Request for Proposals
Enterprise Resource Planning Software and Implementation Services

ISSUE DATE – August 16, 2024

Contact and RFP Questions to:
Thuch Mam
Thuch.Mam@FederalWayWA.gov

QUESTIONS DUE – August 28, 2024 – 3:00 p.m. PT

PROPOSALS DUE – September 17, 2024 - 3:00 p.m. PT

Vendor responses must be received by the City of Federal Way no later than the date, time, and location indicated above as the proposal due date. Late submission of responses shall not be considered. Submittal of response by fax is not acceptable.

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SECTION 1 - REQUEST FOR PROPOSALS (RFP)

The City of Federal Way (City) is seeking to obtain proposals from experienced and qualified Vendors that can provide ERP software and services that satisfies all of the City's functional and technical requirements. The preferred Vendor shall have experience in successfully implementing the proposed solutions for cities of similar size and scope of services. A detailed description of the products and services required are contained in Section 3 - Scope of Work and Timeline of this RFP.

The City is also open to receiving responses to this RFP from Vendors that provide best of breed solutions for Human Capital Management to support the required functionality. It is important that these solutions have the ability to integrate with the selected ERP system. To submit a response for one of the best of breed solutions, complete the Requirements template in Section 6 for the relevant functionality and submit per the instructions contained in Section 5 of this RFP.

It is the submitter's responsibility to deliver proposals to the City by the date and time indicated in this RFP. The City accepts no responsibility for lost or misdirected email submittals. The City is not liable for any costs incurred by the Vendor before issuance of a contract. All costs incurred in responding to this Request for Proposal are solely the responsibility of the Vendor.

All materials submitted in response to this RFP become the property of the City and as such public documents and will not be returned. Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

SECTION 2 - BACKGROUND

The City began in the late 1800s as a logging settlement. By the 1920s, Federal Highway 99 was complete, linking the community to the economic centers of Seattle and Tacoma, and suggesting a name for the young community. The name Federal Way was first used in 1929 when five existing schools consolidated operations into School District #210 and planned construction of Federal Way High School next to Highway 99.

By the end of the 1950s, the community featured a number of housing areas and a 10-block commercial district with a shopping center and family-oriented theme park. During the 1960s, residential development continued, providing homes to Boeing engineers and Weyerhaeuser executives. Retail growth followed, including the construction of SeaTac Mall in the mid-1970s.

Rapid retail and residential growth created significant changes in the community during the 1970s and 1980s. Desiring controlled, quality growth and community identity, the City's citizens organized to form what was then Washington's sixth largest city, incorporating in February of 1990. In November 2010 the City's citizens decided to change from a council-manager form of government to a mayor-council form.

Today, the City community is residential and commercial with a population employed locally and in neighboring cities such as Sea Tac, Kent, Tacoma, Bellevue and Seattle. An estimated 22,485 people are employed within the city limits.

In the years since incorporation, the City has fostered quality commercial and residential growth, and enhanced the quality of life for its residents with infrastructure improvements, diverse recreational opportunities and high-quality parks. The city's comprehensive plan looks to the City's future and includes plans for a vibrant City Center, with mixed-use commercial and residential development in the downtown business area and access to public transportation.

SECTION 3 - SCOPE OF WORK AND TIMELINE

The City intends to purchase an integrated ERP solution that includes the modules and functionality defined in the Requirements document provided with this RFP. The City expects to implement a replacement ERP solution using a phased approach or as recommended by the selected Vendor and approved by the City.

The City expects process improvement through the implementation of new systems and intends to adopt the best practices offered by the selected Vendor. Vendors who are invited to demonstrate their product should be prepared to discuss the application's best practices, and the system's ability to adapt to user preferences.

Scope

The following tables outlines the current environment at the City and designates those solutions considered as part of the scope for this project.

ERP Environment			
Software	**Function**	**Status**	**Integrate/Interface**
Eden	• General Ledger • Purchasing • Contract Management • Accounts Payable • Accounts Receivable • Project and Grant Accounting • Capital Assets	Replace	N/A
Eden	• Human Resources • Time and Attendance • Payroll	Replace	Yes or Part of ERP Suite
Quadrant	• Cashiering	Replace	Yes or Part of ERP Suite
Excel	• Budget	Replace	Yes or Part of ERP Suite
Excel	• ACFR	Replace	Yes or Part of ERP Suite
Software	**Function**	**Status**	**Integrate/Interface**
NeoGov	• Recruiting	Retain	Yes
Power Time	• Scheduling, Time and Attendance – Police	Retain	Yes
Amanda	• Permitting, Planning, Land Management	Retain	Yes
MBC.com (MyBuildingPermit.com)	• Permitting, Planning, Land Management	Retain	Yes
RecTrac	• Parks and Recreation	Retain	Yes
Class	• Dumas Bay Conference Center	Retain	Yes
OpenGov	• Constituent Transparency	Retain	Review
SharePoint	• Document Management	Retain	Review
Excel, Shadow System	• Enterprise Asset Management	Reviewing	TBD
Excel, Shadow System	• Fleet Management	Reviewing	TBD
SeeClick Fix	• Citizen Report/Request - 311	Retain	No
Esri	• GIS	Retain	No

Timeline

The following defines the estimated timeline for the selection of a Vendor. However, the City reserves the right to modify or reschedule this timeline, as necessary.

Activity	Dates
Release of Request for Proposals	August 16, 2024
Vendor Questions Due	August 28, 2024
Vendor Questions Answers Posted	September 5, 2024
Proposals Due	September 17, 2024
Selection of Finalists	October 2024
Software Demos	December 2024
Due Diligence Review	January 2025
Contract Negotiations	January 2025+
Implementation	March 2025-January 2027

SECTION 4 – RFP EVALUATION

Evaluation. An evaluation committee selected by the City will review and evaluate Vendor proposals using the following criteria:

	Description	Scoring
Software	• Breadth of modules - offers all modules required • Depth of functionality – meets functional and technical requirements	30
Technology	• Adherence to IT strategy – platform, database, accessibility • Integration – experience and tools offered	15
Vendor	• Vendor viability and vision • Organizational strength • Government entity experience	15
Cost Value	• Software license, subscription, maintenance • Implementation services • Terms and conditions	15
Implementation	• Defined and proven implementation methodology • Proposed timeline and staffing • Go Live for all modules in scope by January 1, 2027	25

Clarification of submitted materials may be requested during the evaluation process. The City reserves the right to select a Vendor based solely on the information submitted in the proposal, and to make a contract award without any further discussion with the Vendors regarding the responses received. Therefore, responses should be submitted initially on the most favorable terms available. The City also reserves the right to conduct discussions with Vendors who submit proposals.

Notification. Based on the evaluation of the proposals, the City will select Vendors that will be invited to the software demo process. The selected Vendors will be notified via e-mail by the date indicated in Section 3. The notification will include a Demo Script document that will be used for on-site demos.

Pre-Demo Meetings. The City will conduct pre-demo meetings with finalist Vendors. The purpose of the pre-demo meeting is to address any questions about logistics of the software demo process and script.

Software Demos. The functional and technical product demos will be presented to the City by Vendors according to a pre-defined script. 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 City's 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.

Evaluation. An evaluation committee will review and evaluate responses in accordance with criteria identified above. Clarification of submitted material may be requested during the evaluation process. The City may grant an award to the successful Vendor based on their initial proposal or invite them to demo their solution or enter into contract negotiations. No Contract will be awarded until approved by City Council.

SECTION 5 – VENDOR INSTRUCTIONS

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the Vendor's ability to satisfy the City's functional and technical needs. Emphasis should be placed on completeness and clarity of content. Proposals should not exceed 100 pages (a Vendor sample contract is not included in that limit).

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this solicitation will belong to the City. All pages or sections of submitted documents considered by the firm to be proprietary in nature should be clearly labeled.

Proposals should be emailed to: Thuch.Mam@FederalWayWA.gov. Proposals are due on the date indicated in Section 3 of this RFP. Submittals received after the deadline will not be considered.

The City is not responsible for any equipment or software failure that may cause a delay or non-delivery of an electronic submittal. The official submission time of an electronic proposal will be as marked by Outlook in the City staff's email inbox. At the appointed proposal closing date and time, the City's IT Department will publish a list of vendors that submitted proposals.

The City is not responsible for electronic proposals containing viruses that cannot be eradicated, or that are corrupted as a result.

Responses must include the following items only (no exceptions):

- One electronic **PDF** copy of your entire RFP proposal in the order defined in the table below that does not exceed 100 total pages (excluding sample contracts provided)
- One completed copy of the Requirements document in **MS Word** format

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

Pre-Bidders Questions. Questions regarding this RFP may be submitted to the City via email at thuch.mam@federalwaywa.gov by the due date outlined in Section 3 of this RFP. The City will address all questions and post them to their website by the date indicated in Section 3 of this RFP. No formal pre-bidders conference will be held.

Proposal Response Format. Vendor responses should include the sections outlined below. Responses that deviate from the requested format may be classified as "non-responsive" and may be disqualified. Marketing literature should not be included in your proposal.

Section	Description
1. Cover Letter	Executive summary letter of the proposed software and services for the scope of work defined in this RFP. Limit to two pages.
2. Requirements	Complete the Requirements document provided as a separate Word document and follow the instructions provided in Section 6 of this RFP. Each Requirement must have a rating and a comment relative to how the function is met with the software. Submit the Requirements section as Section 2 of your proposal. In addition, provide the Requirements document in MS Word format. Do not modify the Word format. A comment that repeats the definition of the rating or "Standard Functionality" or similar does not provide us with the information required to review your response. Limit each response to no more than 100 words.
3. Pricing	Complete Pricing Summary from Exhibit A of this RFP. Indicate costs for software and implementation services. Pricing should be comprehensive including all taxes and available discounts. Pricing must be valid for 180 days from response date. Include the following: a. Software: Cost of software for the user counts defined in this RFP. Include one sheet for each deployment option if applicable (SaaS or on-premises). b. Implementation Services: Include all costs required for go live including but not limited to software deployment, data conversion, system configuration, report development, testing, and training. c. License/Maintenance: Include cost of ongoing maintenance for Years 1-10. *Note: Additional pricing information can be supplied if it clarifies or provides relevant detail to your proposal.*
4. Implementation	Provide an overview of the implementation methodology including: a. Sample Project Plan including phases, tasks, timeline b. City resources - roles, responsibilities, average time per month c. Vendor resources - roles, responsibilities, average time per month d. Process Improvement strategy through implementation e. Business Change Management methodology and tools used f. Data conversion methodology g. Recommended data conversion by module – years, data elements, etc. h. Testing methodology and tools i. Training methodology and tools j. Report development
5. Support	Provide an overview of support services offered including: a. Hours b. Guaranteed response time, resources available, escalation process c. Baseline support vs. premium level d. User groups and conferences

Section	Description
	e. Post go-live tools and services f. Backup strategy and support g. Disaster recovery services – backup, redundancy, location, etc. – baseline support vs. premium level
6. Technology Overview	Provide an overview of the system technology including: a. Options for technical architecture; hosted, on-premises, SaaS, etc. b. Deployment options c. Data center locations and redundancy d. Hardware specifications e. Mobile hardware and operating system options f. Remote access capabilities and supported technologies g. Integration tools and methodologies supported h. Software updates – scheduled, automatic, timeline
7. Security	Provide an overview of the system security including: a. Security model b. Standards c. Security Administration – SSO, SAML, etic d. Multi-factor authentication e. Security breach – customer communication, response, cost
8. References	Using the forms provided in Exhibit B provide references that include three current and two prior customers for the proposed software. References should be similar in size and scope to the City's project. Preference is for Washington State Public Sector clients.
9. Contract Performance	Indicate if at any time during the past five years the Vendor has had a contract terminated for convenience, non-performance, or any other reason, or has entered into legal action with a customer. Describe the situations including name and address of contracting party.
10. Contract Samples	Provide sample contract documents that may include the following: ▪ Statement of Work ▪ Perpetual Software License or SaaS License Agreement ▪ Maintenance or Support Agreements ▪ Service Level Agreements
11. Exceptions	Document any exceptions you have to the RFP content.

SECTION 6 – REQUIREMENTS

This section includes instructions for completing ERP Requirements document provided as a separate Word document. This document will become Section 2 of your proposal. This is not a comprehensive list of all the City's requirements but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contracts.

For each item, a ranking has been provided indicating its importance to the City. Rankings used are **R for Required, I for Important, N for Nice to Have or E for Explore**. Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Vendors must **provide a rating and a comment for every item**. The comment should include a **brief explanation** of how the item is supported. Do not provide hyperlinks within the document. Do not reference another line item for your answer. All items must be addressed within the box provided. Do not modify the format, font, numbering, etc. of this section or insert page breaks. If a submitted RFP includes blank responses the document may be considered incomplete and rejected. Use the following rating system to evaluate each requirement:

Rating	Definition
4	**Standard and available**. Software supports this requirement in the proposed version and can be implemented out of the box or with configuration included in this proposal.
3	**3rd party software.** Supported with 3rd party software integrated with the proposed solution. Indicate the name of the application recommended.
2	**Modification.** Software does not include this requirement and requires modification. Indicate the estimated cost of modification.
0	**Not available.** Software will not meet requirement.
F	**Future release.** Requirement will be available in future release. Indicate anticipated release including month and year.

Sample Response Format: Please use the format below when completing your response. Do not modify the formatting of each cell.

	General	Rating and Comment
R	1. Audit Trail with user, date, time stamp throughout all modules. Before/after values is Important.	4. System logs all transactions and stamps them with user, date, time and before/after values. A report can be generated to review audit history. (limit to 100 words).

A comment of "Standard Functionality" or similar does not provide us with the information required and is not considered acceptable. Do not reference a hyperlink or another cell for your answer. All answers must be placed in their respective box in the table. Limit each line-item response to 100 words.

SECTION 7 – TERMS AND CONDITIONS

1. QUESTIONS REGARDING THE RFP. Any questions, interpretations, or clarifications, either administrative or technical, about this RFP must be requested in writing prior to the date indicated in Section 3 – Timeline. All pertinent questions will be answered in writing and conveyed to all proposers through the City's website. Oral statements concerning the meaning or intent of the contents of this RFP by any person are unauthorized and invalid.

2. ERRORS AND OMISSIONS. If a proposer discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its attachments, they shall immediately notify the City of such error in writing and request modification or clarification of the document. Modifications and clarifications will be made by addenda posted on the City's website. If a proposer fails to notify the City prior to the date fixed for submission of proposals of an error in the RFP known to them, or an error that reasonably should have been known to them, they shall bid at their own risk, and if they are awarded the contract, they shall not be entitled to additional compensation or time by reason of the error or its later correction.

3. ADDENDA. The City may modify this RFP, any of its key action dates, or any of its attachments, prior to the proposal submittal date. Addenda will be numbered consecutively as a suffix to the RFP reference number. It is the proposer's responsibility to ensure they have incorporated all addenda. Failure to acknowledge and incorporate addenda will not relieve the proposer of the responsibility to meet all terms and conditions of the RFP and any subsequent addenda. All addenda will be posted to the City's website.

4. SUBMISSION OF PROPOSAL. Electronic proposals will be accepted on or before the date and time indicated in Section 3 – Timeline and in accordance with Section 5 - Vendor Instructions.

5. PROPOSER'S COST. Costs for developing proposals are entirely the responsibility of the proposer and shall not be chargeable to the City. If the City elects to reject all proposals, the City will not be liable to any Proposer for any claims, whether for costs or damages incurred by the Proposer in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

6. DELIVERY OF PROPOSALS. All proposals should be delivered to the City by the date indicated in the project schedule. LATE PROPOSALS WILL NOT BE ACCEPTED.

7. CITY PROPERTY. Proposals become the property of the City and information contained therein shall become public project subject to disclosure laws. The City reserves the right to make use of any information or ideas contained in the proposal.

8. CONFIDENTIAL MATERIAL. Proposer must notify the City in advance of any proprietary or confidential contained in the proposal and provide justification for not making such materials public. Only under limited circumstances can submittal information be considered proprietary and not subject to disclosure. In no case can a Vendor indicate that their entire submittal is proprietary, and the City shall make the sole determination of what information may be considered proprietary based upon the City interpretation of the Public Disclosure laws.

9. REJECTION OF PROPOSALS. The City may reject any or all proposals and may wave any immaterial deviation in a proposal. The City's waiver of an immaterial defect shall in no way modify the RFP documents or excuse the proposer from full compliance with the specifications if they are awarded the contract. Proposals referring to terms and conditions other than the City's terms and conditions may be rejected as being non-responsive.

10. CANCELLATION. This solicitation does not oblige the City to enter into an agreement with any proposer. The City retains the right to cancel this RFP at any time, at tis discretion, for reasons including, but not limited to, the project being canceled, the City loses the required funding, or if it is deemed in the best interest of the City. No obligation, either expressed or implied, exists on the part of the City to make an award or to pay any cost incurred in the preparation or submission of a proposal.

11. INSURANCE REQUIREMENTS. The City requires a certification of insurance prior to commencement of any work. An underwriter's endorsement is also required with additional insured verbiage and the surety must be an admitted surety in the State of Washington.

12. AWARD OF CONTRACT. Award, if any, will be to the proposer whose proposal best complies with all of the requirements of the RFP documents and any addenda. Evaluation methodology and basis for the award are described in Section 4 - RFP Evaluation of this RFP.

Exhibit A – Pricing

Use this Pricing template as Section 3 of your response for all "Required" modules. Supporting documents may be included in your proposal. Provide a separate pricing sheet for each deployment option.

City of Federal Way, WA		
Financials: 130 named users, 85 concurrent users Human Capital Management: 400 FTEs, 744 W2s		
Software – Year 1	**$**	**Assumptions**
Financial Modules:		
General Ledger		
Budget		
Project and Grant Accounting		
Purchasing and Contract Management		
Accounts Payable		
Accounts Receivable		
Project and Grant Accounting		
Capital Assets		
Enterprise Cashiering		
Human Capital Management Modules:		
Human Resources		
Time and Attendance		
Payroll		
Sub-Total - Software		
Implementation Services		**Assumptions**
Implementation		
Data Conversion		
Training		
Report Development		
Integration		
Travel		
Other		
Sub-Total - Implementation		
Subscription/Maintenance - Years 2-10		**Assumptions**
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		
Year 7		
Year 8		
Year 9		
Year 10		
Sub-Total - Maintenance/License		
Total		

Exhibit B - References
Current Customers

Item	Response
Current Customer #1	
Name	
Employee Count	
Population	
Contact Name	
Contact Telephone and Email	
Project Scope	
Implementation Duration	
Go Live Date	
System Replaced	
Current Customer #2	
Name	
Employee Count	
Population	
Contact Name	
Contact Telephone and Email	
Project Scope	
Implementation Duration	
Go Live Date	
System Replaced	
Current Customer #3	
Name	
Employee Count	
Population	
Contact Name	
Contact Telephone and Email	
Project Scope	
Implementation Duration	
Go Live Date	
System Replaced	

Exhibit B – References
Prior Customers

Item	Response
Prior Customer #1	
Name	
Number of Employees	
Population	
Contact Name and Title	
Contact Telephone and Email	
Software Scope	
Implementation Duration	
Go Live Date	
Reason for Change	
Prior Customer #2	
Name	
Number of Employees	
Population	
Contact Name and Title	
Contact Telephone and Email	
Software Scope	
Implementation Duration	
Go Live Date	
Reason for Change	

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City of Federal Way, WA
ERP Software Requirements

R = Required
I = Important
N = Nice to have
E = Explore

Software Vendor	
1. Software Company	**Response**
▪ Company name	
▪ Software name	
▪ Contact name, title, phone, email	
▪ Public or Private company	
▪ Year founded	
▪ Revenue	
▪ Number of employees – total company	
▪ Number of employees – total dedicate to Help Desk for City support	
▪ Target customer – industry and size	
2. Customers on Proposed Software	
▪ Total	
▪ Total Public Sector	
▪ Total Cities	
▪ Total Washington Public Sector	
▪ Total Cities in Washington State	
3. Implementation Model: Direct or Partner	
4. Version	
▪ Proposed Version and Release Date	
▪ Release Schedule	
▪ Number of Prior Versions Supported	
5. Software Vendor Support	
▪ Location and hours – Pacific Time	
▪ Offshore vs. US/onshore staff	
Implementation Vendor (complete only if different than software vendor)	**Response**
6. Implementation Services Company	
▪ Company name	

▪ Software name	
▪ Contact name, title, phone, email	
▪ Public or Private company	
▪ Year founded	
▪ Revenue	
▪ Number of employees – total company	
▪ Number of employees – total dedicate to Help Desk for City support	
▪ Target customer – industry and size	
7. Customers on Proposed Software	
▪ Total	
▪ Total Public Sector	
▪ Total Cities	
▪ Total Washington Public Sector	
▪ Total Cities in Washington State	

Ranking		Response – Rating and Comment
	Modules	
	Financial Modules	
R	**8.** General Ledger	
R	**9.** Budget	
R	**10.** Project and Grant Accounting	
R	**11.** Purchasing and Contract Management	
R	**12.** Accounts Payable	
R	**13.** Accounts Receivable	
R	**14.** Enterprise Cashiering	
R	**15.** Capital Assets	
	Human Capital Management Modules	
R	**16.** Human Resources	
R	**17.** Time and Attendance	
R	**18.** Payroll	

	Technology	
R	**19.** Preference for Cloud based SaaS or hosted deployment. Open to on-premises.	
R	**20.** 100% Web-based architecture. Support Chrome, Edge, and Firefox browsers.	
R	**21.** Role-level security to menu, function, and field level.	
R	**22.** Azure Active Directory multifactor authentication for user management (future).	
R	**23.** Integration with Office 365 - Word, Excel, Exchange.	
R	**24.** List integration technologies, e.g., APIs, Web Services, SOA, XML, etc.	
	25. Review proposed approach to integration with the following:	
R	a. Amanda – Permitting, Planning, Land Management to Enterprise Cashiering	
R	b. MBP.com Online Permitting Portal – import payment from payment Portal (PayPal) to General Ledger	
R	c. RecTrac – Parks and Recreation cash receipts to General Ledger	
R	d. Class – Dumas Bay Conference Center cash receipts to General Ledger	
R	e. JIS – Justice Information System – cash receipts to General Ledger	
R	f. Probation – cash receipts to General Ledger	
R	g. PowerTime – Police and Public Works scheduling and time entry	
R	h. Laserfiche – document management	
	General	
R	**26.** Describe vendor's strategy and approach to keep software current to Federal and State regulatory requirements for functionality and reporting.	
R	**27.** Real-time integration across all modules in suite. Specify exceptions.	
R	**28.** Configurable role or user-level dashboards including favorites, notifications, reports, etc.	
R	**29.** User-defined fields across all modules that can be used in queries and reports. Describe limitations.	
R	**30.** Mask sensitive data fields and/or restrict access.	
I	**31.** Define mandatory fields on screens, web forms, mobile apps.	

R	**32.** Rules based workflow routing with prioritization, alerts, electronic signatures, and visible approval queue.	
I	**33.** Searchable and context sensitive help.	
R	**34.** Indicate mobile functionality and devices supported including iOS, iOS mobile app, and responsive design.	
R	**35.** Describe available online training and support tools for end users.	
R	**36.** Audit trail and reporting with date, time, user stamp, and before/after values.	
I	**37.** Describe available tools or functionality for Document Management.	
R	**38.** Add attachments to transactions throughout all modules.	
R	**39.** Effective dating of transactions throughout all modules.	
	Financial Modules	
R	**General Ledger**	
R	**40.** Describe Chart of Account format including number of segments and total characters. Must support State of Washington BARS requirements. See BARS GAAP Manual - Office of the Washington State Auditor. *Note: Current format is Fund = 3, 2nd Segment = 4, Department/Div = 3, Basub (Bars) = 3, Basub = 2, and Object = 3.*	
R	**41.** Indicate number of accounting periods. Currently use 14 periods. Use Period 13 for modified accrual and period 14 accrual adjustments.	
R	**42.** Fund accounting with automatic due-to/due-from balancing entries.	
N	**43.** Define allowable General Ledger account codes by department.	
R	**44.** Multiple journal entry types including: a. Standard b. Reversing c. Recurring - review/edit amounts before posting d. Budget transfers e. Import from Excel f. Allocations g. Import from other City applications	
R	**45.** Workflow approval routing of Journal Entries.	
R	**46.** Add short description, long description, and attachments to Journal Entries.	
R	**47.** Support generation of ACFR. Describe tools available.	
R	**48.** Budget vs. Actual dashboard and reports with drill to source transactions.	

R	**Budget**	
R	**49.** Biennial budget with roll forward between budget years.	
R	**50.** Position budgeting for salaries and benefits.	
R	**51.** Decentralized budget entry by department with approval workflow of requests and adjustments.	
R	**52.** Budget adjustment for monthly salary savings to special fund under authority of the City Administrator.	
R	**53.** Document line-item assumptions and attach supporting documentation to budgets, e.g., notes, worksheets, contracts.	
I	**54.** Online visibility to budget input status queue.	
R	**55.** Multiple budget versions per fiscal year.	
R	**56.** Support mid-year budget and quarterly adjustment process.	
R	**57.** Import/export to Excel.	
I	**58.** Support creation of the Budget Book.	
R	**Project and Grant Accounting**	
R	**59.** Describe Project and Grant accounting functionality.	
R	**60.** Project master file data to include: a. Number, Type b. Name, Description c. Location, Project Manager d. Phase, Activity e. Dates: Start, End - cross fiscal years f. Status g. Budget, Funding Sources h. Attachments i. User Defined Fields	
R	**61.** Multi-level Project hierarchy with ability to report on detail or summary data.	
R	**62.** Describe set up of chart of account codes eligible for posting for a Project or Grant in Time and Attendance. And deactivate when Project is complete.	
R	**63.** Charge expenses and labor to Projects and Grants.	
R	**64.** Grant Accounting including: a. Revenues and expenses b. Rules: allowable, reimbursable, matching c. Reporting and billing d. Reimbursement tracking and invoicing	
R	**65.** Support generation of SEFA schedules and reporting, GASB34 workbook, etc.	
I	**66.** Inception to date dashboard view and reporting of Projects and Grants including:	

	a. Budget b. Actual c. Encumbrances d. Pre-Encumbrances e. Change Orders f. Percent complete g. Unused funding source at end of fiscal year	
R	**67.** Review process to close out CIP to one or multiple assets in Capital Asset module.	
R	**Purchasing and Contract Management**	
R	**68.** Purchase Order and Contract Management processing functionality including: a. Decentralized entry b. Encumbrance accounting c. Rules based approval routing – department, dollar amount, etc. d. Multiple General Ledger code per line item e. Flag purchase as Fixed Asset f. Budget checking at creation – option to warn or stop g. Attach supporting documents h. Manage spend to total i. Retainage management j. Alerts when nearing expiration date or depletion k. Alerts for expiring Insurance Certificate, Bond, etc. l. Change Order management m. Attach Terms and Conditions n. Aging reports	
N	**69.** Bid and Quote management including: a. Import bids from Builders Exchange b. Collect proposals c. Manage sealed bid process d. Evaluate responses e. Elevate selected bid	
R	**Accounts Payable**	
R	**70.** Vendor master file data including: a. Legal and DBA name b. Status c. Multiple contacts: address, phone, email d. Tax ID – Federal ID or Social Security number e. Attachments: W-9, insurance certificate, bonds, etc. f. Default 1099 status g. Banking Information h. User defined fields	
R	**71.** Vendor management including: a. Duplicate vendor merge utility b. Vendor search – wildcard, type ahead entry, etc.	
I	**72.** Initiate online request for new vendor record, attach W9, route for approval and setup.	
R	**73.** Centralized and decentralized invoice entry including: a. Enter invoice details	

	b. Duplicate invoice management c. Budget checking – option to warn or stop d. Scan and attach invoice e. Distribute to multiple General Ledger accounts f. Flag as Capital Asset g. Flag for separate check h. Rules based workflow approval routing i. Visibility to approval queue and status	
R	**74.** Import bank file for Purchasing Card transactions with coding and post to line-item vendor.	
R	**75.** Define and process Recurring Payables with start date, end date, and amount with ability to modify and workflow approval routing.	
R	**76.** Retainage management for withholding, release, and payment.	
R	**77.** Two or three-way matching (Purchase Order to Invoice, or Purchase Order to Invoice to Receiving).	
R	**78.** Multiple payment types: check, wire, auto-pay, EFT, ACH, etc.	
R	**79.** User-defined remittance advice for electronic payments that can be emailed to vendor.	
R	**80.** Generate Positive Pay file for bank.	
R	**81.** 1099 management including: a. Track to vendor, invoice, invoice line item b. Generate review reports c. Generate forms d. Create IRS file	
R	**82.** Tools to facilitate Sales and Use Tax management.	
I	**83.** Vendor self-service portal with options to allow the following with workflow approval routing before posting: a. Upload W9 b. Address changes c. Submit invoices d. Check invoice payment status	
R	**84.** Import bank file for reconciliation and perform automated reconciliation.	
R	**Accounts Receivable**	
R	**85.** Multiple invoice types including False Alarms, Cell Towers, Right-of-Way, Road Improvement District, Grants, etc.	
R	**86.** Customer master file including: a. Number, Name, Customer Type b. Multiple addresses, email, phone numbers c. Billing frequency d. Project Number e. Document attachments	
R	**87.** Generate Miscellaneous invoices including:	

	a. Customizable billing templates b. Import from external system c. Import from Excel d. Decentralized initiation of invoice request with workflow approval routing e. Attach supporting documents f. Recurring invoices with start/end date and amount with ability to modify	
R	**88.** Multiple forms of payment: cash, check, credit card, EFT etc.	
I	**89.** Record description of miscellaneous cash receipt, e.g., civil penalty.	
I	**90.** Apply Solid Utility Tax to 3 funds by a percent when entering payment.	
R	**91.** Manage partial payments and remaining balance due.	
R	**92.** Citizen facing portal including: a. Payment of open invoice b. Secure log in c. PCI compliant d. View open invoices and make payment	
R	**93.** Generate daily cash receipt report by payment type.	
I	**94.** Generate and email or print past due letters (30, 60, 90, final) and notify applicable department.	
R	**95.** Generate aging reports.	
R	**96.** Process and manage NSF payments	
I	**97.** Track customers sent to collection, uncollectable, liens assessed, etc.	
E	**98.** Track utility tax payment receipts through cashiering system to a customer record in Accounts Receivable to assist with tracking of who is paying or not paying.	
R	**Enterprise Cashiering**	
R	**99.** Enterprise cashiering that supports decentralized entry of cash receipts by multiple departments.	
R	**100.** Receipt of Grant payments applied to the associated Grant.	
R	**101.** Interface with 3rd Party PCI compliant payment processor for credit card payments.	
R	**102.** Customer look-up by wild card, name, account number, phone number, barcoded invoice scan, etc.	
I	**103.** Customizable receipt formats.	
R	**104.** Real time or batch posting of receipts to Accounts Receivable and General Ledger, subledger, including project accounting	
R	**105.** End of day reconciliation process and reports.	

R	**106.** Import cash receipts from third party systems, e.g., RecTrac, Class, Highpoint (Animal licensing), NCR, Probation System, Municipal Court, etc., Option to import detailed transactions for consolidated reporting.	
R	**Capital Assets**	
R	**107.** Asset Master File data including: a. Number b. Description c. Category, Type. Sub-Type d. Manufacturer, Serial Number, VIN e. Dates: Purchased, In Service, Replacement, Disposal f. Contract, Project, Grant g. Location and staff assigned to h. Useful life and depreciation method i. Attach documents and photos j. User defined fields	
N	**108.** Track non-capitalized or non-depreciated assets, e.g., small and attractive items issued to Department and Employee.	
N	**109.** Track donated or leased assets.	
R	**110.** Physical inventory processing using barcode readers and reconciliation.	
R	**111.** Track and retain history of asset transfers and disposals.	
R	**112.** Generate Journal Entries for depreciation after asset is placed in service.	
R	**113.** Generate required GASB reporting.	
I	**114.** Support perpetual replacement calculations and reporting.	
I	**115.** Asset Accounting using accrual and modified accrual.	
I	**116.** Generate list of assets by location, department, assigned employee, etc.	
	Human Capital Management Modules	
R	**Human Resources**	
R	**117.** Position Control management including a. Position and FTE count b. Date effective c. EEO code d. Retain position history	
R	**118.** Employee master file data including: a. Name, Number, Department b. Position and salary – current and history c. Contact info: address, phone, email, emergency d. Dependents e. Benefit elections f. Status: Active, On Leave, Terminating, Terminated, Retiree, Disability, etc.	

	g. Dates: Hire, Promotion, Anniversary, Benefit, Termination, Probation, User Defined, Birthdate h. Issued Inventory i. Document attachments	
R	**119.** Initiate date-effective changes for position, pay, benefits, with workflow approval routing and updates to all modules when approved.	
R	**120.** Define salary schedules by employee group or bargaining unit with grade and step increases.	
R	**121.** Management and tracking of FMLA including maximum allowed (480 hours).	
R	**122.** Rules-based benefit eligibility to employee group with ability to override with security.	
R	**123.** Import new hire data from NeoGov Applicant Tracking software.	
R	**124.** Manage onboarding and separation processes including steps and due dates with workflow or checklists.	
I	**125.** Track and manage mandatory training, certifications, licenses, and expiration dates with notification or reporting of nearing expiration dates.	
R	**126.** FLSA, ADA, EEOC tracking and reporting requirements for employees.	
R	**127.** ACA tracking and reporting including: a. Look back reports for actual hours worked b. Generate and post 1094 and 1095-C reports to self service c. Generate IRS file	
I	**128.** Performance Review functionality including due dates, forms, notifications, etc..	
R	**129.** Employee Self-Service with workflow approval routing before posting including: a. View leave balances b. Submit leave requests c. Access pay advice, W2, 1095 d. View position and salary history e. Update W-4 f. Update dependents, contact information, addresses g. Add attachments	
R	**130.** Manager Self-Service including: a. View leave balances b. Approve leave requests c. Performance reviews d. View positions and salary history	
N	**131.** Manage Open Enrollment, including: a. Plan offerings by group b. Premiums c. Employee elections d. Dependents	

	e. Effective dated f. Generate electronic file of elections for carriers	
R	**132.** Track eligibility, enrollment, and elections for Washington Department of Retirement system (DRS).	
I	**133.** Track employees on Workers Comp.	
N	**134.** Org Charting tools based on data in Human Resources solution.	
N	**135.** Cobra management including elections and effective dates.	
N	**136.** Generate customized compensation statements including salary and benefits and post to Employee Self-Service.	
R	**Time and Attendance**	
R	**137.** Define a default schedule by group or individual with earnings, hours, charge and General Ledger codes with option to populate timesheet, e.g., 5/8, 4/10, 9/80, etc.	
R	**138.** Support various time collection options including: a. Direct entry or exception based b. Web based c. Import from third party system d. Badge swipe e. Mobile App f. Paper or Excel based	
R	**139.** Display available leave at time entry; option to warn or stop if leave banks exceeded.	
R	**140.** Track missing timesheets with reminders through alerts or dashboard notification.	
R	**141.** Workflow approval routing of timesheets with ability to designate alternate approver.	
R	**142.** Charge time to Project or Grant. Define codes allowed by department or employee.	
R	**143.** Rules based leave management - accruals, usage, carryover, payouts, balances, donations, etc.	
R	**Payroll**	
R	**144.** Semi-monthly pay cycle.	
R	**145.** Define rules-based earnings and deductions codes including formulas, fixed amounts, number of pay periods, employee group, etc.	
R	**146.** Multiple earnings and deduction codes per employee per pay period.	
R	**147.** Initiate Payroll Action Forms, route for approval, and apply to employee record in system following effective dates.	

R	**148.** Process and calculate date-effective and mid-period pay changes and associated impacts to deductions. Report to DRS based on period earned.	
R	**149.** Enter date-effective mass change that affect all or a group of employees with workflow review and approval before updating.	
R	**150.** Rules based calculation of FLSA overtime paid for hours in excess of 40 in a week.	
R	**151.** Generate payroll auditing and review reports including: a. Summary of all changes since last pay period b. Exception reports for pay anomalies, no pay, double pay, normal hours, etc. c. Gross to net payroll proof list	
R	**152.** Generate customizable pay advice and paychecks and make available in employee self-service.	
R	**153.** Generate vendor payments related to payroll processing.	
R	**154.** Produce data, files, or reports for Federal and State tax reporting.	
R	**155.** Generate W2s and send copy to employee self-service portal.	
R	**156.** Produce monthly and year-end accruals of salaries and benefits.	
I	**157.** Track and manage employees on Workers Comp. City buys back L&I hours used.	
R	**Reporting**	
R	**158.** Deliver library of standard reports.	
R	**159.** User-level query and reporting tools that allow formatting of data, dates, filters, charts, etc. List tools offered.	
R	**160.** List power user reporting tools that can be used, e.g., Microsoft SSRS, Power BI, Crystal, Cognos, etc.	
R	**161.** User-level security flows through to queries, reports, and drill-down.	
R	**162.** Output reports to multiple formats, e.g., HTML, PDF, Excel, Word, etc. Schedule for delivery to email or dashboard.	
R	**163.** Save report and query templates and with option to keep private or make shareable.	
N	**164.** ODBC connection to MS SQL database tables for data extracts to Excel.	