroll date	**Required**			
PR-234	**Check date	**Required**			
PR-235	**Beginning check number	**Required**			
PR-236	**Ending check number	**Required**			
PR-237	**Number of checks	**Required**			
PR-238	**Number of direct deposits	**Required**			
PR-239	**Number of active employees	**Required**			
PR-240	**Number of checks to males/ females	**Required**			
PR-241	**Beginning, Current period, and Ending balances for the following:	**Required**			
PR-242	***Gross pay	**Required**			
PR-243	***Employee Federal withholding	**Required**			
PR-244	***Employee Social Security	**Required**			
PR-245	***Employer Social Security	**Required**			
PR-246	***Employee Medicare tax	**Required**			
PR-247	***Employer Medicare tax	**Required**			
PR-248	***Employee State withholding	**Required**			
PR-249	***Each voluntary deduction, with separate columns for employee contributions and employer contributions	**Required**			
PR-250	*Tax deposit register report showing federal and state withholding and employee & employer SS & Medicaid grouped by deduction code and itemized by fund (and subtotals for each group and total for all deductions) for the current period.	**Required**			

Payroll					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
PR-251	Other Post-Employee Benefits (OPEB) Actuary Data collection report, showing employees and dependents on county's health insurance. Must include name, DOB, Gender, SSN, dependent's relationship to EE, HI plan, HI membership, # of dependents covered, address, phone number, coverage start date, and disability status.	**Desired**			
PR-252	*P/R to G/L entry report, showing account code, account name and amounts posted to general ledger for payroll run. (Totals by fund to zero); can be sorted/sub-totaled by department and object	**Required**			
PR-253	*Deductions report grouped by deduction with current amount itemized by fund, and subtotals for each deduction. Must have separate columns for employee contribution, employer contribution, and total amount	**Required**			
PR-254	*Direct deposit register showing employee ID, employee name, bank number, net pay deposited and direct deposit number, sorted by bank with routing and account (should have signature space at end of report)	**Required**			
PR-255	*Payroll register by employee (sorted and grouped by department) with employee ID, name, gross pay, taxable gross, federal withholding, social security tax, Medicare tax, state withholding, voluntary deduction total, net pay, and then with check/ direct deposit number and itemized detail of voluntary deduction amounts by deduction code. Last page shows recap with totals for each voluntary deduction by deduction code.	**Required**			
PR-256	*Check register for all payroll checks, including employee ID, name, check number and net pay amount (should have signature space at end of report)	**Required**			
Generates Payroll reports on demand, including (but not limited					
PR-257	*Excess group life insurance report, showing employee ID, name, birth date, age, VRS salary, and the value of excess insurance over $25,000	**Required**			
PR-258	*Optional life insurance report, showing employee ID, name, employee birth date, employee age, spouse birth date, spouse age, VRS salary, amount of coverage, premiums for each covered person, and total premium	**Required**			
PR-259	*Workers' Compensation Report by workers' comp code with total wages paid for current period and year to date.	**Required**			
PR-260	*Deductions for each employee, column for each deduction, separating employee and employer contributions and totaling each	**Required**			
PR-261	*Deductions for each employee by grouped by deduction with totals for the deduction. Run by individual pay period or for a user-specified date range.	**Required**			
PR-262	*Employee Labor Distribution Report (by department at the employee level)	**Required**			
PR-263	*Emergency time reporting (e.g., FEMA compliant time reporting)	**Required**			
PR-264	Provides online screens and reports related to earnings including quarter-to-date, year-to-date (calendar and fiscal), and user-defined period (weekly, bi-weekly, monthly, semi-monthly)	**Required**			

Real Estate					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
General Functionality					
RE-1	Fully integrates with the General Ledger, Accounts Receivable, Accounts Payable (refunds), and Collections modules	**Required**			
RE-2	Interfaces with the county's current Computer Aided Mass Appraisal system (CAMRA).	**Desired**			
RE-3	Interfaces with the most recent versions of multiple Computer Aided Mass Appraisal systems (please list software and version)	**Required**			
RE-4	Complies with Title 58.1 of the Code of Virginia and all local ordinances in effect at the time of implementation and is updated for changes in code.	**Required**			
RE-5	Interfaces with county GIS Database to provide and extract data.	**Desired**			
RE-6	Stores and manipulates GIS data for reloading to GIS.	**Desired**			
RE-7	Retains historic assessment and tax rate data indefinitely	**Required**			
RE-8	Maintains an audit trail for all data and files, including user ID, posting date and time, and what was changed	**Required**			
RE-9	Allows authorized users to override system values; maintains reason code and audit trail	**Required**			
RE-10	Ability to keep history of address with date and who changed it -- and where the information was aquired	**Required**			
Property Ownership					
RE-11	Maintains searchable property ownership history for all parcels (uploads from CAMA system)	**Required**			
RE-12	Allows users to add new parcels to the property history data from newly recorded plats (upload from CAMA)	**Desired**			
RE-13	Has validation for property address information including apartment number, suite number, lot number, etc.	**Desired**			
RE-14	Automatically update owner history when the current legal owner of a property changes (upload from CAMA) allowing for January 1 owner to stay in place for land book reporting purposes	**Required**			
RE-15	Has capacounty for history of unlimited transfers of a single parcel	**Required**			
RE-16	Maintains both current owner and January 1 legal owner information for each tax year.	**Desired**			
RE-17	For properties where ownership transferred in the prior year, automatically updates January 1 legal owner next tax year.	**Required**			
RE-18	Capture effective dates for ownership information changes	**Required**			
RE-19	Uploads from CAMA can be restricted to only change ownership information and not include changes to assessed value (those are held for a supplemental billing).	**Required**			
Allows user to search the property history database by a variety of methods including:					
RE-20	*parcel ID number (search would include previous parcel numbers)	**Desired**			
RE-21	*owner last/ first name (would search & display results from any owner field, including current, history, January 1, etc.)	**Required**			
RE-22	*property address	**Required**			
RE-23	*billing address	**Desired**			
RE-24	Property record includes information on additional customers listed on that account (e.g., co-owner)	**Required**			
RE-25	Includes ability to comment on any ownership fields to include information on additional owners, heirs, executors, etc.	**Desired**			

Real Estate					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
Land Book Levy					
RE-26	Prints the land book according to Commonwealth of Virginia standards	**Required**			
RE-27	Produces the annual real estate land book in printed form (customized dimensions and format) and electronic form	**Required**			
RE-28	Produces a real estate land book recap report with the annual land book	**Required**			
RE-29	Produces printed supplemental pages to the annual real estate land book for supplemental assessments; creates a new electronic supplemental file	**Required**			
RE-30	Creates a digital archival record that looks like the printed land book.	**Required**			
Supplements / Abatements / Adjustments					
RE-31	Allows users to process supplemental assessments and abatements throughout the tax year and in subsequent years	**Required**			
RE-32	Accommodates changes in assessment of real property resulting in an changed tax bill during the current tax year	**Required**			
RE-33	Can calculate an abatement or partial abatement for a full or partial (on a monthly basis) year and posts to the collections module in real time & the GL after the verification of the days transactions are correct	**Required**			
RE-34	Accommodates decreases in assessment of real property resulting in a refund (if taxes have already been paid) to be processed during the current tax year	**Required**			
RE-35	For abatements, will prompt the user if taxes have already been paid to issue a refund; will verify that no other taxes/ fees are outstanding for the customer, and if not, send a refund to A/P for approval and payment	**Required**			
RE-36	For abatements, will calculate the appropriate levy making the appropriate corrections in the General Ledger, if the taxes have not been paid	**Required**			
RE-37	Can calculate a supplemental assessment for a full or partial (on a monthly basis) year	**Required**			
RE-38	Segregates supplemental assessments from regular assessments for billing and reporting (as requested by user)	**Required**			
RE-39	Tracks the total in real estate supplements on a monthly and fiscal year basis	**Required**			
RE-40	Tracks the total in real estate abatements on a monthly and fiscal year basis	**Required**			
RE-41	Automatically updates value records and owner history for next land book after supplemental levy or abatement in the previous tax year	**Required**			
RE-42	Maintains reason codes and note fields for all supplement and abatement activity	**Required**			
Tax Relief					
Accommodates Property Tax Assistance & Deferral programs specific to Virginia, including:					
RE-43	*Elderly (over 65) and disabled	**Required**			
RE-44	*Disabled Veterans	**Required**			
RE-45	*Improvements in a redevelopment or conservation area	**Required**			
RE-46	*Substantial rehabilitation, renovation or replacement (15 year partial exemption)	**Required**			
RE-47	*Substantial rehabilitation, renovation or replacement (tax credit)	**Required**			
RE-48	*Local enterprise zones	**Required**			
RE-49	Uses codes to track parcels eligible for various tax relief programs	**Desired**			

Real Estate					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
RE-50	Maintains a field for percentage of tax relief; applies tax relief percentage to tax for eligible parcels	**Required**			
RE-51	Processes exemptions/ reductions to qualified property owners based on the tax relief code	**Required**			
RE-52	Prorates tax relief (reinstates original tax) when property ownership is transferred or owner no longer qualifies for program. Creates a supplemental bill.	**Desired**			
RE-53	Maintains record of the original tax amount separate from the relieved tax amount	**Desired**			
RE-54	Supports an income and asset-based tax relief process requiring annual recertification	**Required**			
RE-55	Supports reporting of relieved amount history by tax year in total and in detail	**Required**			
RE-56	Warns user that property is in tax relief program when significant information changes (e.g. ownership, billing address, parcel splits, etc.)	**Desired**			
RE-57	Allows user to attach signed application and images of all supporting documents to the property / owner record	**Desired**			
Rates					
RE-58	Supports an unlimited number of user defined property classes, each with their own rate table.				
RE-59	Users can copy rate information from one table to another, and mass update tables	**Required**			
Allows authorized users maintain the following on an annual basis:					
RE-60	*Tax rates by property class, district and sub-district	**Required**			
RE-61	*Penalty amounts and interest percentages (applied only to tax base)	**Required**			
RE-62	Tax rate tables are date specific based on customized dates (could be applicable for less than one year)	**Required**			
RE-63	Utilizes a user updatable tax rate table for each tax year to calculate appropriate real property tax bill.	**Required**			
Public Access to Information					
RE-64	Provides a means by which public access non-restricted, non-confidential portions of public real estate records.	**Optional**			
RE-65	Allows public users to print property cards with public information via remote (Internet) access and on-site access.	**Desired**			
RE-66	Interfaces with GIS to allow public access to tax records via property ID query on GIS portal	**Desired**			
RE-67	Provides for the easy export of public information (current and historic) to a database format for electronic distribution to outside parties	**Required**			
RE-68	Allows authorized user to redact otherwise publicly available information on specific accounts; redaction, once established, is maintained in all public formats (remote, Internet, and on-site queries)	**Optional**			
RE-69	Public information is provided in real-time or automatically updated on a regular basis	**Desired**			
Provides a self-service Internet portal that allows granting or restricting access to the public for:					
RE-70	*View assessed values and tax amounts	**Required**			
RE-71	*View all property records and public information associated with a taxpayer	**Required**			
Provides a self-service Internet portal with proper security (user ID, password) and user verification controls (e.g. amount of last bill to set up user ID) for taxpayers/ customers to :					
RE-72	*View all customer information associated with their taxpayer ID	**Desired**			
RE-73	*View all property information associated with their parcel ID(s)	**Required**			

Real Estate					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
RE-74	*Pay taxes on one or more properties via credit card or ACH	**Required**			
RE-75	*Ability to stop paper bills elected to have electronic bills	**Desired**			
Provides a self-service Internet portal with proper security (user ID, password) and user verification controls for mortgage companies to:					
RE-76	*View all mortgage records associated with their mortgage company	**Required**			
RE-77	*Pay taxes via ACH	**Desired**			
Reports					
RE-78	Ability to export all reports to all formats identified in G-1 through G-15	**Required**			
RE-79	Ability to import data from all formats identified in G-1 through G-15	**Required**			
RE-80	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
RE-81	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
RE-82	Reports on total land valuations and total valuations by property class including taxable and exempt properties at the user's request	**Required**			
RE-83	Reports all value changes with reason codes (including, but not limited to new construction, demolitions, fire losses, reassessment, hearings and appeals)	**Optional**			
RE-84	Produces exception report based on valuation date to assure that all parcels have been assessed / reassessed for current tax cycle	**Required**			
RE-85	Allows user to create form letter templates and populate form letters from existing or ad hoc reports for emailing or mailing.	**Desired**			
RE-86	Generates a customer statement on demand showing paid and/or unpaid account balances for one or all properties owned by the customer	**Desired**			
Billing					
RE-87	Imports and maintains assessment data received from the county's Tax Assessment System (currently CAMA)	**Required**			
The system should have the ability to import the following data from tax assessment software (CAMA):					
RE-88	*Map Number (minimum of 16 alphanumeric characters, with background formatting for section, double circle, block, lot, sublot, etc. segments)	**Desired**			
RE-89	*Tax Year Effective	**Required**			
RE-90	*Tax District	**Required**			
RE-91	*District Name	**Desired**			
RE-92	*Record number/ account number	**Required**			
RE-93	*Legal Description (minimum of 4 lines)	**Required**			
RE-94	*Owner Name 1	**Required**			
RE-95	*Owner Name 2	**Required**			
RE-96	*Owner Name 3	**Desired**			
RE-97	*Owner Name 4	**Desired**			
RE-98	*Owner Address 1	**Required**			
RE-99	*Owner Address 2	**Required**			
RE-100	*Owner Address 3	**Required**			
RE-101	*Owner Address 4	**Desired**			
RE-102	*Owner State (1 through 4)	**Required**			
RE-103	*Owner Zip (1 through 4)	**Required**			
RE-104	*Instrument number	**Required**			
RE-105	*Deed Book	**Required**			
RE-106	*Deed Page	**Required**			
RE-107	*Land Area (by square feet or acreage with appropriate code)	**Required**			

Real Estate					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
RE-108	*Zone Classification	**Required**			
RE-109	*Exemption Code	**Required**			
RE-110	*Neighborhood	**Required**			
RE-111	*Land Assessment	**Required**			
RE-112	*Improvements Assessment	**Required**			
RE-113	*Total Assessment	**Required**			
RE-114	*Mortgage code	**Required**			
RE-115	Determines correct billing address based on mortgage code (sends bills to mortgage companies)	**Required**			
RE-116	Determines correct billing address based on ownership date (sends bills to current owner)	**Required**			
Runs exception report upon assessment import from CAMA, exceptions reported should include, but are not limited to:					
RE-117	*Name changes	**Required**			
RE-118	*New accounts added to the system	**Required**			
RE-119	*New land records by address	**Required**			
RE-120	*New land records by map parcel	**Required**			
RE-121	*New land records by tax ID number	**Required**			
RE-122	*Duplicate parcel ID	**Required**			
RE-123	*Multiple owners	**Required**			
RE-124	*Zip code errors	**Required**			
RE-125	*Invalid year	**Required**			
RE-126	*Other, user-defined	**Required**			
RE-127	Calculates the tax due based on tax rate tables	**Required**			
RE-128	Applies tax relief, tax credits, and deferred taxes prior to billing	**Required**			
RE-129	Supports distribution of tax bills electronically via email or online portal access at individual citizen request	**Required**			
RE-130	Supports payment plans for real property bills, including holds on bills and applying prepaid credits	**Desired**			
RE-131	Supports calculation of payment plans for both delinquent and prepayment of RE taxes. Alerts user of delinquencies and provides ability to automate invoicing.	**Desired**			
RE-132	Creates electronic billing files in multiple formats for mortgage companies	**Required**			
RE-133	Creates and appropriately posts (real-time or in batch) receivables in the county's financial system when taxes are levied	**Required**			
RE-134	Prints a pre-posting edit of transactions prior to posting to the GL.	**Required**			
RE-135	Maintains multiple, date-specific alternate addresses for a taxpayer/customer and selects appropriate user based on billing date	**Desired**			
RE-136	Allows authorized users to maintain a table of mortgage company codes, which includes mortgage company name, address, file preferences, contact information and notes	**Required**			
RE-137	Allows users to quickly associate property records with a mortgage company using drag and drop or other efficient user interface.	**Required**			
RE-138	Supports partial import/update of mortgage company code for accounts using a data file provided by the mortgage company	**Desired**			
RE-139	Excludes bills flagged for mortgage companies from printing during regular tax bill printing	**Required**			
RE-140	Supports ACH billing for customers who have elected automatic drafts	**Desired**			
RE-141	Generates a delinquent file for mortgage companies on demand (monthly)	**Required**			
RE-142	Ability to reprint bills at any time on-demand with applicable penalties and interest	**Required**			
RE-143	Ability for authorized users to suspend/ delete penalties and interest on an account	**Required**			

Real Estate					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
RE-144	Calculates penalty and interest on a bill for a user-defined payoff date (past or future)	**Required**			
RE-145	Generates bills in various electronic formats (as itemized in G-1 through G-15)	**Required**			
RE-146	Allows users to customize billing statements without programming	**Desired**			
RE-147	Has field to suspend bills from printing based on user-defined flags (e.g., on a payment plan, bankruptcy, mortgage company)	**Required**			
RE-148	Reports bills omitted from printing for reasons other than mortgage code	**Required**			
Generates supplemental bills:					
RE-149	*On demand	**Required**			
RE-150	*For current tax year and/or previous tax years	**Required**			
Billing Adjustments					
RE-151	Generates adjusted bills on-demand after any changes affecting amount due	**Desired**			
RE-152	Maintains a history of the original bill and adjusted bill information, including original and adjusted bill date, original and adjusted total tax amount, original and adjusted tax relief amount, and original and adjusted net tax amount	**Required**			
RE-153	Updates due date field for user-defined period after adjustment bill is created (with ability to override)	**Desired**			
RE-154	Allow updates to the due date and uses new due date to calculate interest and penalty (so that penalties are not applied when due date is adjusted beyond original due date)	**Required**			
RE-155	Displays original due date and adjusted due dates on screen	**Required**			
RE-156	Allows authorized users to update due dates in batch	**Required**			
RE-157	Allows authorized users to update due dates by individual account in real-time	**Required**			
RE-158	Allows county to determine application paradigm for partial payments on tax bills to principal, penalties, and interest	**Required**			
RE-159	Allows authorized users to update interest and penalty tables, including application date	**Required**			
RE-160	Allows authorized users to override the amount due by reducing or increasing penalties/ interest. Routes adjustments through work flow for approval	**Required**			
RE-161	Posts adjustments affecting receivable amounts to the General Ledger in real-time or daily batch	**Required**			
RE-162	Supports liens, special assessments, bankruptcy tracking and other special situations	**Required**			
RE-163	Allows authorized user to write-off tax amounts	**Required**			
RE-164	Record pre-payments and deduct payments from the amount due	**Required**			
RE-165	Supports ability to calculate rollback taxes on real estate which is under a Land Use agreement.	**Required**			
Bill Printing					
Prints the following information on real estate tax bills:					
RE-166	*Owner Name(s) (all attached to the record)	**Required**			
RE-167	*Legal Description	**Required**			
RE-168	*Map Number	**Required**			
RE-169	*Mailing Address	**Required**			
RE-170	*Property Address	**Required**			
RE-171	*Bill Date	**Required**			
RE-172	*Current Land Valuation	**Required**			
RE-173	*Current Improvements Value	**Required**			
RE-174	*Total Value	**Required**			
RE-175	*Tax Rate	**Required**			
RE-176	*Tax Year	**Required**			

Real Estate					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
RE-177	*First or Second Half	**Required**			
RE-178	*Penalty	**Required**			
RE-179	*Interest	**Required**			
RE-180	*Current Tax Amount	**Required**			
RE-181	*Delinquent Taxes Outstanding	**Required**			
RE-182	*Nuisance Liens	**Required**			
RE-183	*Total Due	**Required**			
RE-184	*Due date	**Required**			
RE-185	*Other, user-defined fees/ charges	**Required**			
RE-186	Can incorporate unpaid nuisance liens and/or other county defined fees (related to property) on real estate bills	**Required**			
RE-187	Allows user defined comments to be printed on bills based on specific fields/ flags or other user defined criteria	**Required**			
RE-188	Accommodates multiple names on a bill	**Required**			
RE-189	Prints/ reprints a bill on demand	**Required**			
RE-190	Prints bills to selected printers; can print on plain letter sized paper or preprinted forms	**Required**			
RE-191	Uses a statement/coupon format for all bills	**Required**			
RE-192	Allows user to easily generate and print multiple tax bills for the same Property/parcel (I.e. current and delinquent taxes)	**Required**			
RE-193	Allows user to easily generate and print multiple tax bills for the same customer without having to perform repetitive inquiries	**Required**			
RE-194	Attaches bankruptcy code to tax bill, not to customer; system can print bills that are subsequent to bankruptcy petition because they do not have the bankruptcy code	**Required**			
RE-195	Accommodates user specified sorting order for bills	**Required**			
RE-196	Supports the creation of a billing file to be sent to a 3rd party for printing and mailing	**Required**			
RE-197	Interfaces with optical character recognition (OCR) or bar code reading devices, including hand held scanners, for quick entry of billing and collections data.	**Desired**			
RE-198	Prints an OCR scan line or bar code on bills for record retrieval	**Desired**			
RE-199	Maintains a minimum of twenty years of billing and payment history	**Required**			
Delinquent Billing					
RE-200	Ability to flag receivable as undelivered if bill is returned in the mail	**Required**			
RE-201	Generates delinquent notices at user demand	**Required**			
Prints the following information on the Delinquent Tax Statements:					
RE-202	*Owner Name(s) (all attached to the record)	**Required**			
RE-203	*Legal Description	**Required**			
RE-204	*Map Number	**Required**			
RE-205	*Mailing Address	**Required**			
RE-206	*Property Address	**Required**			
RE-207	*Bill Date	**Required**			
RE-208	*Current Land Valuation	**Required**			
RE-209	*Current Improvements Value	**Required**			
RE-210	*Total Value	**Required**			
RE-211	*Tax Rate	**Required**			
RE-212	*Tax Year	**Required**			
RE-213	*First or Second Half	**Required**			
RE-214	*Penalty	**Required**			
RE-215	*Interest	**Required**			

Real Estate					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
RE-216	*Current Tax Amount	**Required**			
RE-217	*Delinquent Taxes Outstanding with tax year parameters	**Required**			
RE-218	*Nuisance liens	**Required**			
RE-219	*Total Due	**Required**			
RE-220	*Due date	**Required**			
RE-221	*Penalty	**Required**			
RE-222	*Interest	**Required**			
RE-223	*Total Due	**Required**			
RE-224	*Additional Notes or comments	**Required**			
RE-225	Allows user to calculate penalty/interest on past or future dates (to adjust to postmarked date or calculate amount due when customer plans to pay)	**Required**			
RE-226	Accommodates amnesty programs where penalties and interest are not collected/ due if paid within a specific date range	**Required**			

Response Indicators: When providing responses to the requirements in Attachment A, proposers shall use the following response indicators:	
Indicator	**Definition**
Y	Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the County.
F	Feature/Function will be available in a future software release available to the County at which point it will be implemented in accordance with agreed upon configuration planning with the County.
C	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated on a line item basis in the Comments column, and included as a total in Attachment B – Cost Worksheet.
X	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified.
N	Feature/Function cannot be provided.

Personal Property

Item #	Required/ Desired			VENDOR RESPONSE	Comments
	General Functionality				
PP-1	Personal property module fully integrates with the following other system modules: General Ledger and Accounts Receivable	**Required**			
PP-2	Utilizes centralized taxpayer account information (address, SSN, telephone, email address)	**Required**			
PP-3	Retains the Personal Property data for a minimum of six years	**Required**			
PP-4	Allows user to add to/ update system tables (such as property types and descriptions, DMV use values and their associated property types, etc.) used for data entry/ data validation	**Required**			
PP-5	Provides for the mass update of information, particularly assessed value, through user import from multiple sources (NADA, DMV) and source file types (CSV, RTF)	**Required**			
PP-6	System automatically adds or changes property data during the import process.	**Required**			
PP-7	Generates error reports of records with incomplete and/or inaccurate data	**Required**			
PP-8	Generates reports of records added/changed by data imports; tracks changes by date	**Required**			
PP-9	Allows user to determine effective dates for data changed in import process (i.e. all assessed values would have effective date of January 1, even if loaded in July)	**Desired**			
PP-10	User can add records from sources of discovery other than DMV, such as notification from local businesses, other localities, or the owner	**Required**			
PP-11	Provides simple navigation among the various tax accounts (BL, RE, PP) related to an individual customer, and provides a single view of all tax accounts for a customer from one display screen or printed report	**Required**			
PP-12	Customer number can be linked (husband and wife, sole-proprietor business and personal)	**Required**			
PP-13	Can import assessment data from the JD Power mass appraisal data of used cars	**Required**			
PP-14	Can import from DMV monthly files	**Required**			
PP-15	Supports the most recent version of the JD Power mass appraisal software and all subsequent releases	**Required**			
PP-16	Provides a checkbox box on the customer filing form asking whether the vehicle is for individual or business use (for PPTRA qualification purposes)	**Required**			
PP-17	Provides a checkbox box on the customer record as to whether the vehicle is for individual or business use (for PPTRA qualification purposes)	**Required**			
PP-18	Reports any duplicate title number(s) and the corresponding account information when adding a new account	**Desired**			

Item #	Required/ Desired			VENDOR RESPONSE	Comments
Personal Property					
PP-19	Can identify potential duplicate records, including but not limited to searches related to VIN, title, serial number, and/or taxpayer identification number (with appropriate levels of security)	**Required**			
PP-20	Has a user-updateable table of type codes (such as car, truck under 4,000 lbs., truck over 4,000 lbs. etc.) which identify specific vehicle types	**Required**			
PP-21	Has a user-updatable table of use codes (such as handicapped, personal, business, millitary in state, military out of state, etc.) which identify tax exemptions or vehicle license exemptions such as military owned vehicle, antique vehicles, or others	**Required**			
PP-22	Has a user-updatable table of registration codes (such as handicapped, personal, business, millitary in state, military out of state, etc.) which identify tax exemptions or vehicle license exemptions such as military owned vehicle, antique vehicles, or others	**Required**			
PP-23	Has a field to indicate that a vehicle has been sold or transferred out of the county (tax date out), as well as sale/transfer date.	**Required**			
PP-24	Can identify accounts for which either the vehicle or the owner is exempt from personal property taxes	**Required**			
PP-25	Has a field to indicate that a DMV stop has been applied to a vehicle record	**Required**			
PP-26	Users can add new taxpayer information to system to include, but not limited to, separate fields for customer number, social security number/Federal Tax ID number, and Driver License Number (and state of issue)	**Required**			
PP-27	Tracks multiple owners associated with a property record	**Required**			
PP-28	Identifies leased vehicles; tracks and maintains lease data	**Required**			
PP-29	Collects leasee data include leasee name(s), taxpayer IDs (SSN, Driver's License), and addresses	**Required**			
PP-30	Can attach notes on customer and vehicle records	**Required**			
PP-31	Can generate and capture data from optical bar-code scanning	**Required**			
PP-32	Can import files from various sources on demand (including, but not limited to, DMV, Game and Inland Fisheries)	**Required**			
PP-33	Must have ability to interface with Dept of Taxation for Debt Set Off.	**Required**			
PP-34	Allows users to drill down to the detailed information associated with each account	**Required**			
PP-35	Allows the activation of multiple windows concurrently	**Required**			
PP-36	Allows authorized users to purge records for individual tax years (e.g. records that are 10+ years old)	**Required**			
PP-37	Integrates customer records, Business License, related taxes, Business Property into a single system with a consistent look and feel	**Required**			
PP-38	The system has the ability to support various types of tax relief.	**Required**			
PP-39	Ability to keep history of address with date and who changed it -- and where the information was aquired	**Required**			
PP-40	The system has the ability to identify various types of tax exemptions, including but not limited to military and not-for-profit.	**Required**			
Assessment and Tax Calculation					
PP-41	Adjusts assessments only if the tax for that assessment has not been billed and an abatement after it has been billed	**Required**			
PP-42	Selects and assesses records with a minimum assessment based on classification	**Required**			
PP-43	Allows users to modify system parameters and calculation methods/input for tax rates by property type	**Required**			

Personal Property					
Item #	**Required/ Desired**			**VENDOR RESPONSE**	**Comments**
PP-44	Allows users to modify system parameters and calculation methods/input for business personal property, boats, trailers, and vehicles that are not in the JD Power import file, including depreciation percentages based on asset age	**Required**			
PP-45	Make information for boats accomodates up to 10 character data entry	**Required**			
PP-46	Boat information provides additional fields for length, inboard/outboard, etc. Has ability to accommodate separate assessment for motor on outboard boats.	**Required**			
PP-47	Calculates penalty and interest on the full unpaid balance (taxpayer amount plus the state tax relief amount) for Personal Property tax accounts which are delinquent, including those from previous tax years	**Required**			
PP-48	Allows user to calculate penalty/interest on past or future dates (to adjust to postmarked date or calculate amount due when customer plans to pay)	**Required**			
PP-49	Maintains table based data including, but not limited to, tax rates, penalty rates, PPTRA qualification criteria, exemption types, relief types, depreciation percentages, and interest rates	**Required**			
PP-50	Utilizes the "vehicle-acquired date" or "moved in date" depending on the situation to determine the tax liability period. Likewise, it will use either "sold" or "moved out" to end liability.	**Required**			
PP-51	Recognizes and correctly processes the liability period for vehicles moving to and from prorating as well as non-prorating jurisdictions	**Required**			
PP-52	Permits valuation and assessment of omitted vehicles for prior years manually, by JD Power or other valuation services	**Required**			
PP-53	Automatically adjusts to JD Power generated assessed values when manual mileage is changed	**Desired**			
PP-54	Provides drop down lists in key data entry points, populated by a user-defined drop-down list	**Required**			
PP-55	Provides sufficient fields and notes space to document valuation metadata, such as source, date, and reasons for change	**Desired**			
PP-56	Provides valuation and tax rate fields for each vehicle	**Required**			
PP-57	Automatically calculates the tax for each vehicle	**Required**			
PP-58	Allows for manual assessments (with appropriate security) with audit trail (requires source, user ID, reason, date)	**Required**			
PP-59	Allows the assessment to be calculated by flat rate, percentage, and depreciation values stored and maintained	**Required**			
PP-60	Allows query of vehicle values on a record to display prior years' assessments	**Required**			
PP-61	Updates the next assessment year's vehicle values while maintaining prior value records	**Required**			
PP-62	Calculates license fees based upon user defined table	**Required**			
PP-63	Does not apply license fees to vehicles with specific status codes that are license fee exempt (e.g. system can determine status codes that do not require license fees and adjust bills accordingly)	**Required**			
PP-64	Separately identifies valuation adjustments and shows reason (i.e. Condition, high mileage)	**Optional**			
PP-65	Allows user with appropriate security to change county-defined minimum assessed values and/or tax rate for each tax year, and keep history accordingly based on the minimum for that time period	**Required**			
PP-66	Keeps prior year tax records based on parameters in effect at the time (tax rate, PPTRA, minimum valuation, minimum tax, values and mileage at the time of assessment)	**Required**			
PP-67	Allows user to run personal property books and ad-hoc reports with tax-exempt property included, excluded, or separated	**Required**			

Personal Property					
Item #	**Required/ Desired**			**VENDOR RESPONSE**	**Comments**
PP-68	Provides multiple user-defined tax rates in a table format. These tables must be referenced by the system when charges are added to an account, so that the appropriate rate will be used based on both the type of vehicle and the time of the charge. This needs to be month sensitive, not just year specific, (e.g. allow for mid year rate changes)	**Desired**			
PP-69	Applies appropriate tax, based on tax tables (in effect at date of assessment), vehicle type, and other fields impacting assessment	**Required**			
PP-70	Accommodates proration; assesses property and calculates tax on a monthly basis (supplements & abatements)	**Required**			
PP-71	Allows users to edit account information at any time	**Required**			
PP-72	Allows users to edit valuation data prior to assessments being levied.	**Required**			
Abatements					
PP-73	Automatically calculates prorated value based on move in/out and/or purchase/sale date	**Required**			
PP-74	Calculates adjustment for personal property relief based on the PPTRA percentage table	**Required**			
PP-75	Applies user-denfied minimums to taxes due, and adjusts tax due on those bills to $0	**Required**			
PP-76	Splits total abatement amount proportionally between the citizen's share and PPTRA share of the total tax	**Required**			
PP-77	Reduces penalty and interest proportionally with abatements	**Required**			
PP-78	Generates reports on an ad-hoc or at defined (daily) intervals of abatement transactions that generated a refund (Abatement Report)	**Required**			
PP-79	User can separate Abatement Report by those that will have credits applied to other records and those that will result in refunds	**Desired**			
PP-80	Automatically prints signature lines for Commissioner on abatement reports	**Required**			
PP-81	Prints abatement certificates (905 Memorandum of Corrected Assessment) with signature line for Commissioner	**Required**			
Exemptions					
PP-82	Allows selection of exemption type on a specific vehicle (one vehicle for volunteer firefighters is taxed at $1) and automatically makes the correct adjustment to tax due.	**Required**			
PP-83	Create an abatement for vehicles eligible for exemption which have already been taxed.	**Desired**			
PP-84	Provides option of rolling tax exemptions forward annually or having them expire based on type	**Desired**			
Tax Relief					
PP-85	Updates PPTRA flags based on user-defined criteria, including but not limited to property class, DMV use, and DMV type	**Required**			
PP-86	Updates PPTRA flag based on the monthly import of DMV file	**Required**			
PP-87	Allows user to remove/cancel PPTRA relief from historical tax assessment and re-bill owner for balance (If a vehicle was discovered to have business use)	**Required**			
PP-88	Tracks a complete PPTRA history on each vehicle, including calculation, rate, and taxpayer qualification.	**Desired**			
PP-89	Calculates and stores the original assessment and the original and adjusted tax amount	**Required**			
PP-90	Calculates prior tax relief based on previous valuation, PPTRA relief percentage in effect at time, and taxpayer qualification	**Required**			
PP-91	Generates PPTRA status/exception reports including (but not limited to) total relief amount in a levy and discrepancy reports (i.e., personal versus business use, personal vs. business ownership, weight discrepancy, etc.)	**Desired**			

Personal Property					
Item #	**Required/ Desired**			**VENDOR RESPONSE**	**Comments**
PP-92	Generates form letters to taxpayers in response to the verification of business use qualification for PPTRA	**Desired**			
PP-93	Generates e-mails to taxpayers in response to the verification of business use qualification for PPTRA	**Desired**			
PP-94	Prevents PPTRA from applying to records where the Personal Property tax has already been abated	**Required**			
Allows for various types of tax exemptions or reduced rates on categories of vehicles, including but not limited to:					
PP-95	*Disabled veterans	**Desired**			
PP-96	*Handicapped equipped	**Desired**			
PP-97	*Antique & vintage vehicles (with tags)	**Desired**			
PP-98	*National Guard	**Desired**			
PP-99	*Elderly & Disabled	**Desired**			
PP-100	*Military with domicile in other state	**Required**			
PP-101	*Not-for-profit	**Required**			
PP-102	Creates detailed reports for all relief and exemption types grouped by property type and sorted in alphabetic order of taxpayer name	**Desired**			
PP-103	Generates letters to taxpayers requesting additional information to be used for determination of assessment value, such as percent of business/ personal use	**Desired**			
PP-104	Creates a data file or report of all records that have received tax relief during a user-defined time period	**Desired**			
PP-105	Allows a temporary exception for owners moving into the area from a non-prorating locality (or a tax-effective date that can be set to the future)	**Desired**			
Aggregates the following information to be used in the calculation of the PPTRA percentage to be used in the next fiscal year:					
PP-106	*Current total vehicle levy for all user-defined PPTRA eligible vehicle classes	**Required**			
PP-107	*Personal use levy: total amount and percent of total vehicle levy	**Required**			
PP-108	*Amount of personal vehicle assessed value between $1000 and $20,000: total amount of levy and percent of personal levy	**Required**			
PP-109	Performs the calculations of percentage of PPTRA to be relieved on personally owned vehicles based on user-input growth factor and PPTRA amount and system-generated PPTRA calculation metrics (itemized above)	**Desired**			
Vehicle Licenses					
PP-110	Applies a vehicle license fee to each vehicle record based on registration code, subject to exempt status	**Required**			
PP-111	Applies registration fee payment to first half of semi-annual billing	**Required**			
Supports various types of exemptions from registration fees including (but not limited to) :					
PP-112	*Disabled veterans	**Required**			
PP-113	*Handicapped equipped	**Required**			
PP-114	*Volunteer Fire Department Personnel	**Required**			
PP-115	*Prisoner of War	**Required**			
PP-116	*Antique & vintage vehicles (with tags)	**Required**			
PP-117	*National Guard	**Required**			
PP-118	*Elderly & Disabled	**Required**			
PP-119	Provides option of rolling vehicle license fee exemptions forward annually or having them expire based on exemption code.	**Required**			
DMV					
PP-120	Can upload Virginia Department of Motor Vehicles (DMV) monthly files. The DMV provides file updates per jurisdiction, including PPTRA related information (such as 'move-in' date)	**Required**			
PP-121	Allows DMV data to be edited and records deleted for vehicles not belonging to the county prior to posting to the live database.	**Required**			
Billing					
PP-122	Prevents bills for being generated that are under county-defined minimum amounts.	**Required**			
PP-123	PP Bills accommodates multiple vehicles on a bill	**Required**			

Item #	Required/ Desired			VENDOR RESPONSE	Comments
Personal Property					
PP-124	Accomodates semi-annual billing (currently first half due on June 5 and second half due on Dec 5)	**Required**			
PP-125	Late filing fees (currently 10% of total tax assesed) are split and billed on both first half and second half installments.	**Required**			
PP-126	Suspends printing of $0 bills	**Required**			
Reporting					
PP-127	Ability to export all reports to all formats identified in G-1 through G-15	**Required**			
PP-128	Ability to import budget data from all formats identified in G-1 through G-15	**Required**			
PP-129	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
PP-130	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
Generates the following pre-formatted reports:					
PP-131	*Pre-populated customer filing form	**Required**			
PP-132	*Personal Property abatement Summary Report using date range parameters indicating abatement and penalty amounts by month and/or year	**Required**			
PP-133	*Unpaid balances report with taxes, license fees, interest, and penalties separately shown.	**Required**			
PP-134	*Credit balances report with taxes, license fees, interest, and penalties separately shown.	**Required**			
PP-135	*Summary reports for specific year or date range showing original billing, supplements, abatements, corrected billing, payments, balance due, credit balances, penalties, interest, and total amount due	**Required**			
PP-136	*PPTRA report showing assessed value, total tax due, PPTRA value relieved, net tax due by tax year	**Required**			
PP-137	Can mail merge into Microsoft Word or other word processing formats.	**Required**			
PP-138	Can print mailing labels with or without account number.	**Required**			
PP-139	Can create separate reports of taxable and exempt properties by user-defined parameters.	**Required**			
PP-140	User can print personal property tax books with page totals, page numbers, and recap sheet in state required format.	**Required**			
PP-141	User can print delinquent reports from the system on an ad-hoc basis	**Required**			
PP-142	Generates form letters for delinquent notices (which would notify taxpayer of pending collection activities)	**Required**			
PP-143	Can generate a report file of license plate, address, name, model, make for vehicle seizure third party contractor	**Required**			
PP-144	Provides a list of current DMV stops	**Required**			
PP-145	Generates a report with customers within a given address range (house numbers on same street) to identify apartment complexes	**Desired**			
PP-146	Generates a report with lease data that was added/updated and lease data that could not be matched with an existing vehicle record by the import process	**Required**			
PP-147	Generates a report with all leasing companies and vehicles owned by those companies	**Required**			
PP-148	Generates reports on various workload measures (i.e.. Number of vehicles, number of exemptions,etc.)	**Desired**			
Business Personal Property					
PP-149	Ability to cross reference state ID number, FIN number and account number to the Business License module	**Required**			
PP-150	Identifies accounts by a user-defined table of business types such as non-profit, business license types, and leasing companies	**Desired**			
PP-151	At user request, identifies active accounts that have not filed a current year return or extension request.	**Required**			
PP-152	Integrates with the business license module to retrieve business records.	**Required**			
PP-153	Can import electronic files of business personal property returns when submitted in various formats by the taxpayer.	**Desired**			

Personal Property					
Item #	**Required/ Desired**			**VENDOR RESPONSE**	**Comments**
PP-154	Can hold separate addresses based on property categories/type (e.g. business license/vehicles/BPP)	**Required**			
PP-155	Allows for due date extensions, and flags an account when an extension has been granted	**Required**			
PP-156	Routes extension requests through workflow for approval with appropriate audit trail	**Desired**			
PP-157	Records the purchase date and historical cost of business personal property for each tax period, automatically updates the next period and allows for deletions in that period with out affecting prior year records.	**Desired**			
PP-158	Maintains table of and applies user-defined assessment methods (percent of cost) by tax type and tax year	**Required**			
PP-159	Accommodates multiple depreciation schedules	**Required**			
PP-160	Accommodates multiple depreciation methods	**Desired**			
PP-161	Allows filing for returns with no assets and suppresses the generation of an associated assessment record/ tax bill	**Required**			
PP-162	Includes status field in the business personal property record including status options such as extension filed, tax return received, pending, levied, and paid	**Required**			
PP-163	Allows for assessment at any time during the year (supplemental)	**Required**			
PP-164	Allows a record to be edited prior to the assessment being levied	**Required**			
PP-165	If a record is changed after billing, force it as an abatement or supplemental assessment that would require an additional levy	**Required**			
PP-166	Prints abatement certificates for business personal property	**Required**			
PP-167	Drills down from the account level to the detailed information on assets associated with each account	**Desired**			
PP-168	Retains a history of all changes made to depreciation schedules. User should be able to review schedule from prior years	**Required**			
PP-169	Allows users to print filing forms, blank or pre-populated at the user's direction, on an ad-hoc basis	**Required**			
PP-170	Generates a delinquent letter (delinquent filing) for accounts without a current year business property filing. Can be done individually or in batch.	**Required**			
PP-171	Displays current/prior year business data via a display screen which can be easily printed as a formatted report	**Required**			
PP-172	Prints a report of all business personal property leasing companies	**Required**			
PP-173	Prints business personal property tax books with page totals and recap sheet.	**Required**			
Public Service Corporations					
PP-174	The system has the ability to support the County's process to assess tangible personal property owned by Public Service Corporations.	**Required**			
PP-175	The system has the ability to allow for changes in the method of assessment for personal property and real estate of Public Service Corporations from year to year.	**Required**			
PP-176	The system has the ability to automatically compare this year's reported tax assessments from the Public Service Corporation's versus last year's and systematically identify potential areas of discrepancy.	**Required**			
PP-177	The system has the ability to track a history of public service semi-annual tax rate changes and keep history accordingly based on the interest rate for those time periods.	**Required**			
PP-178	The system has the ability to calculate prior semi-annual public service corporation assessments based on rates from previous time periods.	**Required**			
PP-179	The system has the ability to assess and maintain Public Service Corporation data at anytime during the year.	**Required**			
PP-180	The system has the ability to display information from the real estate record including but not limited to the current assessed value, square footage, and ownership history.	**Required**			

Personal Property					
Item #	**Required/ Desired**			**VENDOR RESPONSE**	**Comments**
PP-181	The system has the ability to display information from the personal property record including but not limited to current assessed value, vehicle information, and ownership history.	**Required**			
Public Access to Information					
PP-182	Provides a means by which public access can be provided to non-restricted or non-confidential portions of public records.	**Optional**			
PP-183	Public information is provided in real-time or automatically updated on a regular basis	**Optional**			
Provides a self-service Internet portal with proper security (user ID, password) and user verification controls (e.g. amount of last bill to set up user ID) for taxpayers/ customers to :					
PP-184	*View all customer information associated with their taxpayer ID	**Desired**			
PP-185	*View all personal property information associated with their accounts	**Desired**			
PP-186	*Pay taxes on one or more personal property bills via credit card or ACH	**Desired**			
PP-187	*Ability to stop paper bills & accept electronic bills	**Desired**			

Response Indicators: When providing responses to the requirements in Attachment A, proposers shall use the following response indicators:	
Indicator	**Definition**
Y	Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the County.
F	Feature/Function will be available in a future software release available to the County at which point it will be implemented in accordance with agreed upon configuration planning with the County.
C	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated on a line item basis in the Comments column, and included as a total in Attachment B – Cost Worksheet.
X	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified.
N	Feature/Function cannot be provided.

Business Licenses

Item #	Description of Requirement	Required/ Desired/ Unnecessary		VENDOR RESPONSE	Comments
General Functionality					
BL-1	Business License module is integrated with all other financial applications of the county such as the General Ledger, Accounts Receivable, and Personal Property	**Required**			
BL-2	Utilizes centralized taxpayer account information (address, SSN, telephone, email address)	**Required**			
BL-3	Retains the Business License data for a minimum of five years	**Required**			
BL-4	Cross references Federal Employer Identification number,SSN, and/or account number within the Business License module for identifying customers	**Required**			
BL-5	Calculate fees based on County-defined tables of gross receipts; can accommodate both rate-based charges and flat fees	**Required**			
BL-6	Supports various licensing fee structures by type of business	**Required**			
BL-7	Integrates customer records, Business License, related taxes, Business Property into a single system with a consistent look and feel	**Required**			
BL-8	Allows users to navigate between multiple, concurrent windows in the various modules	**Required**			
BL-9	Provides for easy navigation between the various associated tax accounts related to an individual customer/ business and provides a single view of all tax accounts for a customer from one display screen or printed report	**Required**			
BL-10	Provides an online portal for businesses to update business information and/or contact information; allows county personnel to review and post	**Desired**			
BL-11	Accommodates multiple (unlimited) business licenses for a single customer, (e.g. a hotel with business licenses for restaurants (retail), valet services (personal service), gift shops (retail with food), etc.) The system must provide for the creation and association of all of these accounts and they must be associated by a unique identifier	**Required**			
BL-12	Allows authorized users to add, delete, and modify business license accounts; maintains audit trail	**Required**			
BL-13	Displays the business license account number when querying a business account	**Required**			
BL-14	Displays delinquencies (from business licenses and other modules with accounts related to customer) when querying a business account	**Required**			
BL-15	Allows a license to be deactivated and reactivated when a business (such as a contractor) does not generate gross receipts in the county for a specific year	**Required**			
BL-16	Includes a comment field for a customer record	**Required**			
BL-17	Accommodates multiple business structures (e.g. sole proprietor, LLC, corporation, S-corporation) and business types (e.g. retail, professional service, service, contractors)	**Required**			
BL-18	Has a business account status field to indicate if a business is active or inactive	**Required**			

Business Licenses					
Item #	Description of Requirement	Required/ Desired/ Unnecessary		VENDOR RESPONSE	Comments
Licensing Applications					
BL-19	Inquiry only access for permitting/ zoning to make sure contractors on >$25,000 permits have active business license	**Desired**			
BL-20	Allows customers to renew and pay Business Licenses via the Internet with appropriate controls and security	**Required**			
Tracks the following data fields associated with a business license; allows users to view and print the fields with a similar look as forms:					
BL-21	*Applicant name(s)	**Required**			
BL-22	*FEIN	**Required**			
BL-23	*SSN (with masking for form printing)	**Required**			
BL-24	*Email address	**Required**			
BL-25	*Trade/ DBA name	**Required**			
BL-26	*Business phone number	**Required**			
BL-27	*Business physical address	**Required**			
BL-28	*Date of Inception	**Required**			
BL-29	*Closing date	**Required**			
BL-30	*Mailing/billing address	**Required**			
BL-31	*county, state, zip code	**Required**			
BL-32	*Contact name	**Required**			
BL-33	*Contact phone number	**Required**			
BL-34	*Business category (by code)	**Required**			
BL-35	*Type of business/profession	**Required**			
BL-36	*State contractor's license number (contractors only)	**Required**			
BL-37	*Field for Contractor's comformation number (provided by state) to confirm worker's comp coverage (61A Form) (Contractors only)	**Required**			
BL-38	*Extimated Gross receipts/ Gross receipts of prior year	**Required**			
BL-39	Allows for attachments to the Business License record	**Desired**			
BL-40	Allows customers to attach imaged documents to their online Business License Renewal; allows county personnel to review and post	**Desired**			
Assessments and Fee Collections					
BL-41	Provides a user-defined account status (paid, unpaid) for each business each license year including	**Required**			
BL-42	Allows users to view and print all information and business license status for a business license account and all related accounts	**Required**			
BL-43	Tracks the history of business license fee schedule changes and keeps history accordingly based on the fee schedule for those time periods (i.e. Rates have associated from - to effective dates)	**Desired**			
BL-44	Calculates business license fees based on prior year gross receipts or estimated gross receipts fo rnew businesses.	**Required**			
BL-45	Calculates fee based upon gross receipts and business category	**Required**			
BL-46	Rolls forward active license records to the next year from the license records in the current year	**Required**			
Adjustments and Refunds					
BL-47	Allows authorized users to adjust business license fees, with audit trail	**Required**			
BL-48	Has a comment field for fee adjustments	**Required**			

Business Licenses					
Item #	**Description of Requirement**	**Required/ Desired/ Unnecessary**		**VENDOR RESPONSE**	**Comments**
BL-49	Posts refunds due but not yet paid to a refunds payable liablity account.	**Required**			
Billing and Collection					
BL-50	Prints an invoice for a license fee due without issuing the license	**Required**			
BL-51	Generates business license fee invoices individually or in batch	**Required**			
BL-52	Applies a user-defined late payment penalty to license payments not made by due date	**Required**			
BL-53	Has the ability to apply a user-defined administrative fee for the management of delinquent accounts	**Desired**			
BL-54	Calculates and applies interest and penalties based upon county-defined parameters; county can update interest and penalty structure and amounts	**Required**			
BL-55	Ability to calculate interest to a future date at the user's discretion (calculate the interest payment due at the end of the month).	**Required**			
Reporting					
BL-56	Ability to export all reports to all formats identified in G-1 through G-15	**Required**			
BL-57	Ability to import budget data from all formats identified in G-1 through G-15	**Desired**			
BL-58	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
BL-59	Easily generates any applicable filing forms in a form letter format	**Required**			
BL-60	Accomodates customized form letters with data from any existing or ad-hoc report	**Required**			
BL-61	Utilizes optical reader (OCR) technology to read renewal forms with preprinted account number; pre-populates customer record for quick data entry	**Desired**			
BL-62	Utilizes a customizable template for the printing of business license applications that can be printed on plain paper or pre-printed forms	**Required**			
BL-63	Allows user to sort or print business license renewal applications by business category (e.g. print contractors licenses separately from other so Worker's Comp certification can be attached)	**Required**			
BL-64	Supports the distribution of license renewal applications via mass mailings or email (for users who have provided email addresses).	**Required**			
BL-65	Supports creation of a data file for submission to third party vendor for processing.	**Desired**			
BL-66	Flags accounts for inconsistencies, reporting discrepancies, and/or errors which would prompt the user to further action/ audit	**Desired**			

Indicator	Definition
Response Indicators: When providing responses to the requirements in Attachment A, proposers shall use the following response indicators:	
Y	Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the County.
F	Feature/Function will be available in a future software release available to the County at which point it will be implemented in accordance with agreed upon configuration planning with the County.
C	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated on a line item basis in the Comments column, and included as a total in Attachment B – Cost Worksheet.
X	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified.
N	Feature/Function cannot be provided.

Miscellaneous Billing

Item #	Description of Requirement	Required/ Desired/ Unnecessary		VENDOR RESPONSE	Comments
General Functionality					
MB-1	Miscellaneous billing function is integrated with all other financial applications of the county such as the General Ledger, Accounts Payable, and Collections	**Required**			
MB-2	Utilizes centralized taxpayer account information (address, SSN, telephone, email address)	**Required**			
MB-3	Uses a unique, sequential reference number to identify each transaction,	**Required**			
MB-4	Keeps five years of historical data active and has the ability to archive and access data older than six years	**Required**			
MB-5	Maintains an audit trail for all data and files, including user ID, posting date and time, and what was changed	**Required**			
MB-6	Accommodates partial payments, applying them by user-defined default with ability for user to override	**Required**			
MB-7	Produces summary general ledger journal entries for daily batches, with ability of authorized user to drill to detail from general ledger	**Required**			
Invoicing					
MB-8	Produces invoices for taxes to be mailed to customers including but not limited to meals and lodging taxes, admissions tax, cigarette tax, and other taxes as needed.	**Required**			
MB-9	Allows user to produce miscellaneous ad hoc bills	**Required**			
Supports multiple methods for calculating invoice amounts including but not limited to:					
MB-10	*Flat fees	**Desired**			
MB-11	*Percentage	**Required**			
MB-12	*Per unit/ item	**Required**			
MB-13	*User-defined	**Required**			
MB-14	*Table Based	**Desired**			
MB-15	Allows user to select whether bills to the same customer should be combined onto the same invoice or kept separate	**Desired**			
MB-16	Automatically bills recurring invoices based on user-defined schedules	**Desired**			
MB-17	System shows all outstanding invoices for a customer when applying payments to a customer account	**Required**			
MB-18	Prints invoices on plain paper to user-selected printer	**Required**			
MB-19	Supports batch-entry of invoices with fields pre-populated based on user-defined defaults for item/ revenue code	**Required**			
MB-20	Automatically assigns sequential and unique numbers to invoices	**Required**			
MB-21	Allows user to reprint bills at any point in time	**Required**			
MB-22	Supports distribution of invoices electronically via email or online portal access at individual customer request	**Desired**			
MB-23	Provide billing descriptions (minimum 256 characters) for each item as bills are entered	**Required**			
MB-24	Provides authorized users the ability to adjust or delete invoices	**Required**			
MB-25	Posts adjustments or voids for miscellaneous billing invoices directly to the system and to the general ledger	**Required**			

Miscellaneous Billing					
Item #	Description of Requirement	Required/ Desired/ Unnecessary		VENDOR RESPONSE	Comments
Delinquency/ Late Payments					
MB-26	Automatically computes late charges, penalties and/or interest for customers not paying by designated due date	Required			
MB-27	Age accounts receivables on 30, 60, 90+ days outstanding schedule	Required			
MB-28	Provides users the option to age receivables either according to invoice date or due date	Desired			
MB-29	Generates accounts receivable aging reports, showing a line on the aging report for each outstanding invoice	Required			
MB-30	Generates accounts receivable aging reports that summarize outstanding balances for each customer	Required			
MB-31	Produces a listing of late customer accounts, where "late" can be defined by the user at the time of the report	Desired			
MB-32	Apply different finance charge rates (separate table) dependent on type of service being billed	Desired			
MB-33	Automatically generates and sends reminder notices to customers via email (workflow) at user-defined intervals	Desired			
Meals Tax					
MB-34	Accommodates the monthly filing of meals taxes by businesses	Required			
MB-35	Calculates user-defined penalties on late payments per penalty table with maximum penalty limitations.	Required			
MB-36	Calculates user-defined interest on late payments per interest table	Required			
MB-37	Creates Meals Tax forms based on the county's requirements; supports print or email distribution	Required			
MB-38	Tracks the status of the current year's filings for each customer for each month of the year	Required			
MB-39	Includes tools for tracking delinquencies, such as status, payment plans(customer agrees to pay a certain amount on delinquent bill each month).	Required			
MB-40	Integrates with the Business License module in order to validate a Business License is on file	Required			
Lodging Tax					
MB-41	Accommodates the monthly/ quarterly filing of transient occupancy taxes (hotel/lodging tax) by businesses	Required			
MB-42	Calculates the Transient Occupancy Tax based on user defined tax rate tables and the taxable sales reported by taxpayer & inputed by user	Required			
MB-43	Calculates user-defined penalties on late payments per penalty table with maximum penalty limitations.	Required			
MB-44	Calculates user-defined interest on late payments per interest table	Required			
MB-45	Creates Transient Occupancy Tax forms based on the county's requirements; prints on plain paper or forms, supports print or email distribution	Required			
MB-46	Tracks the status of the current year's filings for each customer for each month of the year	Required			
MB-47	Includes tools for tracking delinquencies, such as status, payment plans(customer agrees to pay a certain amount on delinquent bill each month).	Required			
MB-48	Flags accounts for inconsistencies, reporting discrepancies, and/or errors which would prompt the user to further action/ audit	Desired			
Reporting					
MB-49	Ability to export all reports to all formats identified in G-6 through G-15	Required			
MB-50	Ability to import data from all formats identified in G-1 through G-15	Required			
MB-51	Incorporates user-friendly ad hoc report writing tool(s)	Required			
MB-52	Easily generates any applicable filing forms that should be mailed to a business as a complete set	Required			

Miscellaneous Billing					
Item #	**Description of Requirement**	**Required/ Desired/ Unnecessary**		**VENDOR RESPONSE**	**Comments**
MB-53	Utilizes optical reader (OCR) technology to read renewal forms with preprinted account number; pre-populates customer record for quick data entry	**Desired**			
MB-54	Generates reports for mass mailed form letters; allows user to specify which records to include in report (i.e. all pet tag owners from the prior year, pet owners who have not yet purchased this year's tags, property owners with outstanding nuisance liens, etc.)	**Desired**			
MB-55	Flags accounts for inconsistencies, reporting discrepancies, and/or errors which would prompt the user to further action/ audit	**Desired**			
Pet Licenses					
MB-56	Has a separate function accomodating the records of owners purchasing pet tags;	**Required**			
MB-57	*Owner Name	**Required**			
MB-58	*Co-owner Name	**Required**			
MB-59	*Address (incl. county, state, and zip)	**Required**			
MB-60	*Phone	**Required**			
MB-61	*Email	**Required**			
MB-62	*Pet name	**Required**			
MB-63	*Breed	**Required**			
MB-64	*Color/ Description	**Required**			
MB-65	*Sex	**Required**			
MB-66	*Vaccination date	**Required**			
MB-67	*Vaccination type	**Required**			
MB-68	*Veterinarian name	**Required**			
MB-69	*Veterinarian license # (pre-populates based on name)	**Required**			
MB-70	*Vaccination expiration date	**Required**			
MB-71	*Tag Type (spayed/neutered or not)	**Required**			
MB-72	*Tag number	**Required**			
MB-73	Ability to print pet license or email pet license to customer.	**Required**			

Response Indicators: When providing responses to the requirements in Attachment A, proposers shall use the following response indicators:	
Indicator	**Definition**
Y	Feature/Function is included in the current software release and will be implemented by the planned phase go-live date as part of the proposal from vendors in accordance with agreed upon configuration planning with the County.
F	Feature/Function will be available in a future software release available to the County at which point it will be implemented in accordance with agreed upon configuration planning with the County.
C	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications. All related customization costs should be indicated on a line item basis in the Comments column, and included as a total in Attachment B – Cost Worksheet.
X	Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be provided with integration with a third-party system. This system should be specified.
N	Feature/Function cannot be provided.

Collections

Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
	General Functionality				
C-1	Collections module is integrated with all other financial applications of the county such as the General Ledger, Utility Billing, Accounts Payable, and Purchasing	**Required**			
C-2	Utilizes centralized taxpayer account information (address, SSN, telephone, email address)	**Desired**			
C-3	Uses a unique, sequential reference number to identify each transaction	**Required**			
C-4	Accepts file uploads of invoices/ cash receipts (e.g. mortgage company real estate payments)	**Required**			
C-5	Keeps five years of historical data active and has the ability to archive and access data older than six years (20 years for Real Estate)	**Required**			
C-6	Maintains an audit trail for all data and files, including user ID, posting date and time, and what was changed	**Required**			
C-7	Accommodates partial payments, applying them by user-defined default with ability for authorized user to override	**Required**			
C-8	Produces summary general ledger journal entries to post batch transactions with ability for authorized user to drill down to detail	**Required**			
C-9	Ability to charge a convenience fee for credit card and/or debit card transactions	**Desired**			
C-10	Can accommodate convenience fees that are flat fees and/or percentage of transaction	**Desired**			
C-11	Has user-defined process for handling insufficient funds (NSF)/ returned checks (currently two NSF checks and checks are no longer accepted, ability for authorized user to reinstate)	**Required**			
C-12	Ability to post receivable back to appropriate account(s) for NSF checks	**Required**			
C-13	Automatically updates general ledger (including checkbook) for NSF checks	**Required**			
C-14	Generates a refund request to the appropriate customer if there is a credit standing on the account after checking all modules for outstanding amounts due	**Desired**			
C-15	Forwards approved refund request to the accounts payable module through workflow for payment	**Desired**			
C-16	Allows authorized users to query and view receivable information by any customer related field	**Required**			
C-17	Provides wildcard searching ability on customer related fields, including but not limited to first name, last name, street address, etc.	**Required**			
C-18	Allows users to view, report, and sort receivables by any field, including but not limited to accounting codes, customers, and billing type	**Required**			
C-19	Posts payments to a customer's account in real-time	**Required**			
C-20	Allows for attaching documents to a transaction record	**Desired**			
C-21	Supports electronic receipts (emailing receipts to the customer)	**Desired**			

Collections					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
C-22	Tracks all changes to a customer invoice or record with the ability to print an audit trail	**Required**			
Customer Management					
C-23	Automatically assigns sequential customer numbers to customers, accommodating user-designed rules	**Required**			
C-24	Ability to link two customers together as associated customers (individuals and sole-proprietorship business, individuals and joint accounts)	**Required**			
C-25	Allows a specific customer number or type to be assigned to a new or existing customer (e.g. name changes, etc.)	**Required**			
Maintains a centralized customer file with the following information:					
C-26	*Name	**Required**			
C-27	*Customer Number	**Required**			
C-28	*Billing Address	**Required**			
C-29	*Service Location (if applicable)	**Required**			
C-30	*Phone (accommodates multiple numbers)	**Required**			
C-31	*Email	**Required**			
C-32	*Fax number	**Required**			
C-33	*Last account activity date (including charges from various systems)	**Required**			
C-34	*Balances due	**Required**			
C-35	*Last payment amount	**Required**			
C-36	*Year-to-date payments	**Desired**			
C-37	*Highest past-due balance	**Desired**			
C-38	*Highest outstanding balance	**Desired**			
C-39	*Payment arrangements (notes field, if applicable)	**Required**			
C-40	*Outstanding penalty and interest charges	**Required**			
C-41	*Total Due	**Required**			
C-42	*Bad check status	**Required**			
C-43	*Bad check notes field for dates of NSF checks	**Required**			
C-44	*EFT Bank Account	**Required**			
C-45	*EFT Bank Name	**Required**			
C-46	*ABA Routing Number	**Required**			
C-47	*EFT Start/Stop Dates	**Desired**			
C-48	*EFT Bank Account Type	**Required**			
C-49	*Notes/comments (unlimited)	**Required**			
C-50	Other, user-defined	**Required**			
C-51	Accommodates attachments to the customer file	**Required**			
C-52	Allows authorized users to inactivate a customer	**Required**			
C-53	Keeps the customer history for inactive accounts	**Required**			
C-54	Track customers that have had a NSF check in the past and warn counter clerk at time of customer payment	**Required**			
Maintains a contact log to record conversations and correspondence with customers which contains the following information:					
C-55	*Employee making contact (default to User ID)	**Desired**			
C-56	*Date and time of contact	**Desired**			
C-57	*Means of contact (e.g., phone, email, etc.)	**Desired**			
C-58	*Information collected as a result of contact	**Desired**			
C-59	*Follow up information	**Desired**			
C-60	Accomodates status codes for customers (i.e. backruptcy, liens, garnishments, payment plans, etc.)	**Required**			
Cash Receipts					
C-61	Cash receipt functionality that is integrated with all other system modules	**Required**			
Accepts the following types of transactions for payment:					
C-62	*Electronic fund transfers (EFT) / direct debit	**Required**			
C-63	*Credit card	**Required**			
C-64	*Debit card	**Required**			
C-65	*Cash	**Required**			

Collections					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
C-66	*Check	**Required**			
C-67	*Money order	**Required**			
C-68	Produces a receipt when payments are collected in person	**Required**			
C-69	Records amounts received for each payment type separately, records payment types and amounts and change provided on receipt and in system	**Required**			
C-70	Records type of payment and a unique sequential reference number	**Required**			
C-71	Provides user the option to not print a receipt (for mailed in transactions)	**Required**			
C-72	Maintains cash receipts transaction detail for a minimum of five years	**Required**			
C-73	Accomodates check imaging and stores image with payment record	**Required**			
Captures check details automatically from scanned checks, such as:					
C-74	*Check number	**Required**			
C-75	*Account number	**Required**			
C-76	*Routing number	**Required**			
C-77	*Amount	**Required**			
C-78	*Bank name	**Required**			
C-79	*Check date	**Required**			
C-80	Accommodates check scanning for electronic deposit to bank	**Required**			
C-81	Prints last four digits/ partial credit card number on transaction receipt	**Required**			
C-82	Captures both amount due and amount received; prints remaining balance on receipt	**Required**			
C-83	Prints payer on receipt (defaults to customer unless overwritten)	**Required**			
C-84	Accommodates any number of payment types in any combination for a single transaction	**Required**			
Records payment detail such as:					
C-85	*Payer Name	**Required**			
C-86	*Customer Name	**Required**			
C-87	*Address	**Required**			
C-88	*county/ State/ Zip	**Required**			
C-89	*Balance Due	**Required**			
C-90	*Principal paid	**Required**			
C-91	*Interest paid	**Required**			
C-92	*Penalty paid	**Required**			
C-93	*Payment amount	**Required**			
C-94	*Postmark date	**Desired**			
C-95	*Receipt number	**Required**			
C-96	*User ID (teller)	**Required**			
C-97	*Service number (receipt)	**Required**			
C-98	*Invoice number	**Required**			
C-99	*Other, user-defined fields	**Required**			
C-100	Accepts over payments on an account, credits the appropriate account and GL liability code, applies credit to next payment due	**Required**			
C-101	Automatically calculates transaction total	**Required**			
C-102	Accommodates the payment of multiple bills and/or multiple bill types in a single transaction	**Required**			
C-103	Ability to accept contactless payments	**Desired**			
C-104	Ability to accept mobile wallet payments (e.g. Apple Pay, Google Pay, Samsung Pay, etc.)	**Desired**			
C-105	Easily processes payments for which there are no receivables	**Required**			
C-106	Allows user to search account code and description for appropriate posting of payments without receivables	**Required**			
C-107	Accommodates the distribution of payments to various balances due	**Required**			

Collections					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
C-108	Accommodates the distribution of payments to various customer accounts	**Desired**			
C-109	Allows user to void a transaction prior to completion	**Required**			
C-110	Allows user to void a transaction after completion (with authorization/ approval)	**Required**			
C-111	Allows authorized users to reverse a cash receipt transaction	**Required**			
C-112	Supports credit and debit card payments through a third party merchant	**Required**			
C-113	Can process payments on receivables and payments for which there is no receivable in the same transaction	**Required**			
C-114	Calculates and displays change due when appropriate	**Required**			
C-115	Reads OCR (Optical Character Recognition) encoded account information off a county generated invoice and brings up appropriate customer account	**Required**			
C-116	Defaults to a user-defined hierarchy (oldest account) for application of payments, but allows user to override	**Required**			
C-117	Provides a customizable receipt template for each type of payment	**Required**			
C-118	Supports receipt printing at local and networked printers, on plain paper or specialized forms	**Required**			
C-119	Allows users to schedule the posting of third-party payment transactions (e.g., credit card merchant)	**Required**			
C-120	Allows user to attach a document to the cash receipt transaction (check copy)	**Required**			
Reconciliation					
C-121	Supports daily reconciliation for each cash drawer with comparison to total daily deposits	**Required**			
Generates daily reconciliation reports (detail and summary) showing the current day's financial activity. The report must include the following:					
C-122	*cash transactions and totals	**Required**			
C-123	*check transactions and totals	**Required**			
C-124	*Total revenue by user	**Required**			
C-125	*Credit card transactions and totals	**Required**			
C-126	*Debit card transactions and totals	**Required**			
C-127	*Direct deposits to the county's bank account	**Required**			
C-128	Other, user-defined.	**Required**			
C-129	Imports payment transactions from a 3rd party system (Bill pay from bank)	**Required**			
C-130	Accommodates direct deposit, lock-box and EFT deposits (e.g. State EDI)	**Required**			
Refunds					
C-131	Utilizes electronic workflow functionality to facilitate the refund process, sending transactions to AP with appropriate documentation for payment	**Required**			
C-132	Prompts user to initiate the refund process when credits are posted to accounts, allows user to apply credit or refund	**Desired**			
C-133	Provides user with any outstanding amounts owed to the county before initiating the refund process	**Required**			
C-134	Records the name, address, and reference number on refund checks, maintains in payment history record	**Required**			
C-135	Allows authorized user to issue refunds to recipients other than the original payee	**Required**			
C-136	Accommodates multiple refunds, including multiple types of refunds, on one check or in separate checks, at user's discretion	**Desired**			
C-137	Creates a detail report and summary recap of all refunds on a specific date or date range	**Desired**			
C-138	Provides a drop down list for users to record a reason for the refund	**Desired**			
C-139	Requires users to enter a reason for the refund in a designated field	**Desired**			

Collections					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
C-140	Interfaces with the General Ledger and Accounts Payable to handle refunds	**Required**			
C-141	Prints a report of refunds not yet issued on demand	**Required**			
C-142	Allows user to carry forward credit balances to be paid against the next bill for that type of receivable	**Required**			
C-143	Allows user to apply credit balances gainst other receivable types (i.e. credit balance on utility bill can be applied to personal property tax) without going through the cash register	**Required**			
C-144	Adjustments in other modules which result in refunds (abatements) automatically route through workflow to collections (to verify other receivables aren't outstanding) and then to the refund process (Accounts Payable)	**Desired**			
C-145	Prevents changes to the initiating action that generated a refund already issued (e.g., cannot void an abatement that generated a refund)	**Desired**			
C-146	Prevents refunds under user-defined minimum amounts (currently $5)	**Required**			
C-147	Holds credit balances under the minimum to be applied to future receivables	**Required**			
C-148	Authorized user can select recipient of refund check from names and addresses associated with the account (e.g. taxpayer, estate, mortgage company, lease company)	**Required**			
C-149	Allows for a portion of the refund to be posted to the customer's receivable account for another bill due the county; can refund remainder to the customer	**Required**			
C-150	Generates a listing of refunds less than the minimum	**Required**			
C-151	Posts refunds due but not yet paid to a refunds due liability account in the general ledger; updates refunds due amount when refunds are issued	**Required**			
C-152	Can apply monthly interest to a refund check based on user defined interest amount and credit vs. payment date (erroneous assessment)	**Required**			
C-153	Allows user to include/ exclude interest on refunds, based on account type and reason for refund	**Required**			
Cash Drawer Close-Out					
C-154	Allows a user to balance a payment batch on demand from any workstation regardless of where the payments were processed	**Required**			
C-155	Allows authorized users to close out cash drawers on behalf of users	**Required**			
C-156	Allows authorized users to consolidate cash drawers and close out as a single batch	**Desired**			
C-157	Allows authorized users to perform payment corrections after the close of business day while maintaining full audit details and data integrity	**Required**			
C-158	Combines individual payment batch deposit details into a single consolidated deposit	**Required**			
C-159	Maintains a deposit detail, including deposit total, date, bank account number, and GL account #.	**Required**			
C-160	Prints a customizable deposit slip	**Desired**			
Reporting					
C-161	Ability to export data to all formats identified in G-1 through G-17	**Required**			
C-162	Ability to import data from all formats identified in G-1 through G-17	**Required**			
C-163	Incorporates user-friendly ad hoc report writing tool(s)	**Required**			
C-164	Allows users to save ad-hoc queries and reports, either to an individual report library or shared report library	**Required**			
C-165	Allows user to query on any collections field; displays individual transactions and groups of transactions based on search criteria	**Required**			
C-166	Allows user to create form letter templates and populate form letters from existing or ad hoc reports for emailing or mailing.	**Desired**			

Collections					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
C-167	Produces transaction reports listing all recorded payments for a specific period	**Required**			
Produces detail and summary payment reports on demand by:					
C-168	*Cashier	**Required**			
C-169	*Payment type	**Required**			
C-170	*Date	**Required**			
C-171	*Location	**Required**			
C-172	Allows users to drill down from any on screen report to view the individual cash receipt transaction detail and drill to the receivable	**Desired**			
C-173	Prints a batch listing showing every transaction in a particular batch upon demand	**Required**			
C-174	Prints an accounts receivable exception report listing all accounts with credit balances	**Required**			
C-175	Generates a customer contact listing, showing name, contact name, phone number, email address and other contact information for customers	**Desired**			
C-176	Prints customer payment history based on user-defined criteria	**Required**			
C-177	Allows user to generate aging reports retroactively, which will show amounts outstanding at date of user's choosing, disregarding payments collected since date of report	**Required**			
Bad Check					
C-178	Generates notifications to customers of returned checks	**Desired**			
C-179	Applies user-defined returned check fees for NSF checks	**Desired**			
C-180	Maintains a returned check history for a minimum of ten years	**Desired**			
C-181	Generates a list of all returned checks by date range and/or accounting period	**Desired**			
Posts detail of a returned check to customer's account such as:					
C-182	*Check number	**Desired**			
C-183	*Name	**Desired**			
C-184	*Routing number	**Desired**			
C-185	*Account number	**Desired**			
C-186	*Amount	**Desired**			
C-187	*Date	**Desired**			
C-188	Flags a customer that has passed bad checks and prevents user from accepting checks from that customer after a user defined number of bad checks	**Required**			
C-189	Maintains notes/ comments on collection status of a returned check	**Desired**			
Credit Card Chargebacks					
C-190	Ability to upload a file of cancelled customer credit card payments (chargebacks)	**Desired**			
C-191	Reinstate the accounts receivable based upon the chargeback file	**Desired**			
C-192	Prompt user to apply late fee/ returned payment fees to reinstated accounts receivable	**Desired**			
C-193	Generates notification to customer of credit card chargebacks	**Desired**			
C-194	Maintains credit card chargeback history for a minimum of five years	**Desired**			
Posts detail of a chargeback to customer's account such as:		**Desired**			
C-195	*Credit card transaction number	**Desired**			
C-196	*Name	**Desired**			
C-197	*Amount	**Desired**			
C-198	*Date	**Desired**			
C-199	Flags a customer that has incurred chargebacks and prevents user from accepting credit card payments from that customer after a user defined number of chargebacks	**Desired**			
C-200	Automatically removes the chargeback flag after chargeback payment has been satisfied	**Desired**			
Interface					

Collections					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
C-201	Interfaces with RE and PP modules to display amounts due and payments for at least a five year history, 20 for real estate.	**Required**			
C-202	Interfaces with other tax billing module to display amounts due and payments for at least a five year history	**Required**			
C-203	Interfaces with Community Development module to support ability to accept over the counter or online payments for Community Development fees.	**Required**			
C-204	Calculates penalties and interest due on an account to a user-specified date	**Required**			
C-205	Creates appropriate GL entries to post and adjust penalty, fees, and interest A/R to the General Ledger	**Required**			
C-206	Pulls penalties and interest due as of the current date from related modules	**Required**			
C-207	Has Attorney/Collection Agent Interface for parcels on path to eventual Auction	**Desired**			
C-208	Must have ability to interface with Dept of Taxation for Debt Set Off. Allowing for time of 'paid by ck' to not mark files - length of time controled by authorized user.	**required**			
C-209	Produces summary and detail penalty and interest due reports with adjustments separately shown for reconciliation to the GL and audit support	**Required**			
Bankruptcy					
C-210	Freezes penalty & interest accrual at the date of the bankruptcy claim and until the bankruptcy is discharged	**Desired**			
C-211	Maintains bankruptcy status codes on accounts (e.g., active, dismissed, discharged) and corresponding dates of status changes	**Desired**			
Delinquent Collections					
C-212	Accomodates and calculates payment plans; will alert or flag account if payment plan payments are delinquent.	**Desired**			
C-213	Creates receivables for miscellaneous fees, administrative fees, return check fees, court costs at a customer ID level in batch	**Required**			
C-214	Tracks current and historical collection activity for each account for a minimum of five years, 20 years for real estate.	**Required**			
C-215	Accommodates date/time and user ID stamped notes/ comments for each account	**Required**			
C-216	Has template delinquent notices or letters for each bill type that are user-customizable	**Desired**			

State Income Tax						
Item #		Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
General Functionality						
SI-1	1	The system has the ability to provide multiple levels of verification prior to a tax return being considered completely entered.	Required			
SI-2	2	The system has the ability to provide an auto-number declaration for each year.	Required			
SI-3	3	The system has the ability to record balance due assessments and payments in a batch with a system-supplied batch number and sequential item numbers. Ability to run in edit mode and update.	Required			
SI-4	4	The system has the ability to record quarterly estimated payments in a batch with a system-supplied batch number and sequential item numbers. Ability to run in edit mode and update.	Required			
SI-5	5	The system has the ability to set defaults for certain data fields at the beginning of input for each batch.	Required			
SI-6	6	The system has the ability to browse a batch log file and to browse payments within each batch.	Required			
SI-7	7	The system has the ability to track State income tax payments made in the local office, including but not limited to date received, month due, payment amount, and date mailed to Department of Taxation.	Required			
SI-8	8	The system has the ability to provide a counter numbering system for both state income and estimated.	Required			
SI-9	9	The system has the ability to provide access to counter numbering system at end of year for workload survey.	Required			
SI-10	10	The system has the ability to reset counter for returns keyed that need a letter.	Required			
SI-11	11	The system has the ability to provide letter code field and letter date field to key for mail merge letters to taxpayers.	Required			
SI-12	12	The system has the ability to provide clear option on demand for letter code field and letter date field,	Required			
SI-13	13	The system has the ability to provide customizable templates for output forms (e.g.; Transmittal Forms)	Required			
SI-14	14	The system has the ability to query on all data fields in the module.	Required			
SI-15	15	The system has the ability for all queryable data to be exported to .xls, .xlsx, and .csv formats.	Required			
SI-16	16	The system has the ability to generate ad-hoc reports with the ability to provide intuitive field/table names.	Required			
SI-17	17	The system has the ability to export reports into .xls; .xlsx; and .csv format.	Required			
Tax Assessment, Penalties, and Interest Calculations						
SI-18	18	The system has the ability to track a history of interest rate changes for each tax quarter, and keep history accordingly based on the interest rate for those quarters.	Required			
SI-19	19	The system has the ability to calculate date-driven user-defined penalties and interest on late balance due returns (interest rate subject to change quarterly as modified by the Treasurer).	Required			
SI-20	20	The system has the ability to calculate prior quarter interest assessments based on previous quarter interest rates.	Required			
SI-21	21	The system has the ability to generate and print a transmittal form (for submission to the County Treasurer) and a detailed batch report for each balance due and estimated batch.	Required			
SI-22	22	The system has the ability to generate and print a monthly levy totaling balance due assessments and payments for reconciliation with daily batches.	Required			
SI-23	23	The system has the ability to generate and print a monthly levy totaling estimated payments for reconciliation with daily batches.	Required			
Automating State Income Tax Workflow						
SI-24	24	The system provides the ability to assign tax returns and review of tax returns to various COR employees.	Required			
SI-25	25	The system provides the ability to automate workflow based on assigned COR employees for the State Income Tax Return process.	Required			
SI-26	26	The system provides the ability to record the name of the person who audited the return and the name of the data entry operator.	Required			
Income Tax						
SI-27	27	The system provides the ability to track citizens that have filed and paid.	Required			
SI-28	28	The system provides the ability to maintain a primary and secondary social security number.	Required			

State Income Tax						
Item #		**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
SI-29	29	The system has the ability to track transaction activity associated with the filing date of May 1. Must include date received, post mark date, and date processed.	**Required**			
SI-30	30	The system has the ability to produce date-driven statistical reports based on the data in the Income Tax System. (workload measures).	**Required**			
Estimated Income Tax						
SI-31	31	The system has the ability to provide functionality to support the collection of estimated income tax payments to the County.	**Required**			
SI-32	32	The system provides the ability to track citizens that have filed and paid.	**Required**			
SI-33	33	The system provides the ability to maintain a primary and secondary social security number.	**Required**			
SI-34	34	The system has the ability to track transaction activity associated with the filing date of May 1. Must include date received, post mark date, and date processed.	**Required**			
		The system has the ability to track all data fields in the Form 760ES Voucher and view or print data with a similar look as the VA form including but not limited to:				
SI-35	35	Beginning month for fiscal year filers;	**Required**			
SI-36	36	Individual SSN;	**Required**			
SI-36	36	Spouse SSN;	**Required**			
SI-37	37	First Name;	**Required**			
SI-37	37	Middle Initial;	**Required**			
SI-38	38	Last Name;	**Required**			
SI-38	38	Spouse's First Name;	**Required**			
SI-39	39	Spouse's Middle Initial;	**Required**			
SI-39	39	Spouse's Last Name	**Required**			
SI-40	40	Address (number and street) of Taxpayer;	**Required**			
SI-40	40	City, State and Zip Code;	**Required**			
SI-41	41	Daytime Phone Number;	**Required**			
SI-41	41	Checkbox for first payment indicator;	**Required**			
SI-42	42	Process Date;	**Required**			
SI-42	42	Date Received;	**Required**			
SI-43	43	Postmark Date;	**Required**			
SI-43	43	Amount of Payment; and	**Required**			
SI-44	44	User defined fields (e.g.; Type of Payment, Check number, etc.).	**Required**			
SI-44	44	The system has the ability to track uncollected estimated income tax payments by month.	**Required**			
SI-45	45	The system has the ability to consolidate uncollected estimated income tax payments at year-end for submission to the Commonwealth.	**Required**			
System Inquiry, Reports and Corrections						
SI-46	46	The system has the ability to print monthly State Income and Estimated reports according to State standards.	**Required**			
SI-47	47	The system has the ability for COR State Income staff to browse assessments, payments, and return status for the purpose of customer inquiry.	**Required**			
SI-48	48	The system has the ability to use tax identification number as the key for customer identification (with appropriate levels of security).	**Required**			
SI-49	49	The system has the ability to correct an erroneous assessment or payment (with appropriate levels of security).	**Required**			
SI-50	50	The system has the ability to modify an erroneous assessment or payment with appropriate levels of security and audit log (that includes the reason for the modification).	**Required**			
SI-51	51	The system has the ability to produce date-driven statistical reports based on the data in the Income Tax system.	**Required**			
SI-52	52	The system has the ability to generate a report of all activity by day.	**Required**			
SI-53	53	The system has the ability to provide an edit for daily balance due returns to balance prior to updating Treasurer.	**Required**			
SI-54	54	The system has the ability to generate the Department of Taxation monthly recapitulation form for balance due assessments and payments with data from the Income Tax system.	**Required**			
SI-55	55	The system has the ability to generate the Department of Taxation exoneration form with data from the Income Tax system.	**Required**			
SI-56	56	The system has the ability to generate form letters with appropriate data provided by the system.	**Required**			
SI-57	57	The system has the ability to capture data from OCR lines from quarterly estimated vouchers.	**Required**			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
General Functionality					
CD-1	All tasks assigned to a given user show up in a consolidated list, regardless of the module from which the task was assigned. Assigned tasks can be viewed from the user's system dashboard or a mobile interface.	**DESIRED**			
CD-2	Ability to send email notifications to interested parties at various phases of any process. Sent/received emails should be stored in the system and should be a part of the history of the application, permit, code case or other item.	**REQUIRED**			
CD-3	System should be able to accept replies to sent emails and also store these replies in the system and associate the reply to the approprate item.	**DESIRED**			
CD-4	Ability to integrate bidirectionally with document management systems such as Laserfiche.	**DESIRED**			
CD-5	Ability to accept electronic plans as they are submitted and work with them electronically the entire way through the plans review process, including markup, stamps and signatures, and version control.	**REQUIRED**			
CD-6	Provides configurable numbering system for any application, permit, case, license, etc. initiated in the system.	**REQUIRED**			
CD-7	System should have a configurable dashboard that allows each user to view what is important to them, such as assigned work activities, charts/graphs, maps, reports, recently visited applications, parameterized and non-parameterized searching,and access to administrative functions such as hearings, mailing lists, contacts, etc.	**REQUIRED**			
CD-8	System provides automatic history (breadcrumbs) to get the user back onto applications, properties, cases that they were working on previously, at the click of a button.	**DESIRED**			
CD-9	Simple search box located in a consistent place throughout the system that satisfies most searching requirements.	**REQUIRED**			
CD-10	System provides appropriate help text or procedures for data entry, through picklists and other visual cues, that non-intrusively guides the user while still ensuring complete and accurate data gets entered into the system.	**REQUIRED**			
CD-11	There is a provision for non-technical, complete, and easy-to-read user documentation, including reporting, system behavior, screen illustrations, configuration/system administration functions, and self-study quizzes.	**REQUIRED**			
CD-12	Ability to easily attach documents of any type. Images can be viewed and filtered so that inspectors can review photos taken at job sites easily and without having to launch each document separately.	**REQUIRED**			
CD-13	Ability to prevent a primary record from being deleted if secondary records exist. The deleting action should be restricted to those users who have permissions to delete. Ability to delete records in keeping with records retention requirements from Virginia.	**REQUIRED**			
CD-14	Ability to link multiple permits, cases, plans, phases and licenses to a single master project. Allows nesting of master projects, e.g. to be able to tie together a planned unit development with several related subdivisions containing many individual permits, and related code cases and/or accessory permits.	**REQUIRED**			
CD-15	System allows concurrent access to all sections that the user has permissions to view. User should be able to view multiple applications/cases at one time, for comparative purposes, either in separate tabs or windows.	**REQUIRED**			
CD-16	Key information about the application/case should be visible to the user at all times.	**REQUIRED**			
CD-17	Systems should support the ability for Community Development System Administrator to configure fee calculations, workflows, letter templates, business rules, etc.)	**REQUIRED**			
CD-18	Ability to maintain system lookup tables and parameters. The system must allow for definition and maintenance of system lookup tables without requiring IT intervention.	**REQUIRED**			
CD-19	System allows configuration for holiday, weekend, or other user defined non working days. These dates should be taken into account when computing any scheduled dates, such as inspections, meetings, and other system generated activities. System must be capable of handling both static holidays with proper weekend handling (e.g. New Year's Day always falls on Jan. 1st), as well as holidays like Labor Day that are definable but do not always occur on the same calendar date each year.	**REQUIRED**			

Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
Community Development					
CD-20	System has the ability to configure and execute a variety of automated batch processes for various items throughout the system. These processes might include: automatic status updates, addition of an activity or task in workflow, or addition of fees and letters. For example, licenses renewals, permit expirations, etc. These functions should be able to use various forms of calculations using any date field.	**REQUIRED**			
CD-21	System should support the ability to add user-defined fields to any table in the system. Configuration controls where they appear on the screen and when they should appear (e.g. "Number of Stories" is only required for new construction permits.)	**REQUIRED**			
CD-22	User-defined fields can be lookup-enabled and the corresponding picklists can be defined by the system administrator.	**REQUIRED**			
CD-23	Community Development System Administrator can control which fields are recommended for entry versus required, where "recommended" is intended more for guidance, to ensure good quality data, whereas "required" means critical to the business process and may cause the user to be stopped at some point until the data is provided.	**REQUIRED**			
CD-24	Software upgrades have no implications to the configuration of the installed solution, i.e. upgrades can be applied without needing to re-do any of the previous configuration.	**REQUIRED**			
Document Management					
CD-25	Ability for the system to automatically generate documents from templates configured by the Community Development System	**REQUIRED**			
CD-26	The system fully supports Microsoft Word templates that pull appropriate system data into the letter at runtime. Generated letters can be modified	**REQUIRED**			
CD-27	The system automatically converts correspondence (letters, notices, certificates) to PDF, attaches them to the case or application and pushes	**REQUIRED**			
CD-28	PDFs can be automatically emailed to recipients who have requested to receive correspondence by email, unless the document type prevents it.	**REQUIRED**			
CD-29	Ability to automatically push generated correspondence into a third-party document management system such as LaserFiche.	**REQUIRED**			
CD-30	Ability to schedule printing of large batches of letters such as renewal notices and expiration letters.	**REQUIRED**			
CD-31	System can schedule and print large batches directly to PDF for purposes of sending to outside print shops.	**REQUIRED**			
CD-32	The system allows full control (configurable with user overrides) over which documents will be accessible to the public. Different levels of access can be granted for general public versus contacts on the application.	**REQUIRED**			
CD-33	Letter templates can be easily exported from one environment (e.g. Development) into another (e.g. Test or Live) so that changes can be tested and safely deployed into production.	**REQUIRED**			
CD-34	Vendor shall identify their capability to import documents from our existing LaserFiche system into the vendor system.	**REQUIRED**			
Workflow					
CD-35	System provides a built-in graphical workflow engine, capable of defining and automating complex business processes performed by each department involved with the development process.	**REQUIRED**			
CD-36	Workflows are not purely linear and support complex scenarios, such as returning to an earlier step (e.g. resubmittals), or going down different paths based on application details (e.g. some applications are approved administratively whereas others go to commission or commission and then public hearing).	**REQUIRED**			
CD-37	The system supports questionnaire-type workflows, where staff can configure interactive questionnaires that will guide the user based on responses (i.e. for collecting information from complainants about service requests, where the questions may differ based on types, topics and responses.)	**REQUIRED**			
CD-38	Ability to trigger automation from many event types in a way that is fully maintainable by staff, e.g. adding fees, automating checklists, generating correspondence, locking fields based on specific circumstances, checking for open conditions before closing applications/cases, etc.	**REQUIRED**			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-39	The system has the ability to monitor periods when Community Development is waiting for input from an applicant or external party and can report on that as well as automatically advance workflow when wait-time expires.	**REQUIRED**			
CD-40	Workflows can be easily exported from one environment (e.g. Development) into another (e.g. Test or Live) so that changes can be tested and safely deployed into production.	**REQUIRED**			
CD-41	System has the ability to re-assign tasks and manage workloads in the event of illness, vacation, overbooking, etc. System can accept proactive reassignments, e.g. in the case of planned vacation/leave periods, with the ability to automatically assign all tasks to an alternate person during that period.	**REQUIRED**			
CD-42	The system has the ability to integrate with O365 to check availability of staff for scheduled or planned meetings or encounters.	**REQUIRED**			
CD-43	The system has the ability to manage and report on overdue tasks, e.g. send reminder emails or automatically reassign to a supervisor.	**REQUIRED**			
CD-44	The system has the ability to allow workflow properties, including email notifications, to be configurable by the Community Development System Administrator without the need for programming or scripting.	**REQUIRED**			
CD-45	The system has the ability to include comments within the workflow configuration tool. For example to document the business case that led to the configuration being a certain way.	**REQUIRED**			
CD-46	Ability to create and maintain templates for email notifications, e.g. an email notification to the applicant that their plan check is complete and their permit is ready to be picked up.	**REQUIRED**			
CD-47	Ability to generate notification to the applicant and contractor(s) when the status of tasks associated with their applications changes.	**REQUIRED**			
Payment Processing					
CD-48	All cashiering modules are Payment Card Industry (PCI) compliant	**REQUIRED**			
CD-49	Provide for calculation of standard and special fees using user defined formulas and/or tables.	**REQUIRED**			
CD-50	Provide the ability to assess fees and collect payments for various permits, applications, licenses, and cases. Fees displayed during processing should be determined by details of the application/case with only the applicable fees being displayed.	**REQUIRED**			
CD-51	Ability to automatically generate receipts and reprint receipts.	**REQUIRED**			
CD-52	Ability to override the calculated fee amount (with appropriate access and security).	**REQUIRED**			
CD-53	The system allows the user to adjust a fee (prior to payment) using one of the following methods, subject to the rules of the County and the permissions of the logged-in user: • increase fee amount, • decrease fee amount, • waive fee, • double fee, • penalties and interest, • recalculate fee amount based on new information	**REQUIRED**			
CD-54	System has ability to issue refunds.	**REQUIRED**			
CD-55	Ability to process partial payments, possibly a percentage or pay specific line items.	**REQUIRED**			
CD-56	Ability to calculate a penalty on fees or a proration of specific line items.	**REQUIRED**			
CD-57	The system supports the collection of application review fees up front while other fees are collected at issuance or occupancy.	**REQUIRED**			
CD-58	Ability to force all applicable fees to be paid prior to submitting online (community portal) applications.	**REQUIRED**			
CD-59	Vendor should identify system capability to integrate to an external cashiering module which may be offered by the vendor which may be utilized to support collections for other purposes outside of the Community Development department.	**REQUIRED**			
CD-60	Vendor should identify system capability to interface payment information to either a financial system module available from the vendor or to external financial systems.	**REQUIRED**			
CD-61	Configurable payment methods, including but not limited to: cash, credit or debit card, echeck, ACH credit, escrow or trust accounts and account billing. Be able to track which type of payment was processed on each activity.	**REQUIRED**			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-62	Ability to prevent overpayments (i.e. disallow payment amounts greater than amount due).	**REQUIRED**			
CD-63	Ability to prevent application approval until all fees have been paid and prevent inspections if payment not received within 90 days (for instance).	**REQUIRED**			
CD-64	Ability to provide a fee exemption and capture a reason for the exemption.	**REQUIRED**			
CD-65	The system has the ability to calculate fees based upon flat fee (e.g. $50).	**REQUIRED**			
CD-66	The system has the ability to calculate fees based upon multiplier (e.g. number of plumbing fixtures or square footage).	**REQUIRED**			
CD-67	The system has the ability to calculate fees based upon a percentage of other fee amounts (e.g. sales taxes or plan check fees where the fee is 65% of the building permit fee or state surcharge).	**REQUIRED**			
CD-68	The system has the ability to calculate fees based upon project/job value.	**REQUIRED**			
CD-69	The system has the ability to calculate job cost based upon square footage to provide a valuation.	**REQUIRED**			
CD-70	The system has the ability to calculate fees based on a combination of multiple factors or multiple other calculations (e.g. Fixtures fee is the total of several other calculations that are based on fixture type.)	**REQUIRED**			
CD-71	The system has the ability to calculate fees based upon discounts or offsets to fees.	**REQUIRED**			
CD-72	The system can support one or more general ledger accounts against a single fee, and disburse appropriate payment amounts to the different accounts based on user-defined calculations.	**REQUIRED**			
CD-73	The system has the ability to allow the addition of ad-hoc fees to an application, permit, or license at any time in the process.	**REQUIRED**			
CD-74	The system has a fully integrated Deposits/Bonds feature for managing letters of credit and other types of deposits, bonds, escrows, securities, etc. as well partial and full releases.	**REQUIRED**			
CD-75	The system has the ability to maintain payment history of applications. Fees are locked for any kind of modification once they've been paid. Proper cashiering functions must be used to perform reversals, voids, etc.	**REQUIRED**			
CD-76	Vendor should outline the capabilites of the system to accept online payments including methods of payment supported along with supported payment processors.	**REQUIRED**			
CD-77	Allow system to bill automatically on a monthly basis, including interest and late fees, for outstanding fees.	**DESIRED**			
Reporting					
CD-78	Ad-hoc query tool can be used for building complex searches, e.g. all residential building permits issued between two dates that were entered online.	**REQUIRED**			
CD-79	The system supports many operators that can be used when defining ad-hoc queries, such as starts with, ends with, contains, any of, none of, in date range (month), quarterly and fiscal year options.	**REQUIRED**			
CD-80	The system provides easy ways to initiate ad-hoc queries, e.g. click on any field on any screen, so that the user does not need to know the underlying data structure to create a query.	**REQUIRED**			
CD-81	The ad-hoc query tool has options for limiting the search results, such as Top and Random.	**REQUIRED**			
CD-82	The system allows displayed data to be sorted.	**REQUIRED**			
CD-83	The system allows search results to be exported to MS Excel.	**REQUIRED**			
CD-84	The system allows search results to be plotted on a map.	**REQUIRED**			
CD-85	The system allows ad-hoc queries to be saved and made accessible to other users.	**REQUIRED**			
CD-86	The system provides a library of standard reports.	**REQUIRED**			
CD-87	The system provides an intuitive and non-technical user interface for creating ad-hoc reports.	**REQUIRED**			
CD-88	The system supports detail reports, charts and pivot report options in its ad-hoc report designer.	**REQUIRED**			
CD-89	The system has the ability to allow generated reports to be viewed on screen prior to printing.	**REQUIRED**			
CD-90	The system has the ability to include calculated values on reports (e.g. totals, counts, averages, etc.)	**REQUIRED**			
CD-91	The system allows the user to control layout of ad-hoc reports (i.e. fields to be displayed, sorting, grouping, column widths, order of columns, chart type, page breaks, and drill-downs).	**REQUIRED**			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-92	The system provides the ability to modify the standard system reports, with appropriate security permissions.	REQUIRED			
CD-93	The system has the ability to schedule reports which can either be sent to a printer or distributed through email.	REQUIRED			
Inspection Scheduling					
CD-94	System allows inspection requests to be made online by contractors and community associated with a permit.	REQUIRED			
CD-95	System should allow contractors and community to view and track their inspection requests.	REQUIRED			
CD-96	System should allow contractors and community to view detailed comments from inspectors related to their inspection requests.	REQUIRED			
CD-97	System allows an unlimited number of inspection types to be configured.	REQUIRED			
CD-98	System allows default inspector assignment based on the inspection type.	REQUIRED			
CD-99	System allows default inspector assignment based on geographic region.	DESIRED			
CD-100	System allows automatic email notification to the assigned inspector to let him/her know of the assignment.	REQUIRED			
CD-101	Inspectors should be able to view and track their assigned inspections from a system dashboard.	DESIRED			
CD-102	System should allow users with appropriate security to view scheduled inspections by any/all inspectors.	DESIRED			
CD-103	The online inspection request feature can be enabled by inspection type.	DESIRED			
CD-104	Community Development can control the default duration of an inspection for scheduling purposes, by inspection type.	REQUIRED			
CD-105	System allows default duration to scale based on size of job and type of structure (multifamily vs. single family)	REQUIRED			
CD-106	Community Development can define which types of inspections will be automatically added to a permit, based on the specifics of the work being permitted, and those defaults can be manually overridden on a case-by-case basis.	REQUIRED			
CD-107	Ability to integrate with Microsoft Office 365 scheduling to allow inspctors to see inspections on their calendar.	DESIRED			
CD-108	Ability to limit the number of inspections assigned to an inspector in a given day and automatically work around any periods of unavailability in the inspector's calendar.	REQUIRED			
CD-109	Ability for inspections to be scheduled both by the Applictions Services staff as well as the inspectors in the field.	REQUIRED			
CD-110	Ability to prevent an inspection from being scheduled if there are unresolved conditions relevant to the application.	REQUIRED			
CD-111	Prevent staff from scheduling an inspection on an earlier date than it was requested.	REQUIRED			
CD-112	Prevent staff from assigning an inspection to someone who does not have the correct qualifications.	REQUIRED			
CD-113	Ability to quickly select all inspections assigned to a given inspector and bulk-reassign them to another inspector, i.e. in the event that someone calls in sick and cannot perform their inspections that day.	REQUIRED			
CD-114	Ability to rearrange inspector schedules for the day on a calendar view where the group's availability is visible.	REQUIRED			
Mobile Inspections					
CD-115	Supports all modern tablets and smartphones including Android, iOS, and Windows.	DESIRED			
CD-115	Supports use of Esri ArcGIS Server map services from the field.	REQUIRED			
CD-116	Supports printing to wireless (Bluetooth) printers in the field.	REQUIRED			
CD-117	The system has a user-friendly interface, easy to work with in the field from a variety of sizes of screens/devices.	REQUIRED			
CD-118	Dynamically switches to offline mode when signal is lost with the ability to store information locally and then synchronize back to the system when connectivity is restored.	REQUIRED			
CD-119	Automatically notifies inspector of any data that needs to be saved back to the server once a connection is re-established.	REQUIRED			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-120	Ability to capture the inspection results from the field, including but not limited to: • Checklist responses, • Corrections (both canned and free-form), • Comments, • Result of inspection including images, • Other user-defined fields.	REQUIRED			
CD-121	Ability to track who entered data and when.	REQUIRED			
CD-122	Ability to create new cases in the field, record violations and result inspections, even while in offline mode.	DESIRED			
CD-123	Ability to configure security to ensure that only authorized persons are allowed to sign off on an inspection.	REQUIRED			
CD-124	Ability to lock inspector comments once the inspection has been signed off.	REQUIRED			
CD-125	Ability to automatically generate re-inspections and carry forward comments from previously failed inspections.	REQUIRED			
CD-126	Provides the inspector with easy access to their schedules, eliminating the print out of daily inspection sheets.	REQUIRED			
CD-127	Ability to display, for each inspector, an interactive list of the current tasks for which they are responsible.	REQUIRED			
CD-128	Ability to organize the inspector's schedule by type of inspection, address, application number, or start time.	REQUIRED			
CD-129	Provides the inspector with easy navigation to past due tasks or tasks that are assigned on a future date.	REQUIRED			
CD-130	Alert inspectors and supervisors of inspections that are overdue.	REQUIRED			
CD-131	Alert inspectors of inspections that are time-specific or have higher priority for other reasons.	REQUIRED			
CD-132	Displays all tasks for the day on a map, allowing the inspector to plan his ideal route and save that as a planned order for the day. Order can be manually adjusted to account for high priority and time-specific inspections.	REQUIRED			
CD-133	System allows the inspector to push his confirmed inspection order out to the contractors via the online portal, so that they have an idea of when their inspections will be that day.	REQUIRED			
CD-134	Ability to send email or text message to the contractor when the inspector is on the way to their inspection.	DESIRED			
CD-135	System can utilize the device's GPS to search and display permits/cases within near proximity of the inspector's current position, as well as capture the GPS coordinates to store with each inspection performed in the field.	DESIRED			
CD-136	Ability to incorporate a list of “alerts” or “notes” onto the daily inspection listings so that the inspectors can be notified of particular issues regarding a development or special inspection instructions	DESIRED			
CD-137	Ability to access all historical information regarding a property including but not limited to past inspection information, property maintenance complaints, zoning complaints, previous permits and all previous permit information	REQUIRED			
CD-138	Ability to easily navigate between permits that are related, e.g. within the same new development.	DESIRED			
CD-139	Ability to configure customized drop down menus and checklists for inspection comments and violations for specific inspection types and permit types.	REQUIRED			
CD-140	Ability to store standardized comments with codes or abbreviations	REQUIRED			
CD-141	Ability to allow inspectors to enter extensive comments/narratives about the inspection	REQUIRED			
CD-142	Ability to enter and store comments that are not viewable by the contractor or citizen.	REQUIRED			
CD-143	Ability to issue and track warnings, notices to comply, and stop work orders.	REQUIRED			
CD-144	Ability for inspectors to record percentage of completion for each piece of work, e.g. storm drain pipe, water mains, manholes, sewer, curb, gutter, sidewalk, driveway approach, landscaping, lot grading, etc.	DESIRED			
CD-145	Inspections module integrates with Deposits/Bonds module so that bond amounts can be reduced based on a variety of criteria such as time spent, inspector's billable rate, flat amounts by inspection type, and percentage of construction complete (observed during the inspection).	DESIRED			

Community Development					
Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
CD-146	Ability for inspectors to add random comments to a permit while in the field, not specific to the inspection.	REQUIRED			
CD-147	Ability for inspectors to add conditions and clear conditions added by other departments.	REQUIRED			
CD-148	Ability to generate detailed inspection reports in the field and email them to the contractor, applicants, etc.	REQUIRED			
CD-149	Failing an inspection can result in a re-inspection fee being applied.	REQUIRED			
CD-150	Ability to update permit-related contact information from the field, e.g. contractor indicates his email address has changed or wants to give you a new cell phone number.	REQUIRED			
CD-151	Inspector can view any relevant information about the permit, such as re-inspection fees owing, approved plans, previous correspondences, photos taken at prior inspections, etc.	REQUIRED			
CD-152	The system allows the inspector to collect images in the field and attach them to a permit (or to specific checklist items on the inspection, in the case of food/health inspections where detailed checklists are required.)	REQUIRED			
CD-153	The system has the ability to schedule an inspection in the field, or change the current inspection date and assignment information (e.g. due to inavailability or geographical proximity).	REQUIRED			
CD-154	The system has the ability to provide email notification to the applicant upon completion of inspections.	REQUIRED			
CD-155	System has the ability to generate other correspondence from the field, e.g. certificate of occupancy once the final inspection has passed, notice of violation or stop work order.	DESIRED			
CD-156	Community Development can control who is allowed to view inspections and inspection results online, by inspection type.	REQUIRED			
CD-157	System allows multiple corrections to be listed against each inspection checklist item.	REQUIRED			
CD-158	Ability to include application/permit data on inspection forms and self-populate.	REQUIRED			
CD-159	Ability to locate inspectors in the field.	REQUIRED			
CD-160	Ability to know who and when inspections are completed. Prevent manual override or distinguish between manual override and automated uploads.	DESIRED			
CD-161	Allow the inspector to sign the inspection form electronically.	REQUIRED			
CD-162	Allow review of the inspection report before it is sent and to allow changes if needed.	REQUIRED			
CD-163	hyperlinks to project files?	DESIRED			
CD-164	Ability to assign/schedule regular inspections by duration or date (i.e. every two weeks).	REQUIRED			
CD-165	"Red Flag" when time between inspections exceeds a preset timeframe (i.e. 1 month)	REQUIRED			
CD-166	Ability to create community user IDs which function across the application with screening to only allow that user to view their own submissions.	REQUIRED			
CD-167	Ability to log a site visit even if it is not a violation. No need to email/notify owner/operator.	REQUIRED			
Planning, Zoning, and Engineering					
CD-169	Allow for the capture of basic application data and track status of planning, zoning, and engineering applications.	REQUIRED			
CD-170	Ability to have multiple contacts and addresses associated with an application.	REQUIRED			
CD-171	Ability to assign multiple staff members to each application (e.g., planning, engineering, zoning) with an identified lead, who will then be lead for the majority of tasks associated with that application.	REQUIRED			
CD-172	Automatic tracking and routing of projects through various user-defined processes consisting of Community Development and other entity review functions.	REQUIRED			
CD-173	Ability to show location on a map and start the application from the map to auto-assign location information.	REQUIRED			
CD-174	Allow for entry of unlimited free-form comments during plan review.	REQUIRED			
CD-175	Intelligent search capabilities on all lookup fields that contain long lists of possibilies (e.g. locations, contacts, correction comments, conditions, etc.)	REQUIRED			
CD-176	Ability to capture legal description and public notice summary for displaying in notices and agendas.	REQUIRED			

Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
Community Development					
CD-177	Large text field types to allow for unlimited free-form notes to be entered, including spellcheck.	REQUIRED			
CD-178	Ability to track elapsed time for steps in the review process along with the overall review process.	REQUIRED			
CD-179	Configurable notifications as deadlines approach for specific tasks in the review process or for the review process as a whole.	REQUIRED			
CD-180	Ability to do turnaround reporting, how many days were plans with the Community Development versus with the applicant, etc.	REQUIRED			
CD-181	Ability to control when status changes based on the completion of workflow activities, e.g. the collection of all applicable fees, review comments received, decision by planning commission, etc.	REQUIRED			
CD-182	Ability to assess fees and collect payments for planning projects using application details such as site acres, number of lots, etc. Fees displayed during processing should be determined by the type of project.	REQUIRED			
CD-183	Ability to generate property owner notification letters from predefined form letter templates which should be configurable by the Community Development System Administrator.	REQUIRED			
CD-184	Ability to prevent application approval until all fees have been paid.	REQUIRED			
CD-185	Ability to automatically assign reviews based on application type.	REQUIRED			
CD-186	Allow users to add individual project conditions in such a manner that Building Department staff will be notified or prevented from issuing permits until conditions are cleared.	REQUIRED			
CD-187	Ability to generate project-specific distribution lists to external agencies who need to provide comments. Send email notifications asking these agencies to provide comments through citizen portal.	REQUIRED			
CD-188	Provide a method of producing hearing-related documents (such as agendas) for all projects scheduled for a particular meeting/hearing and date. Ability to track meeting/hearing date continuances.	REQUIRED			
CD-189	Ability to perform spatial queries using integrated link to GIS.	REQUIRED			
CD-190	Ability to embed map image in notifications.	REQUIRED			
CD-191	Ability to establish filtering rules for query and display, such as approval tracks associated with a type of application, fees associated with a type of application, canned comments associated with a review, etc.	REQUIRED			
CD-192	Ability to link related development applications together on the same application. Applications should also be able to be linked by a master project hierarchy.	REQUIRED			
CD-193	Ability to generate review and submittal checklists that can be referenced by applicants and users.	REQUIRED			
CD-194	Ability to manage complex workflow surrounding multiple approval tracks, appeals, clearing of conditions, releasing of deposits/bonds, checking for status of related applications, etc.	REQUIRED			
CD-195	The system has the ability to notify users of key deadlines approaching on a project.	REQUIRED			
CD-196	Planning module is fully integrated to the electronic plans review module.	REQUIRED			
CD-197	Ability to attach electronic documents, plans, images, etc. to a planning application.	REQUIRED			
CD-198	Ability to tie alerts to properties, contacts and applications.	DESIRED			
CD-199	Ability for the system to automatically generate documents at appropriate points in the workflow.	DESIRED			
CD-200	Be able to set one contact as the main/primary contact associated with the application.	REQUIRED			
CD-201	Ability to electronically sign notices and other system-generated documents.	REQUIRED			
CD-202	Ability to modify system-generated documents prior to printing. Must be modifiable in MS Word format.	REQUIRED			
CD-203	Ability to export any section of a application directly to MS Excel or Word (e.g. fees, reviews, conditions, etc.)	DESIRED			
Building					
CD-204	Allow for the capture of basic application data and ability to track status of permit applications	REQUIRED			
CD-205	Ability to have multiple contacts and addresses associated with a permit, e.g. applicant, architect, plumber, or the 4 addresses on a 4-plex.	REQUIRED			
CD-206	Ability to show permit location on a map and start the permit from the map to auto-assign location information.	REQUIRED			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-207	Ability to perform calculations with dates (business days, calendar days, and calendar days adjusted to the next business day.)	REQUIRED			
CD-208	Ability to control when status changes based on the completion of workflow activities, e.g. the collection of all applicable fees, approval of all required comments, approval of all the required inspections.	REQUIRED			
CD-209	Ability to prevent permit issuance until all fees have been paid.	REQUIRED			
CD-210	Calculate permit expiration date automatically based on County-defined business rules.	REQUIRED			
CD-211	Ability to extend expiration date or reactivate permits that have been expired.	REQUIRED			
CD-212	Ability to produce reports on permit aging, expired permits or permits that will be expiring in the specified number days.	REQUIRED			
CD-213	Ability to denote when a permit type requires a licensed contractor.	REQUIRED			
CD-214	Ability to have multiple subcontractors associated with a single permit.	REQUIRED			
CD-215	Validate contractor license at various stages in the process to ensure permits cannot be issued if the contractor does not have the appropriate licensing. Contractors can be validated for subtrade qualifications based on permit type (e.g. a valid electrical contractor is need for an electrical permit).	REQUIRED			
CD-216	Ability to integrate or communicate with external agencies where the external agency permits such as the DPOR to validate external certifications, such as State license, Workers Compensation, Insurance, etc.	DESIRED			
CD-217	Large text fields to allow for unlimited free-form notes to be entered for a permit, including spellcheck.	DESIRED			
CD-218	Intelligent search capabilities on all lookup fields that contain long lists of possibilies (e.g. locations, contacts, correction comments, conditions, etc.)	DESIRED			
CD-219	Ability to establish filtering rules, such as building uses associated with a type of application, fees associated with a type of permit, canned comments associated with an inspection or review, etc.	DESIRED			
CD-220	Allow for a distinction between building permits (applications) and related subpermits.	DESIRED			
CD-221	Ability to system-generate a Certificate of Occupancy (CO) document and automatically complete project; once all associated workflow tasks are complete.	DESIRED			
CD-222	Ability to manage complex workflow surrounding the issuance of occupancy such as temporary and partial occupancy, clearing of conditions, releasing of deposits/bonds, checking for status of related permits, etc.	REQUIRED			
CD-223	Ability to electronically sign permits and other system-generated documents.	DESIRED			
CD-224	Ability to modify system-generated documents prior to printing. Must be modifiable in MS Word format.	REQUIRED			
CD-225	Ability to export any section of the permit directly to MS Excel (e.g. fees, inspections, conditions, etc.)	DESIRED			
CD-226	Ability to define valuation calculations based on a user-defined table of square footage values.	REQUIRED			
CD-227	Ability to attach electronic documents, plans, images, etc. to a permit application.	REQUIRED			
CD-228	Ability to launch electronic documents for markup or stamping within Bluebeam Revu. Markups made in Revu are then automatically saved back to the system's database for the purpose of reporting and attaching to corrections notices and displaying on the citizen portal.	DESIRED			
CD-229	Ability to tie alerts to properties, contacts and permits.	DESIRED			
CD-230	Ability to post a payment for multiple applications at the same time.	DESIRED			
CD-231	Ability for the system to automatically generate documents at appropriate points in the workflow.	DESIRED			
CD-232	Be able to set one contact as the main/primary contact associated with the application.	REQUIRED			
CD-233	Ability to tie conditions of approval to the application, which will be checked at appropriate points in the workflow, e.g. prior to issuance, prior to inspection scheduling, prior to occupancy.	REQUIRED			
CD-234	Ability to generate utility releases and email to the utility company when the applicable inspections pass.	DESIRED			
CD-235	Ability to clone a permit application	DESIRED			
Licensing					

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-236	System should support the ability to track and manage basic information related to businesses that are related to applications, permitting, code cases, or other aspects of the system.	REQUIRED			
CD-237	System supports configurable, mandatory input for specified data fields by business type (e.g. number of employees, number of vehicles, etc.), which may be used to calculate fees, determine required approvals, or display on licenses.	REQUIRED			
CD-238	Vendor should identify capability to interface to a system which is utilized for business license management and tax billing which would allow the system to check for unpaid tax or license fees in realtime prior to issuing a permit.	DESIRED			
CD-239	System should support the capability to interface to an a system or module to validate the existence of a current business license for business contacts associated to an application, permit, plan submittal, or other item in the system.	DESIRED			
CD-240	System should support the ability to identify and track professional license information associated to a business.	REQUIRED			
CD-241	System should support the ability to upload a digital copy of any type of professional license.	REQUIRED			
CD-242	System should support the ability for a contractor or other type of licensee to submit license information electronically either during the application process or independent of the application process.	DESIRED			
CD-243	System should support a batch process that monitors license expirations for contractors or other professional licenses and should notify the licensee of the expiration and provide them with a link to allow them to update the license with the appropriate renewal information.	DESIRED			
CD-244	Ability to create an annual business license renewal letter, invoice, mailing label, etc. for each of the businesses in the system by license expiration date.	DESIRED			
CD-245	System should support the ability to link parcels, applications, plan submittals, code cases or other items to a business.	REQUIRED			
CD-246	System should support the ability to link contacts within the system to a business.	REQUIRED			
CD-247	Vendor should specific any type of external interfaces available for automatic verification of professional licenses such as contractor, sub-contractor, or other trades.(I.E. - Interface to Virginia Department of Professional and Occupational Regulation)	DESIRED			
CD-248	Ability to classify businesses using industry standard systems like NAICS and SIC,	DESIRED			
CD-249	Ability to generate submittal checklists to capture pertinent documents required to issue or renew licenses, such as current insurance certificate, proof of master licensing and zoning approval.	DESIRED			
CD-250	Ability to add multiple contacts for a single business, e.g. multiple business owners and employees.	REQUIRED			
CD-251	Ability to add and track notes and history related to a business which would then be visible any type the business is linked to an item in any system module.	REQUIRED			
CD-252	Ability to put a hold on a business to prevent issuing any type of permit or approval to the business.	REQUIRED			
CD-253	Ability to show business location on a map.	DESIRED			
Code Compliance					
CD-254	The system provides a code enforcement module that is fully integrated with all other system modules.	REQUIRED			
CD-255	The system allows for case number structure based on case type.	REQUIRED			
CD-256	The system supports a wide variety of case types including property standards, animal control, zoning, building violations, business licensing, etc.	REQUIRED			
CD-257	Ability to track case status including dates that the status changed.	REQUIRED			
CD-258	Ability to track the number of days that a case has been open (initiation to close).	REQUIRED			
CD-259	Ability to record unlimited date/time stamped comments related to the case.	REQUIRED			
CD-260	Allow users to define (through table entry) an unlimited number of code enforcement case and violation types and add, change and inactivate types as required.	REQUIRED			
CD-261	Ability to send automatic email notifications to internal/external review levels.	REQUIRED			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-262	Support for internal only comments visible only to Community Development staff.	**REQUIRED**			
CD-263	Support for external comments visible to both Community Development and authorized citizens.	**REQUIRED**			
CD-264	Ability to integrate with GIS and associated database to validate parcels, addresses, owners and zoning.	**REQUIRED**			
CD-265	The system has the workflow capabilities and standard templates applicable to each case type. Ability to define steps and tasks in each workflow, assign tasks automatically and track task progress.	**REQUIRED**			
CD-266	Ability to have multiple contacts and addresses associated with a case. System also supports non-parcel-based locations such as parks, trails, right-of-way, etc.	**REQUIRED**			
CD-267	Ability to show case location on a map and start the case from the map to auto-assign location information.	**DESIRED**			
CD-268	Supports all forms of enforcement actions and follow ups, including citations, tickets, court orders, summons, hearings,abatement, liens, fines, unfit for habitation, orders to demolish, etc.	**REQUIRED**			
CD-269	Provide ability to place an alert on parcels with code violations to alert permitting at time of entry of application for building permit.	**REQUIRED**			
CD-270	Ability to perform spatial queries (GIS) to assign appropriate inspector.	**DESIRED**			
CD-271	Ability to embed map image in notifications.	**DESIRED**			
CD-272	Ability to establish filtering rules, such as violations with a type of case.	**REQUIRED**			
CD-273	Ability to manage complex workflow surrounding the disposition of a case, including hearings and appeals.	**DESIRED**			
CD-274	Ability to electronically sign notices and other system-generated documents.	**DESIRED**			
CD-275	Ability to create and modify multiple types of system-generated documents using a standard document template in Microsoft Word format.	**REQUIRED**			
CD-276	Ability to export any section of the case directly to Microsoft Excel (e.g. fines, inspections, violations, etc.)	**DESIRED**			
CD-277	System should support the ability to define a fine/fee structure associated to standard violations.	**DESIRED**			
CD-278	Ability to post a payment for an enforcement-related fine online.	**REQUIRED**			
CD-279	Ability for citizen to pay fine for enforcement-related fine online.	**DESIRED**			
CD-280	Ability for the system to automatically generate notices at appropriate points in the workflow and have these notices emailed to the appropriate contact.	**DESIRED**			
CD-281	Be able to set one contact as the main/primary contact associated with the case.	**REQUIRED**			
CD-282	The Code Enforcement module is fully integrated with the Inspections module. Staff should be able to manually create an inspection from a code case.	**REQUIRED**			
CD-283	The system provides a comprehensive solution to support mobile inspections.	**REQUIRED**			
CD-284	The system automates the scheduling and notification of recurring inspections.	**REQUIRED**			
CD-285	The system has the ability to generate inspection checklists based upon the type of case or inspection.	**REQUIRED**			
CD-286	The system has the ability to track multiple violations and citations on one property and/or case.	**REQUIRED**			
CD-287	Ability to clone an enforcement case.	**REQUIRED**			
CD-288	System should integrate with a 311 module to allow citizens to submit complaints resulting in evaluation and potential creation of a code case.	**DESIRED**			
Citizen Access					
CD-289	The system provides a web-based interface for citizen self-service that integrates with all system modules.	**REQUIRED**			
CD-290	The citizen self-service portal can be customized to have a similar look and feel as the County's website.	**DESIRED**			
CD-291	The system provides easy-to-configure messages that support HTML formatting and appear on specific pages for County-defined purposes, e.g. announcing scheduled down-time, providing special instructions, etc.	**DESIRED**			

Community Development					
Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
CD-292	The system has the ability to generate and send e-mail notifications to the citizen based on subscribable areas of interest or activity on related planning applications, permits, inspections, licenses, cases, etc.	DESIRED			
CD-293	The system allows locations to be identified by searching based on text input, selection from a map, or using the GPS in the user's device to suggestion nearby locations.	DESIRED			
CD-294	Documents uploaded through the citizen self-service portal are held in a secure location using appropriate controls.	REQUIRED			
CD-295	The system can send email notifications to applicants/contractors that contain hyperlinks that will take them to the relevant areas of the citizen self-service portal (i.e. to view the status of their applications).	REQUIRED			
CD-296	The system allows for online submissions, whereby users are prompted to upload relevant documents against prescribed checklist items applicable to the planning application, permit, license, or case type.	REQUIRED			
CD-297	Allows Community Development defined data fields to be included in online search criteria.	REQUIRED			
CD-298	The system has the ability to configure required fields within the online application functionality.	REQUIRED			
CD-299	The system allows applications to be started and saved/resumed without needing to submit them.	REQUIRED			
CD-300	The system has the ability to provide certain public access functionality (no user ID and password required).	REQUIRED			
CD-301	The system has the ability to incorporate Community Development defined help pages and other help content including videos.	DESIRED			
CD-302	The system provides responsive pages so that user interface scales when user is on a smaller device.	REQUIRED			
CD-303	Community Development is able to replace the out-of-the-box Home page with their own home page.	DESIRED			
CD-304	The system enforces Community Development defined limitations on the size of file attachments as well as their file types.	DESIRED			
CD-305	Community Development is able to define the guideline text that appears on the Uploads pages, so that they can enforce their own best practices when it comes to how they would like to receive electronic plans.	DESIRED			
CD-306	Integrates with ESRI ArcGIS Server map services to allow mapping functionality using County-defined maps.	DESIRED			
CD-307	The system has the ability to support the creation of general applications and requests with the ability to create user defined fields, configurable workflows, configurable prompts, and configurable additional requirements such as required documents that are part of an application submittal.	REQUIRED			
CD-308	The system administrator is able to deactivate a portal account.	REQUIRED			
CD-309	The system supports multiple common authentication methods including Active Directory, OKTA, or social media accounts.	DESIRED			
CD-310	The system requires an authentication email to be acted upon in order to activate a new account.	REQUIRED			
CD-311	The system has the ability to enforce timeout thresholds.	REQUIRED			
CD-312	The citizen self-service portal has a user dashboard where the logged-in user can view all information related to them, with appropriate controls.	DESIRED			
CD-313	The user dashboard can be easily filtered to show active, closed, or not-yet submitted applications.	DESIRED			
CD-314	The system identifies logical next steps based on the status of each active application/case.	DESIRED			
CD-315	The system allows a logged-in user to manage their own account, including updating contact information.	REQUIRED			
CD-316	The system allows a logged-in user to provide alternate mailing addresses for periods of time living away from primary residence. System will obey the active mailing address when generating correspondence.	REQUIRED			
CD-317	System should have the ability to link registered users to existing businesses or contractors in the system, with appropriate controls, so that they can access all of their related applications, renew licenses, schedule inspections, etc.	REQUIRED			
CD-318	The system populates basic identity fields based on the information stored with the user's ID/password.	DESIRED			
CD-319	The system has the ability to restrict certain information for viewing based on logged-in user's credentials.	REQUIRED			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-320	The system has the ability to allow a user to view the status of a request/submission after logging in.	**REQUIRED**			
CD-321	The system has the ability to allow an applicant to add other portal-registered users/contractors to their applications in order to grant those users access to their items, e.g. to pay fees, schedule inspections, etc.	**REQUIRED**			
CD-322	Provides a kiosk mode so that the system can recognize it is running on the County's network and disable some functionality accordingly (e.g. for PCI compliance reasons, disable fee payment feature.)	**DESIRED**			
CD-323	The system uses CAPTCHA to verify all new applications/cases/registrations entered via the web.	**REQUIRED**			
CD-324	The system integrates with a payment gateway for the purposes of taking payments online. Vendor shouuld identify payment providers which are supported.	**REQUIRED**			
CD-325	The system supports a shopping cart model for taking online payments, where users can pay for multiple fees from different applications/cases with a single credit card transaction.	**DESIRED**			
CD-326	The proposed solution for taking online payments must be Payment Card Industry (PCI) compliant.	**REQUIRED**			
CD-327	The system provides an online fee estimator.	**DESIRED**			
CD-328	The system has the ability to control which types of fees are allowed to be paid online.	**REQUIRED**			
CD-329	The system has the ability to control maximum amounts per fee allowed to be paid online.	**REQUIRED**			
CD-330	The system has the ability to control whether or not partial payments are allowed online.	**REQUIRED**			
CD-331	Ability for customers to access permit reviews, review comments, status, and related documents online. Permits available for this action will be determined by the security mentioned above.	**REQUIRED**			
CD-332	Ability to attach documents to a permit application during initial submission and subsequent resubmittals (plans, drawings, etc.) using checklists applicable to the application details.	**REQUIRED**			
CD-333	Ability for customers to apply and pay for permit applications online. System should provide the ability for customers to issue their own permit after applying for, paying online, and meeting necessary criteria as defined by the Community Development System Administrator.	**DESIRED**			
CD-334	Where 3rd party licenses are required such as State licenses through DPOR, the system will integrate with the appropriate licensing authority where that autority permits an integration, and will perform an automatic license check to allow a permit to be issued without intervention of staff.	**DESIRED**			
CD-335	Ability to add multiple locations and/or non-property-based locations to a permit application.	**REQUIRED**			
CD-336	Ability to attach documents to a permit application after permit issuance when special conditions require additional documents to be provided either prior to CO or inspection scheduling and the system differentiates between citizen uploaded attachments and staff uploaded attachments.	**REQUIRED**			
CD-337	The online applicant can edit their applications after initial submission, to update with additional locations and/or contacts(e.g. subtrade contractors), once they are known.	**REQUIRED**			
CD-338	Subtrade permits can be attached to existing permit applications, e.g. once subtrade contractors are known.	**REQUIRED**			
CD-339	Revisions can be added to permits after plan check and any applicable fees/reviews will be triggered.	**REQUIRED**			
CD-340	Ability to view and download to Excel the latest deposits/bonds details associated with an application.	**REQUIRED**			
CD-341	Ability to initiate an email request from a permit application, e.g. in the case where the applicant wants help from Community Development staff to make a change to the permit application that they cannot make online.	**REQUIRED**			
CD-342	Ability to request meetings, such as a pre-application meeting.	**DESIRED**			
CD-343	Ability to search for all applications in a geographic area, such as a neighborhood with access permissions set by the County.	**DESIRED**			
CD-344	Allows inspections to be scheduled, canceled, or rescheduled. Using the security model mentioned above, the County determines what type of inspections can have these tasks performed and what type of user can perform them (e.g. registered user vs. guest).	**REQUIRED**			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-345	System can be configured to allow holiday/weekend inspection requests.	DESIRED			
CD-346	Contractor can request an inspection to repeat for a certain number of days, i.e. for large jobs where the contractor knows multiple visits will be required to get a particular inspection done.	DESIRED			
CD-347	Contractor can register with the citizen portal and immediately start requesting inspections on his pre-existing, issued permits with no staff intervention.	REQUIRED			
CD-348	Contractor is able to enter special notes when requesting an inspection online, such as gate code.	REQUIRED			
CD-349	Contractor is able to view inspection results online as soon as the inspection is complete.	REQUIRED			
CD-350	Contractor can download/view inspection report and photos taken through his online account.	REQUIRED			
CD-351	County can control whether or not inspectors' contact information is displayed online.	REQUIRED			
CD-352	County can determine, by inspection type, whether the customer is allowed a specify a timeframe when requesting inspections. Certain inspections may allow hourly incremented time, whereas others may only allow a choice of AM, PM, or "No Preference".	DESIRED			
CD-353	System can allow multiple inspections to be requested at one time, on the same permit.	REQUIRED			
CD-354	Ability for Community Development to configure cutoff times for certain inspections to be scheduled, e.g. inspection cannot be for the next business day if it is already after 2pm on the current day.	DESIRED			
CD-355	The user dashboard provides a list of upcoming inspections (already scheduled and confirmed), linked to the logged in user's account, and allows the user to view the related inspectors' order for the day.	REQUIRED			
CD-356	Ability to apply for multiple types of planning, zoning, engineering, and building permits and applications.	REQUIRED			
CD-357	Ability to apply for Virginia Stormwater Management Program permit.	REQUIRED			
CD-358	Ability for customers to access permit reviews, review comments, status, and related documents online.	REQUIRED			
CD-359	Ability to attach documents to a permit application during initial submission and subsequent resubmittals (plans, drawings, etc.) using checklists applicable to the application details.	REQUIRED			
CD-360	Ability to add multiple locations and/or non-property-based locations to an application.	REQUIRED			
CD-361	The online applicant can edit their applications after initial submission, to update with additional locations and/or contacts, once they are known.	REQUIRED			
CD-362	Ability for customers to apply and pay for planning applications online.	REQUIRED			
CD-363	Ability to inquire about planning application information by application # or address. Types of Planning applications available for this action will be determined by the security mentioned above.	REQUIRED			
CD-364	Ability for customers to access planning reviews, review comments, status, and related documents online. Planning applications available for this action will be determined by the security mentioned above.	REQUIRED			
CD-365	Ability to attach documents to a planning application during initial submission and subsequent resubmittals (plans, drawings, etc.) using checklists applicable to the application details.	REQUIRED			
CD-366	Ability to add multiple locations and/or non-property-based locations to a planning application.	REQUIRED			
CD-367	Ability to attach documents to a planning application in order to address special conditions require later in the process (i.e. after the initial submission and reviews).	REQUIRED			
CD-368	The online applicant can edit their applications after initial submission, to update with additional locations and/or contacts, once they are known.	REQUIRED			
CD-369	Additional application types can be attached to existing planning projects, e.g. a person applies for a home based business and then finds out that they also need a variance.	REQUIRED			
CD-370	Ability for external agencies to acces planning applications through the portal, based on invitation only, to review documentation and attach their comments.	DESIRED			
CD-371	Ability to attach appeal comments to a planning application once the application has reached the point in the workflow where appeals are possible.	REQUIRED			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-372	Ability to view and download to Excel the latest deposits/bonds details associated with an application.	**REQUIRED**			
CD-373	Ability to initiate an email request from a planning application, e.g. in the case where the applicant want help from staff to make a change to the planning application that they cannot make online.	**REQUIRED**			
CD-374	Ability to control planning application information visibility, and limit public access to internal information based on security model mentioned above.	**REQUIRED**			
CD-375	Ability to request meetings, such as a pre-application meeting.	**REQUIRED**			
CD-376	Ability to search for all applications in a geographic area, such as a neighborhood.	**REQUIRED**			
CD-377	Ability to inquire about enforcement information by case # or address. Types of cases available for this action will be determined by the security mentioned above.	**REQUIRED**			
CD-378	Ability for citizens to report a new case online. Types of cases available for this action will be determined by the security mentioned above.	**REQUIRED**			
CD-379	Community Development can determine whether or not cases may be submitted anonymously.	**REQUIRED**			
CD-380	Ability for citizens to pay for enforcement fines and penalties online.	**DESIRED**			
CD-381	Ability to attach documents or photos to an enforcement case.	**REQUIRED**			
CD-382	Ability to add multiple locations and/or non-property-based locations to an enforcement case.	**DESIRED**			
CD-383	Ability to attach appeal comments to a enforcement cases.	**DESIRED**			
CD-384	Ability to control enforcement case information visibility, and limit public access to internal information based on security model mentioned above.	**REQUIRED**			
Property and GIS					
CD-385	Integrates with ArcGIS Server map services including but not limited to ESRI World Geocoding Service.	**REQUIRED**			
CD-386	The system utilizes full integration with the County's ESRI GIS service to ensure valid addresses and parcel identifiers are associated with applications, code cases and other components of the system.	**REQUIRED**			
CD-387	The system should allow the user to start an application, permit, code case, or other item in the system utilizing a GIS search by address, tax map parcel identifier, or other GIS data.	**REQUIRED**			
CD-388	The system should support the ability for real time map display from within the system without having to exit to an external system or window.	**DESIRED**			
CD-389	The system can perform spatial queries to obtain GIS information and populate the application/case with the results.	**REQUIRED**			
CD-390	The system allows the user to easily see all activity (permits, cases, planning projects, licenses, etc.) related to a property based on address, tax map parcel identifier, or GPS coordinates.	**REQUIRED**			
CD-391	The system GIS interface allows the system administrator to define the layers and fields which are integrated from the GIS system.	**REQUIRED**			
CD-392	System should support GIS features allowing authorized users to edit specified map layers such as spatial collections, fire hydrants, etc. The edits made on feature classes in the system are written to the GIS database, essentially allowing users to change or create GIS data.	**DESIRED**			
CD-393	System should support the ability to use GIS to setup zones for inspections to aid in the assignment and scheduling of inspections.	**DESIRED**			
CD-394	The system should have support for Geo rules which compare layers of a map in order to obtain pieces of information. The system should allow these Geo rules to be applied across all modules.	**DESIRED**			
CD-395	The system should support real-time integration to CAMA to support access to CAMA-owned property data attributes.	**REQUIRED**			
CD-396	Vendor to identify CAMA systems to which the system supports real time or other types of standard interfaces. Currently, the County uses Stonewall Technologies CAMRA.	**REQUIRED**			
CD-397	The system's CAMA interface should be configurable to allow for selection of specific CAMA data which is displayed in the system.	**REQUIRED**			
CD-398	The system should have the ability to handle parcel splits and merges so that any data associated to a parent or child parcel is maintained in the history of the system and appears which displaying information about a parcel.	**REQUIRED**			

Community Development

Item #	Description of Requirement	Required/ Desired		VENDOR RESPONSE	Comments
CD-399	Ability to tie special exceptions and special uses permitted through a legislative process to each parcel or project.	REQUIRED			
CD-400	Ability to view special exceptions and special uses by the public	REQUIRED			
CD-401	Ability to connect to the real estate system to verify whether taxes are due or paid in full	DESIRED			
	Bonds and Proffers				
CD-402	System should support the ability to create bonds with basic information about the bond such as principal, surety, obligee, bond expiration date, bond release amount(s), and bond balance.	REQUIRED			
CD-403	Ability to associate a bond to one or more applications, plans, projects or code cases.	REQUIRED			
CD-404	Ability to accept bond securities in the form of cash, surety (bonding company), letter of credit, certificate of deposity or check.	REQUIRED			
CD-405	Ability to upload and store documents on the bond record.	REQUIRED			
CD-406	Ability to setup basic bond interest schedule and have the system calculate bond interest and balance.	DESIRED			
CD-407	Ability to refund or disburse a portion of a bond.	REQUIRED			
CD-408	System should show all history related to a bond.	REQUIRED			
CD-409	Ability to link or associate multiple contacts to a bond.	REQUIRED			
CD-410	Ability to search and display all bonds associated to a specific contact or project.	REQUIRED			
CD-411	Abilty for a customer/citizen to be able to login and view all bonds associated to their contact record.	DESIRED			
CD-412	Ability to configure the system to house different bond types as defined by the system administrator.	REQUIRED			
CD-413	Ability to configure and create multiple types of bonds and assign all to a single application, plan, project, phases or parcel.	REQUIRED			
CD-414	Ability to replace bonds to reflect changes in ownership or assigns.	REQUIRED			
CD-415	Ability to create new unique project sub-account codes within the performance bond account for each application, plan, project or parcel to receive bond payments through the County's banking institution	REQUIRED			
CD-416	Ability to create and store bond templates	REQUIRED			
CD-417	Ability to call a bond with related fields	REQUIRED			
CD-418	Ability for multiple users to participate in creating/approving/electronically signing a bond	REQUIRED			
CD-419	Ability to tie bond release and certificate of occupancy issuance	REQUIRED			
CD-420	Ability to track bond balances by bonded entity or by bond type	REQUIRED			
CD-421	Ability to track bond reduction or release requests with received date, due date, etc.	REQUIRED			
CD-422	Ability to include bond inspection outcome (i.e. denied, approved) and issue an inspection letter through the system (via email?).	DESIRED			
CD-423	Ability to differentiate between public and private information and allow bonding customers to set up secure user IDs with access to only their bonds	DESIRED			
CD-424	Ability to crosscheck original bonding documents template with an executed document	DESIRED			
CD-425	Ability to verify agency within Virginia through the Department of Insurance	REQUIRED			
CD-426	Ability to check the owners are valid entities registered with the State of Virginia Corporation Commission	REQUIRED			
CD-427	Ability to increase and/or decrease an existing bond	REQUIRED			
CD-428	Ability to have multiple bond types on a single bond (e.g., storm water & erosion/sediment control)	REQUIRED			
CD-429	System should support the ability to track proffers which is an offer by a landowner during the rezoning process to perform an act or donate money, a product, or services to justify the propriety of a proposed rezoning.	REQUIRED			
CD-430	System should support the ability to associate one or more parcels and/or addresses to a proffer entry.	REQUIRED			
CD-431	System should support the ability to associate one or more contacts from the system to a proffer entry including a company as a contact.	REQUIRED			
CD-432	Proffer entries should contain adequate text fields to support the ability to maintain a detailed description of the proffer.	REQUIRED			
CD-433	Proffer entry should have ability to record key date information such as the entry date, receipt date, submittal date, and last update.	REQUIRED			

Community Development					
Item #	**Description of Requirement**	**Required/ Desired**		**VENDOR RESPONSE**	**Comments**
CD-434	Proffer entry should support the ability to have comments on the proffer entry showing a history of comments and any changes.	**REQUIRED**			
CD-435	Proffer entry should allow for assignment of responsible reviewer in the system.	**REQUIRED**			
CD-436	Proffer entry should allow for attachment and/or upload of documents to the proffer entry.	**REQUIRED**			
CD-437	System should provide the ability to view a complete list of all proffers and provide the ability to sort and filter the list accordingly.	**REQUIRED**			
CD-438	System should provide the ability to export a list of proffers to Excel.	**REQUIRED**			
CD-439	System should support the ability to record and track funds received as a proffer.	**REQUIRED**			
CD-440	System should have the ability to calculate interest on proffer funds and reflect the principal and interest earned on the proffer entry.	**REQUIRED**			
CD-441	System should provide the ability to record partial of full disbursment of the proffer to the landowner.	**REQUIRED**			
CD-442	Customer should be able to login to the customer portal and view any proffers for which they are the designated owner.	**DESIRED**			
CD-443	Supports recording of proffer limitations and terms and conditions with dates	**REQUIRED**			
CD-444	Supports multiple proffers of different types assigned to a single parcel, project, or application with mulitiple start and end dates for each proffer, and separate valuations per proffer	**REQUIRED**			
CD-445	Supports proffers tied to a specific project with the ability to select by proffer type across multiple parcels, projects or applications	**DESIRED**			

Potential Data Conversions

The County has developed a list of potential data conversion objects as part of the future system(s) implementation. For each object, proposers should indicate the proposed approach to

Req #	Functional Area	Description of Conversion Object	Quantity of Data Needed in Future System	Library of VA Retention	Included in Standard Implementation (Yes/No)	Cost to Convert	Comments
1	General Ledger	GL Transactions	10 years	10 years			
2	Budgeting	Budget History	5 years	5 years			
3	Purchasing	Vendors	All Active Vendors	-			
4	Purchasing	Purchase Orders	All Open Purchase Orders	5 years			
5	Accounts Payable	Payment History	3 years of payment history for all Active Vendors	3 years			
6	Human Resources	Employee Details for Active Employees	All active employee details	-			
7	Human Resources	Employee Summary for Inactive Employees	All inactive employees	50 years			
8	Human Resources	Current Employee Positions	All current employee positions	-			
9	Payroll	Employee Details for Active Employees	All active employee details	-			
10	Payroll	Employee Details for Inactive Employees	Employees within the last 5 years	5 years			
11	Fixed Assets	Fixed Asset Records	All active records	-			
12	Fleet Management	Fleet Records	All active records	-			
13	Permitting and Inspections	Active Permits	All open/active permits	-			
14	Permitting and Inspections	Closed Permits	3 years of permit history	3 years			
15	Tax Billing and Collections	Delinquent Real Estate Customer Records and payment history	20 years	20 years			
16	Tax Billing and Collections	Customer Records and payment history (paid/unpaid all accounts).	5 years	5 years			
17	Accounts Receivable and Collections	Misc. Receivables	3 years	3 years			
18	Business License	All Business License Records	6 years of active and inactive records	6 years			
19	Personal Property	All Personal Property Records	6 years of active and inactive records	6 years			
20	Real Estate	All Real Estate Records	6 years of active and inactive records	6 years			
21	Estimated Tax Payments	All Estimated Tax Payments	3 years	3 years			
22	Building Permits	Building Permits	5 years	5 years			

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a software as a service (SaaS) based application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

One-Time Costs
Professional Services and Hardware Costs

	Costs	Vendor Notes (optional)
Professional Service Costs		
Project Management Costs		
Training Costs		
Software Customization Costs *(Detail to be contained in responses to applicable requirements in Attachment A)*		
Data Conversion Costs(Detailed to be provided in proposal)		
Interface Costs(Detail to be provided in proposal)		
Server Hardware Costs		
Third-Party Hardware Costs		
Third-Party Services Costs (including training, etc.)		
Expenses (miscellaneous)		
Other (Specify in Vendor Notes)		
Total One-Time Costs (Before Discounts)	$0.00	
Amount Discounted ($)		
Total Discounted One-Time Costs	$0.00	

	Costs	Vendor Notes (optional)
Estimated Travel Costs (not to exceed basis)		

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a software as a service (SaaS) based application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Recurring Subscription Costs

Subscription Frequency (Indicate whether monthly, quarterly, or annual basis)	
Vendor Comments on Subscription Costs	

Year 1 Subscription Costs	
Subscription Cost (Primary Software)	
Third-Party Subscription Cost	
Third-Party Subscription Cost	
Total Subscription Cost (annual)	**$0.00**
Amount Discounted ($)	
Total Discounted Subscription Amount - Year 1 Subscription Fees	**$0.00**

Recurring Subscription Fees - Years 2 - 10

	Rate of Increase over Prior Year (as a percentage)	Subscription Costs (as a dollar amount)	Third-Party Subscription Costs (as a dollar amount)
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Ten Year Subscription Cost	**$0.00**		

Other In-Scope Costs
(please specify the nature of these costs including whether they are one-time or recurring)

	Cost	Notes
Ongoing Disaster Recovery Costs		
Ongoing Infrastructure/Hardware Upgrade Costs		
Anticipated Future Upgrade Costs (Services)		
Anticipated Future Upgrade Costs (Other)		
Additional Environments		
Additional Databases		
Other: (Please describe)		

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a software as a service (SaaS) based application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Recurring Maintenance Costs (If Applicable)

Vendor Comments on Maintenance Costs	

Year 1 Maintenance Costs	
Annual Maintenance - Year 1	
Custom Modification Maintenance - Year 1 *(if applicable)*	
Additional Maintenance Fees - Year 1	
Third-Party Maintenance Fees - Year 1	
Total Recurring Maintenance Costs - Year 1	$0.00
Amount Discounted ($)	
Total Discounted Maintenance Costs - Year 1	$0.00

Recurring Maintenance Fees - Years 2 - 10

	Rate of Increase over Prior Year (as a percentage)	Maintenance Costs (as a dollar amount)	Third-Party Maintenance Costs (as a dollar amount)
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Ten Year Maintenance Cost	$0.00		

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a software as a service (SaaS) based application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

TOTAL TEN YEAR INVESTMENT

Total Discounted One-Time Costs (Cell B18)	**$0.00**
Total Estimated Travel Costs (Cell B21)	**$0.00**
Recurring Subscription Costs Years 1-10 (Cell B47)	**$0.00**
Other In-Scope Costs (Cells B51:B57)	**$0.00**
Recurring Maintenance Years 1-10 (Cell B82)	**$0.00**
TOTAL TEN YEAR INVESTMENT	**$0.00**

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a software as a service (SaaS) based application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Optional Costs (Not in scope)

Hourly Rates for Professional Services

Hourly Rate for Training Services	
Hourly Rate for Project Mangement Services	
Hourly Rate for Custom Programming (Customizations, Integrations, etc.)	

Optional/Complementary Services

Description of Services	Costs

Optional/Complementary Module Costs
(please specify the nature of these costs including whether they are one-time or recurring)

Module Name	Recurring Maintenance/Subscription Costs	Implementation Costs	Licensing Costs (if applicable)

County Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a County-hosted application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

One-Time Costs
Professional Services and Hardware Costs

	Costs	Vendor Notes (optional)
Professional Service Costs		
Project Management Costs		
Training Costs		
Software Customization Costs *(Detail to be contained in responses to applicable requirements in Attachment A)*		
Data Conversion Costs(Detailed to be provided in proposal)		
Interface Costs(Detail to be provided in proposal)		
Server Hardware Costs		
Third-Party Hardware Costs		
Third-Party Services Costs (including training, etc.)		
Expenses (miscellaneous)		
Other (Specify in Vendor Notes)		
Total One-Time Costs (Before Discounts)	$0.00	
Amount Discounted ($)		
Total Discounted One-Time Costs	$0.00	

	Costs	Vendor Notes (optional)
Estimated Travel Costs (not to exceed basis)		

One-Time Licensing Costs

Vendor Comments on Licensing Costs	

	Costs	Vendor Notes (optional)
One-Time Licensing Costs (Primary Software)		
One-Time Licensing Costs (Third-Party Software)		
One-Time Licensing Costs (Third-Party Software)		
Total One-Time Licensing Costs	$0.00	
Amount Discounted ($)		
Total Discounted One-Time Licensing Costs	$0.00	

County Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a County-hosted application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Other In-Scope Costs

(please specify the nature of these costs including whether they are one-time or recurring)

	Cost	Notes
Ongoing Disaster Recovery Costs		
Ongoing Infrastructure/Hardware Upgrade Costs		
Anticipated Future Upgrade Costs (Services)		
Anticipated Future Upgrade Costs (Other)		
Additional Environments		
Additional Databases		
Other: (Please describe)		

Recurring Software Maintenance Costs

Vendor Comments on Software Maintenance Costs	

Year 1 Maintenance Costs	
Annual Maintenance - Year 1	
Custom Modification Maintenance - Year 1 *(if applicable)*	
Additional Maintenance Fees - Year 1	
Third-Party Maintenance Fees - Year 1	
Total Recurring Maintenance Costs - Year 1	$0.00
Amount Discounted ($)	
Total Discounted Maintenance Costs - Year 1	$0.00

Recurring Maintenance Fees - Years 2 - 10

	Rate of Increase over Prior Year (as a percentage)	Maintenance Costs (as a dollar amount)	Third-Party Maintenance Costs (as a dollar amount)
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Ten Year Maintenance Cost	$0.00		

County Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a County-hosted application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

TOTAL TEN YEAR INVESTMENT

Total Discounted One-Time Costs (Cell B18)	**$0.00**
Total Estimated Travel Costs (Cell B21)	**$0.00**
One-Time Licensing Costs (Cell B33)	**$0.00**
Other In-Scope Costs (Cells B37:B43)	**$0.00**
Recurring Maintenance Years 1-10 (Cell B68)	**$0.00**
TOTAL TEN YEAR INVESTMENT	**$0.00**

County Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a County-hosted application. The pricing should be based on the detailed functionality that the County requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Optional Costs (Not in scope)

Hourly Rates for Professional Services

Hourly Rate for Training Services	
Hourly Rate for Project Mangement Services	
Hourly Rate for Custom Programming (Customizations, Integrations, etc.)	

Optional/Complementary Services

Description of Services	Costs

Optional/Complementary Module Costs
(please specify the nature of these costs including whether they are one-time or recurring)

Module Name	Recurring Maintenance/Subscription Costs	Implementation Costs	Licensing Costs (if applicable)