

# CITY OF DES MOINES, WA

## Request for Proposal

### Financial Management System Software and Implementation Services

Issue Date: December 20, 2019

Due Date: February 14, 2020 – 3:00 p.m. (Pacific Time)

## REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Des Moines, Washington, for:

### **Financial Management System Software and Implementation Services**

File with Finance Director, Finance Department, 21630 11<sup>th</sup> Avenue S, Suite A, Des Moines, WA 98198 as follows:

**Proposals received later than 3:00 p.m. February 14, 2020 will not be considered.**

A copy of this Request for Proposal (RFP) may be obtained from the City's website at [http://www.desmoineswa.gov/DocumentCenter/View/4769/City-of-Des-Moines-Financial Mgmt System Request For Proposal](http://www.desmoineswa.gov/DocumentCenter/View/4769/City-of-Des-Moines-Financial-Mgmt-System-Request-For-Proposal)

The City of Des Moines reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal, including but not limited to a respondent doing an onsite scripted product demonstrations. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A vendor response that indicates that any of the requested information in this RFP will only be provided if and when the supplier is selected as the apparently successful supplier is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration.

The City of Des Moines assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Des Moines further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Supplier(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

The Supplier(s) ultimately awarded a contract will be required to sign and comply with a Non-Disclosure Agreement.

**Dated this 20th Day of December, 2019**

Beth Anne Wroe, CPA  
Finance Director

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## Section 1 – General RFP Information

### **RFP PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit proposals from software Vendors who can demonstrate that they possess the organizational, functional and technical capabilities to provide a Financial Management System solution that meets the City's needs. Core System Functionality to be included:

Human Resource Information System (HRIS)

- Human Resources
- Payroll and Timekeeping

Financials

- Chart of Accounts
- General Ledger
- Fund Accounting
- Budget Control/Accounting
- Accounts Payable
- Accounts Receivable
- Fixed Asset Accounting
- Project and Grant Accounting

The City's preference is to select and begin implementation of a replacement Financial Management System in April/May 2020.

### **INTRODUCTION**

The City was incorporated in 1959. Des Moines is organized as a non-charter code city, with a council manager form of government, administered by a full time city manager and a seven member city council, with one of its members serving as mayor. The city council members are elected at large to overlapping four year terms. The City is a general purpose government and provides public safety, road improvements, parks and recreation, judicial administration, health and social services and general administrative services. The City operates one rate-supported utility, but contracts with King County for the billing and receipting functions. There is no plan to change this arrangement.

The City of Des Moines ("Des Moines") is located in the southern portion of King County, on the east shore of Puget Sound. It is halfway between the Cities of Seattle and Tacoma, bordered by the suburbs of Federal Way to the south, Kent to the east, SeaTac to the northeast, Burien to the north, and Normandy Park to the northwest. It is one of the few points along the shoreline where the topography facilitates access to the water, and the City operates a recreational marina with moorage, boat launching and fishing facilities. The City encompasses approximately 6.50 square miles and a population of 31,580.

## **GENERAL PROPOSAL REQUIREMENTS**

The City seeks to replace Eden and desires an integrated “off the shelf” packaged solution that will meet its core requirements with minimal modifications. The City expects the Vendor to perform the related professional services (e.g. best practices guidance, training, project management, implementation, integration and report development) in a timely and professional manner. Services should be provided by experienced Municipal Financial Management System experts who have successfully implemented the proposed solution at comparable municipalities with similar requirements for the modules in scope, including financials, human resources, and payroll.

- Vendors will be required to submit their proposals on the forms provided by the request for proposal (RFP) and pricing amounts will be detailed by module.
- Pricing should include broken out detail on all costs related to software, required hardware, conversion of existing data, installation, training, estimated travel costs, final implementation and annual support costs.
- Vendors who choose to submit a joint RFP by combining various software packages, must submit a single RFP detailing the responsible vendor for each module.
- Vendors selected by the City shall provide a demonstration of programs proposed during the post RFP evaluation process.
- Vendors will be required to provide a database schema showing table contents and inter-relationships, as well as a database table and field listing and definitions.

The City will select the successful proposal based upon several evaluation factors: including features as outlined in the RFP; effective integration of modules; company stability; conversion, training and implementation plan; technical support; and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City as determined by the City. The City reserves the right to reject any or all proposals.

The City of Des Moines is looking for a Municipal Financial Management Software System and vendor that will provide:

- Full integration between financial modules, open integration with other systems (with SQL back-end),
- Complete BARS compliance as defined by the WA State Auditor’s Office, State of Washington, under RCW 43.09.200,
- Compatibility with MS Office tools,
- Single entry of information (with use in multiple modules),
- Windows client, ease of use, ability to view increasing levels of account detail on screen, Web based access for human resources,
- Real-time processing, transactional database user customization of fields, reports,
- Import of payroll (timesheet), banking, general ledger and other types of transactions,
- Easy export of all data for analysis,
- Reliable and responsive support, company growth and stability, deployment of software to similar sized cities,
- Client/server based (updates pushed to server, server pushes to clients)

## Section 2 – Project Scope and Current Systems

The RFP defines 8 (eight) required modules and 6 (six) required system integrations. The City under general selection criteria of product, service, reputation, and pricing will review required modules. The City reserves the right to procure “possible” items as separate decisions.

The needs of the City are broken down into the following system groups:

<b>Modules:</b>	<b>Possible Modules:</b>
1. General Ledger	9. Contract Management
2. Budget Preparation	10. Purchase Orders
3. Accounts Payable	11. Cash Management
4. Accounts Receivable	12. GASB Financial Statement Development
5. Project/Grant Accounting	<b>Integrated Third-Party Modules:</b>
6. Fixed Asset Accounting	13. Permitting (Bitco Software LLC - Permit Trax)
7. Human Resources	14. Parks & Recreation Class & Facility Reservations (DASH)
8. Payroll and Timekeeping	15. Marina (FSM Marina Management Software)
	16. Applicant Tracking (Applicant Pro)
	17. Cash Receipting (Quadrant)
	18. Cityworks and ArcGIS (Azteca Systems LLC)

### **CITY’S CURRENT FINANCIAL MANAGEMENT SYSTEMS**

The City currently uses Tyler Technologies’ Eden software system for the following major functions:

- Chart of accounts
- General ledger
- Fund accounting
- Budgetary control
- Account payable

The City of Des Moines utilizes ADP for its payroll processing and Applicant Pro for applicant tracking. The Recreation, Senior Services and Event Facilities Department utilizes DASH for class and event registrations, as well as facility bookings. Community Development and Public Works Departments utilizes PermitTrax (BITCO Software LLC) for building, planning and permitting activity. Public Works uses the Cityworks and ArcGiS to track work activities and costs in managing the city’s assets. For central cashiering, the Finance and Police Departments use Quadrant, Recreation, Senior Services and Event Facilities use DASH and the Marina uses FSM (Marina Software). MS Excel and MS Office Apps are utilized for fixed asset accounting, accounts receivable and grant/project budgeting and accounting.

The City operates on the accrual basis (not cash basis). Systems that are not designed to be accrual basis must allow for easy conversion of cash basis transactions to accrual basis.

**CURRENT SOFTWARE PRODUCTS AND NEED FOR DATA CONVERSION**

<b>Description</b>	<b>Current Software</b>	<b>Data Conversion Needs</b>
General Ledger	Eden	G/L Chart of Accounts, historical financials, year-to-date transactional data (Preference to convert 3 years historical data plus current year; minimum requirement to convert 1 year historical data plus current year, depends on pricing – please include pricing)
Budget Preparation	Eden	Historical data
Accounts Payable	Eden	Vendor master file
Accounts Receivable	MS Office apps	AR customer master file
Payroll	ADP	Employee master file, payroll and benefit/deduction information
Human Resources	MS Office apps	None
Project/Grant Accounting	MS Office apps	Project details
Fixed Asset Accounting	MS Office apps	Current asset lists
<b>Possible Modules</b>		
Contract Management	MS Office apps	None
Purchase Orders	MS Office apps	None
Cash Management	MS Office apps	None
GASB Financial Statement Development	MS Office apps	

**Desired Module Data Distribution and Interface**

(For required and possible modules)

	General Ledger*	Accounts Payable*	Budget	Cash Receipting*	Payroll/ Timekeeping*	Fixed Assets	Accounts Receivable
Human Resources	X		X		X		
Payroll*	X		X				X
Contract Management	X	X	X				
Fixed Assets	X	X					
Purchase Orders	X	X	X			X	
Receipting*	X						
Budget Preparation	X						
Project/Grant Accounting	X	X	X		X	X	X
Permitting	X			X			X
P&R Class & Facility Reservations	X			X			
FSM Marina Management	X			X			

\*Vendor/Customer lists should be pulled from the same set of data

**City's Current Annual Activity Level**

The growth in the number of City employees and system users will be minimal.

ITEM:	ACTIVITY LEVEL
Estimated number of General Ledger accounts	3,700
Estimated number of Journal Entries	2,000
Estimated annual number of Cash Receipt transactions	11,000
Estimated number of Payables/Checks Issued	3,524
Estimated number of ACH/Wires Issued	196
Active employees	160-185
Estimated number of Payroll Direct Deposits & Checks Issued	4,520
Estimated Users:	
Financial Modules	20
Department Directors (View Only)	15

**System and Network Requirements**

The system should be capable of running either on Windows Server 2012 R2 on a virtual server and connect to a shared MS SQL 2014 or later database server.

Client software must be able to run on WIN10 x64 clients. The system must support a hierarchal security structure with internal security access controls to various modules. The system should be fully integrated with Microsoft Active Directory.

Preference will be given to systems that are able to run as a whole system in a shared virtual environment using MS SQL and web browser technologies for reporting.

Please explain additional hardware needs/differences if any with as much detail as possible, as part of the vendor response.

Standard Windows network printers must be supported without requiring specialized drivers. Electronic Forms should be supported on copiers and printers using PCL language.

### Section 3 – Project Timeline

The objective of this RFP is to solicit proposals from vendors that can provide an integrated, fully developed, and previously implemented Financials, Payroll and Human Resources, and Fixed Assets. The City's preference is to have an on-premise software system.

#### **Tentative Acquisition Timeline**

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust or reschedule milestones as necessary. Any changes to the schedule will be posted on the City's website.

Release Request for Proposal	December 18, 2019
Vendor Questions Due	January 10, 2020
Answers to RFP Questions E-mailed and posted on City Web-site	January 17, 2020
<b>Vendor Proposal Responses Due</b>	<b>Submittals are to be received by Friday, February 14, 2020 at 3pm at the Des Moines City Hall</b>
Finalists Notified/Vendor Short List Released	February 28, 2020
Vendor Demonstrations Complete	March 13, 2020
Vendor Reference Checks Complete	March 25, 2020
User Site Visits Complete	April 3, 2020
Final Selection	April 10, 2020
Contract Awarded / Council Approval	May 7, 2020, earlier if possible
Implementation, test setup / Training Begins	May 15, 2020
Production go live: Budget Preparation Human Resource Information System (HRIS) Financials (except Budget Preparation)	June 15, 2020 (desired) October 1, 2020 (required to be implemented in 2020) April 1, 2021 (desired)

## Section 4 – Vendor Instructions

**Proposal Responses.** The City must receive responses to this RFP no later than the date specified in Section 3. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one (1) original with signatures, 4 copies, and 1 electronic version of the Requirements section in MS Word format to the following address:

Beth Anne Wroe, CPA  
Finance Director  
City of Des Moines  
21630 11<sup>th</sup> Avenue S, Suite A  
Des Moines, WA 98198  
Ph: 206-870-6532  
Fax: 206-870-6540

**Proposal Response Format.** The RFP response should adhere to the following format:

<b>Section</b>	<b>Title</b>	<b>Contents</b>
<b>Section 1</b>	<b>Executive Summary</b>	Overview description of proposed solutions, vendor experience, and contact information (one page).
<b>Section 2</b>	<b>Requirements</b>	Completed Requirements documents (Section 5) in MS Word format. The vendors should provide a ranking of 1, 2, 3, 4 as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.
<b>Section 3</b>	<b>Pricing</b>	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, estimated travel costs, and data conversion (list amount of data to be converted for each system). Use Detailed Bid Response from the RFP Appendix B.
<b>Section 4</b>	<b>Implementation Methodology</b>	A summary of implementation methodology that includes a detailed boilerplate implementation plan (limit 15 pages). Include a proposed plan for implementation of modules in a phased approach. Human Resources and payroll would be the top priority for the City.
<b>Section 5</b>	<b>Support Strategy</b>	Description of strategy to support ongoing training and usability of the system after initial implementation as well as remote support services available.
<b>Section 6</b>	<b>Other Information</b>	<ul style="list-style-type: none"> <li>A. General Information and Overview (Appendix A.)</li> <li>B. Vendor Bid (Pricing Sheet) – (Appendix B)</li> <li>C. Client Reference List (Appendix C)</li> <li>D. Proposed Project Implementation Timeline</li> <li>E. Copy of vendor contract to be used for software license, services, and maintenance.</li> <li>F. Exceptions to City of Des Moines’s RFP.</li> <li>G. Copy of standard escrow agreement.</li> <li>H. Other information that may provide value to the evaluation of your software.</li> </ul>

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted at this time. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP and not on volume. Costs for developing proposals in response to the RFP are the obligation of the vendor and are not chargeable to the City. All proposals and accompanying documentation will become the property of City of Des Moines and will not be returned.

**Pre-Submittal Questions.** There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City of Des Moines by January 8, 2020 (or via email) at [bawroe@desmoineswa.gov](mailto:bawroe@desmoineswa.gov).

The list of submitted questions with their respective answers will be posted to the City's website by January 17, 2020.

**RFP Amendments.** The City reserves the right to request clarification on any proposal or to ask respondents to supply any additional material deemed necessary to assist in the evaluation of the proposal. The City reserves the right to change the RFP schedule or issue amendments to the RFP at any time. The City of Des Moines also reserves the right to cancel or reissue the RFP.

**Rejection of Proposals.** The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City of Des Moines.

**Proposal Validity Period.** Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City of Des Moines and the successful vendor.

**Disclaimer.** The City reserves the right to share, with any consultant of its choosing, the RFP and any resultant proposals in order to secure expert opinion.

**Non-Obligation.** Receipt of proposals in response to this RFP does not obligate the City of Des Moines in any way. The right to accept or reject any proposal shall be exercised solely by the City of Des Moines. The City of Des Moines shall retain the right to abandon the proposal process at any time prior to the actual execution of a contract with a vendor, and the City of Des Moines shall bear no financial or other responsibility in the event of such abandonment.

**Public Disclosure.** All materials provided to the City of Des Moines by Vendors are subject to State and the City of Des Moines's public disclosure laws.

## Section 5 – Vendor and System Requirements

This section includes the vendor, technical, and functional requirements to be evaluated in this RFP. The Requirements section will become Section 2 of your RFP response. This is not a comprehensive list of all of the City’s requirements, but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The City expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter “N/A”. If a submitted RFP includes blank responses the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

Rating	Definition
4	<b>Standard and available in the current release.</b> Software fully supports this requirement. No customization or modification is required.
3	<b>Meets requirement with minor configuration or modification.</b> Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
2	<b>Available with 3rd party software application.</b> Indicate name of the application recommended and number of installs jointly completed.
1	<b>Does not meet requirement and requires substantial system modification.</b> Indicate timing required and estimated cost of modification.
0	<b>Not available.</b> Software will not meet requirement.
F	<b>Future Release.</b> Requirement will be available in future release. Indicate anticipated release month and year.

**REQUIREMENTS OF ALL MODULES**

Description	Rating	Vendor Response
<b>General System Requirements</b>		
1. Complete on-line help function.		
2. Integrated online help with errors and corrections display.		
3. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time.		
4. Drill down from reports, queries, or screens from summary to transactional detail.		
5. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements.		
6. Interfacing efficiency with the City's existing server and workstation platforms.		
7. Support services to all City personnel PST 8/5/365.		
<b>Data Structure</b>		
8. Interface with similar data in other modules (see table on page 5)		
9. Import and export data for user controlled manipulation in ASCII and in formats compatible with Microsoft Office and ArcGIS.		
10. Preference for MS SQL; or ODBC compliant database; no proprietary databases.		
11. Unlimited user defined fields that can be accessed through queries and reports.		
12. Directly link to external documents such as spreadsheets, word processing documents, and ArcGIS.		
13. Encrypt database both in transit and at rest.		
14. Describe experience, if any, with conversion from EDEN or ADP.		
<b>Accounting Principles</b>		
15. Multiple year history to be maintained separately, by year (changes to current year G/L account structure do not impact historical amounts).		
16. Real time, no batch processing in every module.		
17. Calculate interest and late fees for billing A/R.		
<b>Auditing Capabilities</b>		
18. View history of who has accessed, created, or modified each data entry item.		

Description	Rating	Vendor Response
<b>Access Controls</b>		
19. Use network logon credentials and MS Active Directory to assign permissions.		
20. Role based security where users can be assigned to multiple roles. Modify, view, or restrict access controls		
21. Report on unauthorized access to data classified as sensitive (i.e. containing Social Security, bank account, or driver license numbers).		
<b>Query Capabilities</b>		
22. Conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user defined date.		
23. Perform keyword, wild card, and multiple field queries.		
24. Save queries and make saved query available to other users.		
<b>Reports</b>		
25. Report writer (propriety or licenses for a program such as Crystal Reports).		
26. Generate and save custom reports from queries or system-generated data.		
27. Customizable templates for common reports.		
28. Create mailing labels.		
29. Report criteria selection via drop downs, queries, or pick lists.		
30. View reports online.		
31. Export reports to an ASCII file, spreadsheet, word processing application, or ArcGIS.		
32. Directly e-mail a report or form.		
33. Historical reporting for up to six years of prior financial data.		
34. Ability to generate/schedule reports to be distributed electronically (email).		
<b>Printing</b>		
35. Display reports to the screen.		
36. Direct printing of customer bills or the creation of an ASCII file of billing information to be sent to an outside bill printer.		
37. Printing to non-proprietary forms and labels.		
38. Ability to Print to PDF.		

Description	Rating	Vendor Response
<b>Electronic Workflow</b>		
39. System supports electronic workflow.		
40. Provides built-in approvals for a hierarchy (multiple levels) of workflow approvers.		
41. Supports notifications for pending workflow approvals.		
42. Allows for re-allocation or delegation of tasks/duties from one approver to another.		
43. Allows for comments to be added to the document at each level of approval.		

## **REQUIRED MODULES**

### **1. General Ledger**

The General Ledger is considered to be the core or foundation upon which all other modules are built.

<b>Description</b>	<b>Rating</b>	<b>Vendor Response</b>
1. Account structures must comply with the Washington State Budgeting Accounting Reporting system (BARS). In the BARS structure an eighteen (18) digit code accommodates the various transactions. The chart of accounts should allow the user complete control over structure.		
2. The system shall support all accounting requirements related to the Government Accounting Standards Board (GASB) standards and Generally Accepted Accounting Principles (GAAP).		
3. The system shall provide the ability for fund appropriation and encumbrance accounting.		
4. The system shall have controls to ensure subsystems, e.g. project/grants management, contracts management, procurement management, fixed assets, are in balance with control accounts, e.g. general ledger accounts, subsidiary accounts.		
5. The system shall maintain separate funds, each of which is a self-balancing set of accounts.		
6. The system shall provide the ability to create individual funds, e.g. general fund, special revenue fund, capital projects fund, debt service fund, permanent fund, enterprise fund, internal service fund, and fiduciary fund.		
7. The system shall classify funds for financial reporting, e.g. budgetary, CAFR.		
8. The system shall provide the ability to create an unlimited number of funds.		
9. The system will provide the ability for online entry and editing of journal entries.		
10. The system shall provide the ability to review results prior to posting.		
11. The system shall provide the ability to upload journal entries from Microsoft Excel or other external systems.		
12. The system shall indicate the source of the transaction, e.g. manual entry or automated entry from another module.		

Description	Rating	Vendor Response
13. The system shall have the ability to record the actual posting date and the financial effective date.		
14. Affords various views of the General Ledger (fund, department, project, account, etc.)		
15. Ability to move from a G/L account to specific transactions affecting the account (drill-down capabilities).		
16. Ability to conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar years, or any user-defined date.		
17. The ability to provide configurable business rules to prevent transactions from posting to invalid accounting combinations.		
18. Supports cash basis, accrual basis, year-end accrual basis, or any combination thereof.		
19. Allow at least 13 periods per year with open periods.		
20. Ability to lock the previous year after year-end closure to avoid inadvertent changes.		
21. Ability to lock the previous month after month-end closure to avoid inadvertent changes.		
22. View history of who has accessed, created, or modified each data entry item.		
23. Automatic Journal Entry reversals.		
24. Automatic year-end closing without loss of detail.		

**2. Budget Preparation/Integration**

The City currently prepares an annual budget. The City desires a budget module that is integrated to core financial modules. This should include multi-year budgeting for capital projects. The module should include: the ability to generate baseline budgets based on prior year budget less one-time expenditures and adjusted for inflation, ability to track changes, generate overhead calculations, what-if scenarios, and other forecasting methods.

As with most Washington municipalities, the budget preparation is the focal point of financial planning and authorization for the delivery of municipal services. The City prepares the budget at a detail (object) level, with presentation to City Council and public at different levels of detail.

Description	Rating	Vendor Response
1. Ability to generate an annual and biennial budget.		
2. Ability to create global changes under a variety of methods such as percentages, fixed amounts, and by a user defined formula.		
3. Support multiple budget versions (i.e. original, amended, adopted, etc.)		
4. The ability to have multiple budget years open.		
5. Ability to directly link to spreadsheet and/or word processing documents.		
6. Multiple departments can update their budget information simultaneously.		
7. Integration to Payroll and Human Resource modules to support salary and benefit budgeting.		
8. Ability to retain original and amended budget data.		
9. Ability to forecast current year budget and actual (either on a line-by-line basis or on an entire budget) based on: a. Straight line projection b. Percentage based on last year actual.		
10. Ability to utilize more than one method (straight line projection and percentage based on last year actual, for example) within the same budget.		
11. Ability to perform what-if scenarios.		
12. Ability to save scenarios.		
13. Ability to create budget relationships (e.g. salary changes automatically adjust benefits and vice versa).		

Description	Rating	Vendor Response
14. Ability to enter budget adjustments in a pending status for final approval through electronic workflow.		
15. Ability through workflow, to notify appropriate personnel of adjustments for approval and update to the general ledger.		
16. Ability to drill down to all aspects of a budget amendment (moved to/moved from).		
17. Desired to have the ability to create a five-year (5) forecast.		
18. Ability to create salary and benefit projections that allow: <ul style="list-style-type: none"> <li>a. Add or delete positions,</li> <li>b. Reclassify positions</li> <li>c. Modify positions</li> <li>d. Transfer positions</li> <li>e. Freeze or unfreeze positions</li> <li>f. Split positions</li> <li>g. Change the number of authorized full time equivalent per position</li> <li>h. Control the number of employees filling a position based on the authorized full time equivalents</li> <li>i. Override controls for specific position types</li> <li>j. Ability to route position change requests online to various staff members for approval</li> <li>k. Ability to maintain position history.</li> </ul>		

### 3. Accounts Payable

Primarily, the City uses a de-centralized purchasing system. Requests for goods and services are generated in the various departments. The City does not use purchase orders. Checks are issued for payment. Funds are transferred from various funds to the Claim Fund to await bank redemption. Invoices are presented to City Council twice a month for authorization of payment. When approved, checks are issued for payment.

Description	Rating	Vendor Response
1. The system shall provide the ability to track aging items and other exceptions.		
2. Support one-time vendor override payments. Allow for simplified temporary vendors directly from transaction input process.		
3. Recurring payables processing.		
4. Vendor discount management.		
5. Access vendor history by vendor name, vendor number, invoice date, check date, and BARS Codes.		
6. Support vendor retainage.		
7. Support the ability to apply credit memos against a vendor.		
8. Automatically transfer issued checks to an outstanding check register and allow users to process cleared checks, including the ability to generate outstanding check register.		
9. Block duplicate invoice processing, with ability to override.		
10. Multiple invoices per check.		
11. Ability to attach scanned invoices to vendor files and invoice history.		
12. Ability to process procurement cards (p-cards) or credit card transaction.		
13. Ability to receive a file import from the bank for p-card or credit card transactions.		
14. Laser check printing.		
15. Supports IRS 1099 reporting requirements. 1099 management to the invoice line item level; not just the vendor or the invoice.		
16. The system shall stay current with IRS 1099 requirements.		
17. Integrates with other systems such as: General Ledger, Fixed Assets, Project/Grant Accounting, Cash receipting (refunds) and Payroll (Benefit Payments).		
18. Check reconciliation system.		

Description	Rating	Vendor Response
19. Payment approval list generated for City Council approval.		
20. Support a variety of electronic or EFT payment formats, e.g. wire transfers or ACH transactions to vendors and employees.		
21. Positive pay file output and accommodate positive pay reconciliation.		
22. Ability to receive a cleared check file import from the bank to clear checks automatically.		
23. Sales and use tax tracking and reporting.		
24. Provide the ability to issue payments from multiple bank accounts.		
25. Check 21 (ability to deposit checks electronically) capable/compatibility.		
26. Capable of issuing checks/checks up to \$99,999,999.99.		
27. Ability to have batch updating of cleared A/P checks.		

**4. Accounts Receivable (AR)**

The City of Des Moines currently operates a de-centralized accounts receivable system. General accounts receivable billings are collected by the Finance Department. Upon receipt of payment, City invoices are entered into the cash receipting system and posted to the general ledger.

Description	Rating	Vendor Response
1. The system shall have the ability to enter a payment receipt transaction on a decentralized (departmental) or centralized location with proper controls and authorization with audit trail.		
2. Provide for an interface with Cash Receipting to allow cashiers to query and/or post payments against invoices.		
3. Single centralized AR Master Record for all receivables.		
4. Full integration with: General Ledger, Cash Receipting and Accounts Payable modules.		
5. Provides for acceptance of on-line payments.		
6. Allows for credit card payments.		
7. Provides daily activity print out showing BARS account codes and system users name.		
8. Provides for invoice generation by Finance and various departments		
9. Ability to calculate late fees and penalties based on user defined rates		
10. Ability to add AR invoice upload from text or csv file.		
11. Ability to report based on aging of AR.		
12. Ability to accommodate recurring billings.		
13. Ability to accommodate overpayments in AR module as on account or credit amounts.		
14. Ability to apply on account or credit amounts to future invoices.		
15. Ability to produce monthly statements for outstanding invoices.		

## 5. Project/Grant Accounting

Description	Rating	Vendor Response
1. Ability to maintain financial and non-financial data related to a project, e.g., project scope/description, project manager, contractor information, project status, project segments, project phases, project milestones, correspondence, percentage of completion, and estimated useful life for a project asset.		
2. Ability to maintain multiple year or annual funded projects.		
3. Ability to maintain multiple type of projects, e.g. operating, capital, programmatic, interdepartmental, professional services.		
4. Ability to maintain project phases, e.g., design phase, pre-planning phase, planning phase, pre-construction phase, environmental phase, construction phase, right-of-way phase, post-construction of a capital project.		
5. Ability to maintain project cost elements, e.g. labor charges, internal charges, construction materials and supplies, professional services.		
6. Ability to fund projects through multiple funds.		
7. Ability to maintain appropriations at multiple levels, e.g. organization, project, sub-project, project phase, task and account.		
8. Integration with payroll supporting both direct and indirect cost allocation by employee.		
9. Integration with general ledger, payroll and accounts payable module. Ideal if time for project accounting is captured from online electronic timesheet to project/grant accounting module.		
10. Integration with G/L at the transaction level such that accounts in both systems remain in balance at all times.		
11. Historical reporting for up to five years of prior financial data.		
12. Allows the user to define project numbers and integrate part of the account number structure.		
13. Ability to define project costs to be capitalized and update Fixed Assets with the capitalized costs.		

Description	Rating	Vendor Response
14. Ability for authorized users to report or query on project/program costs across dates, e.g. fiscal year, project start, quarterly, etc. and by classification structure elements.		
15. Ability to provide integrated project reporting showing the project funding sources and amounts expended by each source.		
16. Provide the ability to generate a project status report for all capital improvement projects (CIP). Report should include: a. Budget b. Revenue c. Expenditures d. Encumbrances e. Year-to-date f. Life-to-date		
17. Ability to generate a report, by project, by user-defined period e.g., month, year, inception to date, start date of project, expected end date, based on user-defined criteria.		
18. Ability to generate project detail transaction reports, based on user-defined time period (e.g., monthly, quarterly, YTD, inception to date), based on user-defined criteria (e.g., comparison of actual to budget, remaining balance, etc.)		
19. Ability to report on project funding uses and balances by funding source.		
20. Ability to prioritize project funding draw-downs, e.g. funding source 1 - grant, funding source 2 - internal, etc.		
21. Ability to track funding agreements (e.g. grant agreements, interlocal agreements, contracts for services agreements, cost sharing agreements, etc.)		
22. Ability to track grant activity, e.g. grant expenditures, revenue, receivables, billings, advances.		
23. Maintain a master grants receivable listing with security access configurable to business rules.		
24. Ability to maintain non-financial data such as grant manager, granting agency, grant status, etc.		
25. Ability to accrue revenue and expenditures as required by GASB 33 for non-exchange transactions and grants.		

Description	Rating	Vendor Response
26. Maintain compliance with federal and state grant requirements, e.g. federal OMB Circulars.		
27. Ability to generate reimbursement requests, hard-copy or electronic, to grantor agencies according to grantor requirements.		
28. Ability to generate notifications according to configurable business rules, e.g. key dates, upcoming audits and billing, progress reports, expiration dates.		
29. Ability to define and restrict non-allowable or ineligible expenditures against a grant.		
30. Ability for an authorized user to override grant restrictions based on authorization from grantor.		
31. Ability to adjust activity on closed grants based on change in allowed status of expenditures.		
32. Ability for an authorized user to create grant templates based on preexisting grant details.		
33. Ability to prioritize draw-downs, e.g. grant A first, grant B second, etc.		
34. Ability for an authorized user to indicate method of grant draw-down such as advances, reimbursement requests, etc.		
35. Ability to update grant draw-down method post grant creation based on correspondence with grantor.		
36. Ability to maintain grant history for activity and changes according to configurable business rules.		
37. Ability to electronically transmit grant progress reports such as the Federal Financial report and SAO Schedule 15 & 16		
38. Ability to produce configurable reports for single audits.		
39. Ability to format, print, and track notices of contractor non-compliance according to configurable business rules.		
40. Ability to maintain documentation by grant, according to configurable business rules.		
41. Ability to generate a list of grants/sub-grants listing, according to configurable business rules.		

**6. Fixed Assets**

The City currently tracks its capital assets and depreciation using an excel spreadsheet. A fixed asset system should enable the City to meet statutory requirements, to produce adequate reports, and to safeguard assets properly. The basis of a capital asset accounting system is the individual capital asset record.

Specific information captured may vary by type of asset. For example, the City may find it necessary to capture certain information about roads and bridges that is different than information needed for equipment. Moreover, information necessary to identify the asset will be different based on the asset type.

The system should also allow for capture of sufficient information on changes to records that may occur over the life of the asset, such as changes in custody, estimated useful life, improvements, impairments, etc., since it may be difficult or impossible to reconstruct these changes at a later date.

Description	Rating	Vendor Response
1. The system shall be compatible with all GASB, e.g. GASB 34, 42, 49 and GASB 51 requirements.		
2. The following minimum information is required for each capital asset: a. Category of asset, b. General ledger fund and asset account the asset is recorded in, c. Individual or department assigned custody of the asset, d. Acquisition information, including references to source documents and acquisition dates, e. Source of payment, such as grant, fund, etc. f. Historical cost, g. Name and description of asset that is sufficient to specifically define and identify the asset, including any identifying numbers or legal descriptions where applicable, h. Estimated useful life, i. Disposition information, including the date and method (such as destruction, scrap, sale, etc.) and any costs or proceeds.		
3. Ability to track capitalized and non-capitalized assets, e.g. by classification structure elements.		
4. Ability to generate accounting entries to maintain assets, e.g. transfers, impairments, acquisitions, additions, expensing of non-capitalized costs, depreciation, and disposals or assets.		
5. Ability to post to a Construction in Progress asset account.		

Description	Rating	Vendor Response
6. Ability to automatically transfer Construction in Progress asset charges to an asset account upon notification that the asset is substantially complete or been placed in service.		
7. Ability to automatically create multiple fixed asset records based on a purchase order, contract, direct payment, work order, or journal entry, e.g. a contract to purchase large quantities of handheld equipment, purchase multiple vehicles via one check.		
8. Assign fixed assets to one or more funds, users, and/or locations.		
9. Define classes and categories of fixed assets.		
10. Acquisition method is tracked.		
11. Bar coding assets for physical inventory.		
12. System generated depreciation postings and post automatically to the general ledger.		

## 7. Human Resources

The City prefers to have an integrated solution for the financial management system but is willing to explore the use of a Human Resources and Payroll system that will work with the financial side of a financial management system.

Description	Rating	Vendor Response
1. Provides for user-defined organizational levels.		
2. Provides Web portal communication to all people in the organization.		
3. Provides for the posting of city specifics, such as policies and forms, in the Web portal.		
4. Provides employee searches by: <ul style="list-style-type: none"> <li>• Employee Number</li> <li>• Last name &amp; first name</li> <li>• Organizational level</li> <li>• Location</li> <li>• Status</li> <li>• Position</li> <li>• Job</li> <li>• Pay Group</li> <li>• Department Manager</li> </ul>		
5. Provides an on-line organization or report to chart or provides the ability to establish exports to create organization charts.		
6. Manages organizational restructuring including position control and salary changes.		
7. Ability to maintain positions separately from employees.		
8. Establishes and maintains salary structure and ranges by grade, location, and other factors.		
9. Salary ranges and or steps can be updated as a mass update and pushed out to employees by status.		
10. Validates minimum and maximum salary (of grade) when pay is changed, and provides warning messages as needed.		
11. Provide on-demand support and knowledge base.		
12. Can maintain and modify various pay rules and/or calculations with minimal to none vendor intervention.		

Description	Rating	Vendor Response
13. Ability to configure by status e.g. union, exempt, non-exempt, part-time, seasonal, etc.		
14. Ability to add standard benefit packages to positions (i.e. a position would have standard benefits for any employee assigned to that position, the only difference would be the optional employee elections).		
15. Ability to maintain employee personal profiles and history.		
16. Maintain a “tickler” file for performance review, training, salary increases and mandatory certification requirements		
17. Maintain bargaining unit contracts (2 unions) terms and integrate them into the payroll module.		
18. Maintain EEO statistics regarding applicant hiring activity and employees. Provide EEO4 tracking and ability to generate EEO reports.-		
19. Integrate Payroll module with Human Resources to provide payroll information with the ability to run payroll history 3-6 years.		
20. Ability to migrate historical information and attached documents from existing HRMS.		
21. Employee self-service tools (web based): tax forms; direct deposit; check stub; leave balances; address change; dependent change; other		
22. Ability to “track”: a. Disabilities FMLA FLSA Grievances b. City issued assets c. Health and Safety Benefit elections d. Education and training e. Seniority f. Probationary periods		
23. Ability to configure work rules by status e.g. union, exempt, non-exempt, part-time, seasonal, etc.		
24. Enable effective/future dating of pending transactions/events, and maintain transaction history.		

Description	Rating	Vendor Response
25. Generate, identify, and track all employee types by unique employee number.		
26. Routes job/salary changes electronically for approval based on user-defined approvals.		
27. Email alerts can be generated based on system or user-defined events.		
28. Maintain employee demographic data for all employment-related details (e.g., birth date, employee number, gender, hire date, contact and emergency information.		
29. Maintain ethnic, visa and I-9 related data.		
30. Maintain marital, family, and dependent/beneficiary related and tax-related elections.		
31. Ability to allocate benefits costs to multiple general ledger or project codes through fixed cost or percentages.		
32. Assigns different benefit packages to different groups of employees based on eligibility rules.		
33. Supports effective dated for benefit deductions plans, plan enrollment, eligibility and termination.		
34. Assigns a rate schedule to apply new rates with future effective dates for the new plan year.		
35. Supports benefit/deduction goals and limits.		
36. Capture deduction arrears.		
37. Handles maximum IRS allowable annual contributions.		
38. Ability to future data plan rate changes.		
39. Updates benefit/deduction plans based on employee status change.		
41. Maintain historical data for current/former employees (e.g., names, employment, job/assignments, performance ratings, status and pay.		
42. Maintain audit trails of employee file and data updates by date, time and origin of update.		
43. Maintain language, education and certification data.		

Description	Rating	Vendor Response
44. Maintain data for all job-related details (e.g., grade, exemption status, EEO code, salary, job family)		
45. Ability to attach electronic files to employee file		
46. Easy “toggle” between Human Resources and Payroll		
47. Ability to have multiple “appointments” per employee.		
48. Ability to have various FLSA calendars.		

Describe your system’s HR functionality.

Is the system integrated with the payroll system?

Describe the types of historical information your system maintains (including number of years maintained).

Are there duplicate fields in both HR and Payroll that can be updated and modified? What is the timing? Describe how it works.

Explain how a “re-hire” is identified and how previous history and years of service are recognized.

Can electronic files and scanned documents be stored by employee? What limitations, if any exist?

Describe the process to terminate an employee.

Describe how a terminate action can be reversed.

How does the Proposer stay current State of Washington laws, regulations and standards? What is the frequency of training?

Describe how your product would handle and digitize a Personal Action Form (PAF) with associated workflow.

Describe standard and ad hoc reporting functionality.

Describe how your solution supports interfaces to third-party service providers. Do you offer APIs to support real-time integration for third-party data?

How does your system support the manager hierarchy when a manager terminates or is promoted?

Describe how your system supports effective-dating/future-dating of employee transactions. Does the system track unlimited history of these changes?

Describe how your solution supports interfaces to third-party benefits providers/carriers. Do you have established interfaces with vendors?

How many environments do you typically provide to your customer – Sandbox, Testing, Training, Production, etc.?

During the implementation process, do your consultants assist with process improvement and/or best practices? Provide examples.

How are customizations preserved during product updates?

Describe the ad-hoc report writer that is delivered with your software.

Do you supply any predefined workflow processes? If so, how many are delivered as standard? How much flexibility does client have in building workflows?

Describe your application's employee self-service functionality. What are the major features?

Describe how the proposed system handles employees with multiple rates of pay and department or cost center assignments. How would employees with multiple jobs or positions be handled?

Describe payroll and year-end processing in the proposed system.

Describe how your electronic timesheets can be customized for automatic calculations.

Is there an after-hours emergency contact number if needed? Is there a charge for this service?

How do you determine and prioritize changes in your system?

## 8. Payroll

The City currently pays wages through a centralized payroll office. Payroll time keeping is decentralized with varied methods of overtime calculations, pay types, leave types, and benefit options.

Description	Rating	Vendor Response
1. Decentralized timekeeping and hour's entry on a user defined time sheet.		
2. Ability to configure timesheets with work rules based on status for automatic calculations and/or limitations for various pay codes, cost centers, project codes etc.		
3. Ability to pre-populate with employee work schedule including start and end time for scheduled work days.		
4. Web or network based timesheets that compile information into main payroll module, including approval process.		
5. Integrated electronic timekeeping system; or ability to integrate an electronic timekeeping system.		
6. Ability to import timekeeping information from an external system.		
7. Ability to revise timesheet (and all timesheet fields) after timesheet period.		
8. Ability to "lock-down" timesheets during payroll processing.		
9. Allow on-line edits to daily timesheets by employee and by authorized users.		
10. Allow the validation of absence codes against associated leave balances.		
11. Direct deposit to multiple bank accounts.		
12. Allows for manual checks to be printed onsite or any location.		
13. Supports laser printed pay statements to include MICR coding and signatures.		
14. Generate an electronic ACH file for employees. Allow electronic submission of related payroll benefits and deductions.		
15. Ability to configure differing leave plans by status e.g. union, exempt, non-exempt, part-time, seasonal, etc.		
16. Calculate multiple rules-based leave accruals based on length of service, employee group, or other factor.		
17. Process pay by hourly, salary, and other user-defined special pay types.		

Description	Rating	Vendor Response
18. Must be able to have multiple pay grades, multiple steps within the grade, and effective dates (so a cost-of-living may be scheduled automatically based on the effective date).		
19. Must be able to have multiple pay premiums (shift differentials, standby pay, educational incentive, acting pay, longevity, pay-in-lieu of medical premiums, auto/communication pay, etc) separate from gross (base) pay.		
20. Calculate overtime rates using built-in rates.		
21. Allocate costs through multiple account codes by either a fixed amount or percentage.		
22. Unlimited user-defined payroll deduction fields.		
23. Accommodates one time deductions both pre-tax and post-tax.		
24. Allows client-defined prioritizing of deductions.		
25. Calculates garnishments based on the state and federal calculation rulings.		
26. Exports 401(a) and 457(b) enrollment/change data to a ready-to-send file that can be transmitted to record keeper/trustee on a periodic basis.		
27. Full integration with modules: a. General Ledger; b. Budget; c. Project/Grant Accounting; d. Accounts Payable; and e. Human Resources.		
28. Automatic labor distribution to General Ledger and Project Ledger.		
29. Support multiple payroll run dates (weekly, bi-weekly, monthly).		
30. Support multiple versions of user-defined salary and rate tables.		
31. Support mid-period hiring/termination payroll process. Automatic calculation of final pay out amounts related to accruals and benefits.		
32. Provides pre-check registers and audit reports prior to processing and/or finalizing payroll.		
33. Allows for customizations of payroll "warnings" i.e. gross pay more than \$XXXX.XX etc.		
34. Manages years of service for rehires and breaks in service.		

Description	Rating	Vendor Response
35. Able to attach forms to employee's master file in system.		
36. Forms can be stored/replaced and updated in an electronic repository for easy, anytime access.		
37. Reporting requirements for federal tax, Washington State Department of Retirement systems (PERS/LEOFF Plans – technical requirements available upon request), Deferred Compensation, and retirement plan in lieu of social security.		
38. Track volunteer hours for State Labor & Industries reports.		
39. Facilitates ACA reporting.		
40. All compliance reporting can be generated for current periods and historical periods (with ability to determine periods).		
41. Changes to compliance requirements are maintained and updated by HRIS vendor.		
42. Automatic generation of W-2's and linkage of required fields with required IRS coding.		
43. Vendor maintains tax rates within the proposed system.		
44. Allows for a payroll administration user to generate an employee W-2C.		
45. Allows for payroll adjustments to correct taxes to be posted to a prior quarter.		
46. Allows for payroll adjustments to correct taxes to be posted to current quarter.		
47. Provides a payroll tax reconciliation tool.		
48. Automatic calculation of retroactive pay related to delayed union contract settlements or delayed merit pay adjustments relative to employee anniversary dates.		
49. Tickler file to notify user of employee anniversary dates		
50. Automatic generation of annual comp time and sick leave liability for the City.		
51. Automatically increases accruals based on anniversary date.		
52. Automatic update for holidays and other user-defined fields.		

Description	Rating	Vendor Response
53. Automatic up-date of comp time, sick leave and vacation hours monthly with reporting on employee pay slip and time sheet.		
54. Leave plans can be configured to adhere to user-defined carryover rules.		
55. Allow the validation of absence codes against associated leave balances.		
56. Reports on FMLA status include intermittent leave based on rules established.		
57. Supports multiple types of leaves of absence and leave plans.		
58. Web-based employee portal for paycheck, benefit and other information. (Employee Self-Service)		
59. Ability for employees to make online requests for use of vacation, sick, or compensatory leave.		
60. Employees and managers can view PTO/leave plan balances.		
61. Employees can model their paycheck for changes including deductions, marital status, and exemptions.		
62. Ability to capture description information for hours worked, including job order numbers, according to user-defined business rules, e.g., capital projects, grant projects and work orders.		
63. Provide the ability to validate appropriation for classification structure elements when distributing cost and hours worked.		
64. Ability to support entry of hours to multiple classification structure elements.		
65. Allow multiple pay rates within one pay period (for mid-pay period pay change and employees working different assignments, etc.) and include the ability to report each rate for the purpose of PERS retirement reporting.		
66. Ability to add job premiums to calculate automatically based on employee.		
67. Distinguishes between regular and premium wages for workers' compensation and other calculations.		
68. Allow import to/from a third party Time and Labor systems.		

Description	Rating	Vendor Response
69. Provide the ability to classify costs and hours worked, e.g. direct expense or asset related, reimbursable or non-reimbursable.		
70. Ability to transfer cost information to accounts receivable for billing purposes.		
71. Ability to allocate compensatory time-off earned according to user-defined business rules, e.g. for federal reimbursement.		
72. Ability to redistribute departmental administrative costs to chargeable divisions/departments.		
73. Ability to limit which classifications and/or employees may charge labor time on a classification structure element, according to user-defined business rules.		
74. Ability for authorized users to generate labor distribution related reports or queries.		
75. Ability to generate standard labor distribution costs, hours, employee and description reports.		
76. Ability for authorized users to query labor distribution data, e.g. by classification structure elements, by employee classification, by employee name, job order number, union or employee organization.		
77. Ability to generate productive and unproductive hour's reports, e.g., sick pay, vacation, compensatory absences, according to user-defined business rules.		
78. Ability to perform labor distribution costs analysis by pay period, month, quarter, annual and length of project.		
79. Provide reports of time sheet errors, e.g., project/grant expired, invalid code combination, etc.		
80. Maps general ledger (GL) account numbers within the payroll system.		
81. Accommodates multiple GL segments and can be printed separately or all together on reports.		
82. GL setup tables are assessable by authorized users to change at any time.		
83. An exception to the GL mapping is accommodated down to the employee level.		

Description	Rating	Vendor Response
84. Creates GL accruals.		
85. Immediate availability of GL data when the payroll is posted to history.		
86. GL historical data is accessible to administrator.		
87. Adjustments (e.g., manual and void checks) are automatically posted to GL.		
88. GL historical data is accessible to authorized users.		
89. Adjustments (e.g., manual and void checks) are automatically posted to GL.		
90. GL feature includes tools to export data in a user-defined format.		
91. Ability to test direct deposit at the time the information is received and outside a payroll run.		
92. Ability to calculate maximum contributions (457 plan) from a combination of earnings and deduction codes.		
93. Ability to convert excess sick leave to 457 contributions.		
94. Ability to create position budgets/scenarios to assist the city with effective decisions regarding current and future compensation.		
95. Ability to view summary data and analyze salary and benefit information by organization, departments or different groups/categories.		
96. Ability to assign salary increases based on: <ul style="list-style-type: none"> <li>a. Dollar amounts;</li> <li>b. Percentages;</li> <li>c. Combination of dollar and percentages.</li> </ul>		
97. Ability to utilize advance functions to calculate benefits (nested if/then statements, etc.)		
98. Current and prior year payroll data is accessible in the position budget planning module.		

Description	Rating	Vendor Response
99. Position budget has reporting capabilities: <ul style="list-style-type: none"> <li>a. Location;</li> <li>b. Department;</li> <li>c. Group/Classification;</li> <li>d. Union or employee organization;</li> <li>e. Compensation only;</li> <li>f. Benefit and taxes only;</li> <li>g. Employee and employer expense</li> </ul>		

## **POSSIBLE MODULES**

### **9. Contract Management**

The contract management module's primary function is to provide information regarding outstanding contract amounts, contract expirations, etc.

<b>Description</b>	<b>Rating</b>	<b>Vendor Response</b>
1. Process and track contract balances.		
2. Calculate contract retainage.		
3. Maintain contract beginning and expiration dates, contract approval routing queues, insurance requirement information, including notification of expiration.		
4. Automatically update any grant or capital project that references a contract.		
5. Integrate Contract Management module with Accounts Payable, General Ledger and Project/Grant Accounting modules.		

## 10. Purchase Orders

Description	Rating	Vendor Response
1. Ability to create custom purchase order templates, custom fields/elements in a database.		
2. When a custom template is use, allow all data from template to be modified.		
3. Assign a unique number to each PO.		
4. Create COB PO letters, with ability to email POs from the form.		
5. Attach digital signature file.		
6. Track and modify vendor contact information.		
7. Track purchases against BAR codes and show remaining budget balance.		
8. Track invoice numbers separate from order numbers.		
9. Track quantity purchased and quantity received on different order numbers.		
10. Ability to add scanned invoices to PO record.		
11. Ability to adjust sales tax rates.		
12. Ability to quickly select vendors from a pull down box.		
13. Ability to quickly search previous purchases based on the item, vendor, date searches and PO numbers.		
14. Support multiple departments each with their own views and ranges of numbers.		
15. Ability to track purchased items as assets with a user defined asset number.		
16. Ability to attach electronic documents to purchase orders.		
17. Electronic routing of purchase orders for approval.		

## 11. Cash Management

Description	Rating	Vendor Response
1. Provide the ability to interface daily deposit information from financial institutions, according to user-defined rules, e.g., org code, bank/treasury account #, check date, check number, report of deposit number and amount, location code, monthly deposit and other disbursement information.		
2. Provide the ability to upload bank statements for reconciliation of cash transactions.		
3. Provide the ability for authorized users to create custom mapping templates for loading user-defined bank statement formats.		
4. Provide the ability to perform online bank reconciliation for manual checks, automated checks, and direct transfers, according to user-defined rules.		
5. Provide the ability to perform bank reconciliation to the general ledger.		

## Section 6 - Evaluation of Proposals

The City's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the City's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

**Evaluation Factors.** Selection of finalists will be primarily evaluated according to the following criteria:

- Quality, clarity, and completeness of the proposal. Adherence to requirements for RFP preparation. Vendor viability and strength.
- Ability to meet City's functional and technical requirements.
- Software scalability, flexibility, and ease of use.
- Compatibility and integration with existing hardware and software.
- Vendor's experience on similar projects.
- Software demos.
- Total cost of ownership.

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service.	5%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements.	25%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation and maintenance, as well as dedicated resources and technical support during and after implementation.	25%
4. Vendor's ability to meet the City's project timeline.	10%
5. Cost: Amount of proposed cost of system installation, conversion, licensing, annual software maintenance, training, travel costs, and applicable Washington State sales tax.	35%

**Notification.** Based on the evaluation of the RFP's the City will select a Short List of three or four vendors and invite them to participate in Pre-Demo Meetings and Software Demos. The selected vendors will be notified in writing or email by the date indicated in Section 3.

**Pre-Demo Meetings.** Once the Short List of vendors has been identified they will be invited to participate in a Pre-Demo Meeting with the Project Team. The purpose of this meeting will be to allow the vendor time to acquire additional information about the scope of the project and to review any questions about the Demo Script presented to the vendors. Customer references may be requested prior to the software demonstrations.

**Scripted Demos.** The functional and technical product Demos will be presented to the City by the top three to four Short Listed vendors according to a pre-defined script issued by the City. All vendors must follow this script during their Demo process. The evaluation criteria for the Demo process will include adherence to the script as well as the ability to successfully demonstrate the product's ability to meet the functional and technical requirements. The City reserves the right to request additional information, interviews, follow-up demonstrations, or any other type of clarification of proposal information it deems necessary to evaluate the final vendors.

**Post-Demo Technical Evaluation.** In addition to scripted functional demonstrations, the City may request a more extensive technical Demo. This Demo will be scheduled on an as-needed basis for the Short Listed applications.

**Implementation Vendor Selection.** Once the City has completed the selection of the software they will determine if a separate implementation vendor selection project is necessary. The City reserves the right not to select the implementation partner that responds to the RFP or demonstrates the software on behalf of the vendor.

**Site Visits.** The City may choose to conduct site visit(s) to the software vendor's headquarters and/or vendor's clients as part of the evaluation process. The site visits may be used to determine the successful vendor, and will be conducted following scheduled software demonstrations of the Short Listed vendors. Evaluation of the vendor client sites will be based on the following:

- Assessment of the vendor's service during system implementation.
- Assessment of the quality of vendor's ongoing support.
- Overall user satisfaction with the system.

**Contract Award and Execution.** The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

**Turn-Key Project.** The City is seeking a turn-key implementation of the software contemplated by this RFP. The Vendor shall provide all labor, equipment, materials, supplies, transportation and services necessary for, or reasonably incidental to, the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, engineering, system and application database development (including in-depth user interviews for user feature configurations), integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

## Section 7 – TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

**Business License and Taxation.** The successful vendor and all subcontractors must hold valid business and professional licenses and registrations that may be required by the State of Washington and the City of Des Moines.

**Insurance Requirements.** The vendor awarded the contract will be subject to the City's requirements for insurance reflecting the minimum amounts and conditions as defined by the City.

**Workers' Compensation.** The vendor shall procure and maintain for the life of the Contract/Agreement Workers' Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have their own Workers' Compensation and Employer's Liability Insurance.

**Proposals – Public Information.** The City will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that the City is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

**Copyright and Confidentiality.** Selected vendor shall maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

**Prime Vendor.** It is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

**Litigation/Jurisdiction/Venue.** Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the Superior Court of Washington.

**Payment.** The City will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Washington codes and regulations.

**Satisfaction of the City Attorney.** The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City's Project Manager.

**Choice of Laws.** The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Washington.

**Source Code Escrow.** This Request for Proposal will require that the selected vendor provide to the City the source code, in its entirety for all purchased software modules, either by direct possession or via an escrow account.

**Warranties.** All warranties must be clear, concise and in writing. Warranties shall be specific as to what is and is not covered along with the exact term (in calendar days) of each covered item. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

**Software Versions.** The City will not accept Beta versions of the software. All applications are to have a referenceable install base and thorough testing.



**APPENDIX B: VENDOR BID (PRICING SHEET)**

	Software License	Installation, Conversion, Training and Travel Costs	Annual Maintenance/ Tech. Support	Washington State Sales Tax (if applicable)	TOTAL
<b>Modules</b>	<b>Bid Price</b>	<b>Bid Price</b>	<b>Bid Price</b>		
1. General Ledger					
2. Budget Preparation					
3. Accounts Payable					
4. Accounts Receivable					
5. Project/Grant Accounting					
6. Fixed Asset Accounting					
7. Human Resources					
8. Payroll and Timekeeping					
<b>Bid Price for Required</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Possible Supplemental Modules</b>					
9. Contract Management					
10. Purchase Orders.					
11. Cash Management					
12. GASB Financial Statement Development					
<b>Total Bid Price</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**APPENDIX C: User Reference List**

Provide three user references that most closely reflect similar user to the City’s scope of work within the past five years. Reference sites should be fully implemented and live on the current version of the software:

1. Name of User:	Concurrent Users:
Population:	Telephone Number:
Contact Name/Title:	
Modules Installed:	
Go Live Date:	
Other comments:	

2. Name of User:	Concurrent Users:
Population:	Telephone Number:
Contact Name/Title:	
Modules Installed:	
Go Live Date:	
Other comments:	

3. Name of User:	Concurrent Users:
Population:	Telephone Number:
Contact Name/Title:	
Modules Installed:	
Go Live Date:	
Other comments:	