

***City of Bonney Lake – Request for Proposal  
For  
Integrated Municipal Finance Software System***

*Date of Issue: June 30, 2001  
Date Proposal is Due: July 16, 2001  
Date of Final Selection: July 27, 2001*



- 1. **Single Input:** Information should be entered into the system one time. Duplicate entry of data should be eliminated. This should provide greater efficiency, timely information, and eliminate errors introduced through data re-entry. \_\_\_\_\_
- 2. **Client/server:** Solution proposed must be a client/server application. \_\_\_\_\_
- 3. **Ease of Use:** The system must be easy to use and learn. A Windows environment is required. \_\_\_\_\_

Please specify which version(s) of Windows on which your system will run:

- 4. **Real Time Information:** The system must be real time, not batch. \_\_\_\_\_
- Budget:** Transactions that will affect financial balances should be reflected immediately in the appropriate ledgers. \_\_\_\_\_

**Forecast:** Users should be able to forecast required resources based on current, actual data. \_\_\_\_\_

- 5. **Remote Access:** The system must provide access to remote departments for budget and other financial information. \_\_\_\_\_
- 6. **Schedule:** Install system in a timely manner and according to a mutually agreeable schedule. \_\_\_\_\_
- 7. **Convenient Communications:** The system should facilitate the exchange of information by supporting electronic messaging and mail functions. \_\_\_\_\_
- 8. **Ad Hoc Reporting:** The system should provide reporting tools for generating custom reports from system information. \_\_\_\_\_
- 9. **User Group Meetings:** Do you currently sponsor regular (i.e., quarterly) user group meetings for each module? \_\_\_\_\_

Where does the nearest (to Bonney Lake) user group meet? \_\_\_\_\_

- 10. **System Documentation:** Do you provide system documentation manuals for each subsystem? \_\_\_\_\_
- 11. **User Documentation:** Do you provide user documentation manuals for each subsystem? \_\_\_\_\_
- 12. **Training and Support:** Do you provide detailed on-site training, documentation, and support? \_\_\_\_\_

Is ongoing training and support available? \_\_\_\_\_

Please state hours of live support availability: \_\_\_\_\_

- 13. **Training:** Please specify how many staff-days of training you anticipate providing as part of your proposal:
  - System Overview \_\_\_\_\_
  - General Ledger \_\_\_\_\_
  - Budget Preparation \_\_\_\_\_
  - Accounts Payable/Purchasing \_\_\_\_\_
  - Cash Receipting \_\_\_\_\_
  - Payroll/Human Resources \_\_\_\_\_
  - Utility Billing \_\_\_\_\_
  - Fixed Assets \_\_\_\_\_
  - Job Costing \_\_\_\_\_
  - Business Licensing & Permitting \_\_\_\_\_

14. **Functional fit:** If you are chosen as a finalist, are you willing to provide a functional fit in order to confirm your proposal responses in order to allow the City to more fully evaluate your product? \_\_\_\_\_
15. **References:** Please provide a list of municipalities or public utilities that use your system, along with names and phone numbers of responsible individuals who can be contacted.
16. **Hourly rates:** As part of your proposal, please provide staff hourly rates for additional work outside the scope of any contract should the vendor be selected.
17. **Report writer:** Please describe how your report writer works and identify if it is provided by another entity.
18. **Vendor profile:** Please provide a vendor profile that indicates number of staff, years established, and key staff.
19. **Product Testing.** Describe how you conduct product testing and explain how it will ensure the system is ready for production.
20. **Security:** The system should be capable of enforcing uniform policies and procedures throughout the City of Bonney Lake. Security should cover various levels from user to user class or group. Please describe, on a separate sheet, what security provisions your system has.

### **System Specifications**

The following requirements and features have been identified by the City of Bonney Lake for inclusion in the desired system. The responses should be in the following format:

Enter "Y" if the item is included as part of the standard system package.

Enter "N" if the item is not available.

Enter "M" if the system requires modifications to meet this specification.

**Please note:**

*You may attach additional sheets wherever necessary to provide and adequate response.*

### **System Environment**

1. Does the system include basic password protection for standard access? \_\_\_\_\_
2. For the password can you specify:
  - That it must include numbers? \_\_\_\_\_
  - That it cannot be the same as a prior password? \_\_\_\_\_
3. Can application access be restricted by password? \_\_\_\_\_
4. Does the system use a GUI interface? \_\_\_\_\_
5. Is file recovery automatic after a system failure? \_\_\_\_\_
6. State-of-the-art database, such as Progress, Oracle, or MS SQL? Specify. \_\_\_\_\_
7. Does the database support real-time processes? \_\_\_\_\_
8. Does the system run on an NT network/Windows workstations or Novell? \_\_\_\_\_  
[required]

## Financial System

### General Ledger

1. System is real time system not batch processing? \_\_\_\_\_
2. Menus have drill-down capabilities for detail? \_\_\_\_\_
3. ALL screens in a GUI format? \_\_\_\_\_
4. System has complete on-line help function? \_\_\_\_\_
5. Report writer for ad-hoc reporting? \_\_\_\_\_
6. Handle an unlimited number of accounts? \_\_\_\_\_
7. Does the system allow the use of control accounts that reflect revenue, expenditure and encumbrance activity totals from subsidiary ledgers? \_\_\_\_\_
8. Interface to Bank Reconciliation, Accounts Payable/Purchase Orders, Preventive Maintenance, and Job Costing? \_\_\_\_\_
9. Does the system provide for centralized account management? \_\_\_\_\_
10. Are users restricted from access of applications not within their authority? \_\_\_\_\_
11. Can information be exported to other systems such as Excel? \_\_\_\_\_
12. Can reports be generated for each individual fund? \_\_\_\_\_
13. Can accounts be added in years other than the current fiscal year? \_\_\_\_\_
14. Is security provided by user? \_\_\_\_\_
15. Allow at least 13 periods per year with open periods? \_\_\_\_\_
16. Allow unlimited number of years of detail information? \_\_\_\_\_
17. Does the system provide for real time maintenance of account:  
    Status? \_\_\_\_\_  
    Balance? \_\_\_\_\_
18. Which of the following reports are available:  
    Trial Balance? \_\_\_\_\_  
    Detail of transactions by account/object code? \_\_\_\_\_  
    Revenue and expense detail by account? \_\_\_\_\_  
    Revenue and expense summary? \_\_\_\_\_
19. Is selectivity for accounting information available:  
    By account? \_\_\_\_\_  
    By period? \_\_\_\_\_  
    By date range? \_\_\_\_\_
20. Can reports be rerun for periods other than the current period? \_\_\_\_\_
21. Does the system support multiple accounting methods:  
    Cash Basis? \_\_\_\_\_  
    Modified Accrual? \_\_\_\_\_  
    Full Accrual? \_\_\_\_\_
22. Can entries be reversed and deleted automatically? \_\_\_\_\_
23. Are entries tracked as to:  
    Transaction date and time? \_\_\_\_\_  
    Posting date and time? \_\_\_\_\_  
    By user performing entry? \_\_\_\_\_
24. Allow unlimited number of journal entries? \_\_\_\_\_
25. Have unlimited number of recurring journal entries? \_\_\_\_\_
26. Does the system have an approval process for journal entries? \_\_\_\_\_
27. On-line screen inquiry including unlimited history? \_\_\_\_\_
28. Can the previous year be "locked" after year-end closure occurs so inadvertent changes cannot be made? \_\_\_\_\_

- 29. Does the system provide year-end annual reporting for:
    - Balance sheets? \_\_\_\_\_
    - Operating statements? \_\_\_\_\_
    - Cash flow statements? \_\_\_\_\_
  - 30. Does the system support the following charts of accounts:
    - BARS? \_\_\_\_\_
    - NARUC? \_\_\_\_\_
  - 31. Allow on-line notes to accounts?
    - How many? \_\_\_\_\_
  - 32. How many user-defined chart of account components? \_\_\_\_\_
  - 33. How many characters available in the chart of accounts? \_\_\_\_\_
  - 34. Will the system allow accounting periods other than the City's fiscal year for projects and grants? \_\_\_\_\_
  - 35. How many funds can your system manage? \_\_\_\_\_
  - 36. Is a fixed asset system available? \_\_\_\_\_
- Cost: \$ \_\_\_\_\_

***Budget Preparation***

- 1. Forecast (using different methods) current-year ending balances based on current year-to-date data? \_\_\_\_\_
- 2. Will the budget system allow import of data from another payroll system? \_\_\_\_\_
- 3. Modify a single line item, ranges of items or the entire file based on parameters entered. \_\_\_\_\_
- 4. Allow for budget amendments and maintain the original budget and the amended budget. \_\_\_\_\_
- 5. Can multi-year project budgets be integrated into the annual budget? \_\_\_\_\_

***Accounts Payable/Purchasing***

- 1. System is real time system not batch processing? \_\_\_\_\_
- 2. Menus have drill-down capabilities for detail? \_\_\_\_\_
- 3. ALL screens in a GUI format? \_\_\_\_\_
- 4. System has complete on-line help function? \_\_\_\_\_
- 5. Report writer for ad-hoc reporting? \_\_\_\_\_
- 6. Handle an unlimited number of accounts? \_\_\_\_\_
- 7. Can the system support online paperless requisition and purchase orders, including online approvals? \_\_\_\_\_
- 8. Does the system provide for vendor maintenance:
  - By vendor name? \_\_\_\_\_
  - By vendor number? \_\_\_\_\_
- 9. Does the system support temporary vendors? \_\_\_\_\_
- 10. Does the system track whether vendors require 1099's or not? \_\_\_\_\_
- 11. Will the system track vendor product/service codes? \_\_\_\_\_
- 12. Can you cancel invoices in the system? \_\_\_\_\_
- 13. Can you cancel checks in the system? \_\_\_\_\_
- 14. Does the system allow unlimited number of vendors? \_\_\_\_\_
- 15. Does the system allow unlimited years of history? \_\_\_\_\_
- 16. Will the system allow you to work in both current and future periods? \_\_\_\_\_
- 17. Does the system interface with other systems such as: \_\_\_\_\_

- General Ledger? \_\_\_\_\_
- Budgets & Encumbrances? \_\_\_\_\_
- Cash Receipting (refunds)? \_\_\_\_\_
- Purchasing (purchase orders)? \_\_\_\_\_
- Fixed Assets? \_\_\_\_\_
- Inventory? \_\_\_\_\_
- Job Costing? \_\_\_\_\_
- Permitting ? \_\_\_\_\_
- 18. Does the system support both check and voucher printing? \_\_\_\_\_
- 19. Do transactions directly affect General Ledger accounts in:
  - Income? \_\_\_\_\_
  - Expenses? \_\_\_\_\_
  - Budget? \_\_\_\_\_
- 20. Does the system support recurring entries (biweekly, monthly)? \_\_\_\_\_
- 21. Does the system provide a check reconciliation system? \_\_\_\_\_
- 22. Are duplicate payments prevented? \_\_\_\_\_
- 23. Can the system print 1099's at year-end for vendors requiring them? \_\_\_\_\_
- 24. Can the system generate a payment approval list for City Council approval? \_\_\_\_\_
- 25. Does the system provide user-defined payment terms? \_\_\_\_\_
- 26. Access vendor history by vendor, invoice date, check date? \_\_\_\_\_
- 27. Does the system provide history drill-down to include: invoice information, P.O.'s, GL account number? \_\_\_\_\_
- 28. Does the system allow the user to inquire vendor by name? \_\_\_\_\_
- 29. Does the system track Washington State "use" tax by expenditure account? \_\_\_\_\_
- 30. Does the vendor screen information include contract limits? \_\_\_\_\_
- 31. Does the system allow for use of both treasurer checks and warrants and have two separate check reconciliation systems? \_\_\_\_\_
- 32. Please describe (on a separate sheet) how your Accounts Payable system integrates with Job Costing. \_\_\_\_\_
- 33. Does the system provide the use of clearing funds for accounts payable and payroll to disburse cash? \_\_\_\_\_
- 34. Does the system accommodate wire transfers of funds? \_\_\_\_\_
- 35. Does the system verify budget status prior to accepting a transaction? \_\_\_\_\_

***Cash Receipting***

- 1. System is real time system not batch processing? \_\_\_\_\_
- 2. Menus have drill-down capabilities for detail? \_\_\_\_\_
- 3. ALL screens in a GUI format? \_\_\_\_\_
- 4. System has complete on-line help function? \_\_\_\_\_
- 5. Report writer for ad hoc reporting? \_\_\_\_\_
- 6. Handle an unlimited number of accounts or transaction codes? \_\_\_\_\_
- 7. Does the system provide centralized collections? \_\_\_\_\_
- 8. Will the system distribute appropriate information to:
  - General Ledger? \_\_\_\_\_
  - Utility Billing? \_\_\_\_\_
- 9. Can the system track all entered payments including voided receipts? \_\_\_\_\_
- 10. Does the system provide integration to an electronic cash drawer system? \_\_\_\_\_
- 11. Can the system allow collection of all methods of payment at one location? \_\_\_\_\_
- 12. Does the system provide cash-out procedure for balancing each operator? \_\_\_\_\_
- 13. Does the system provide the ability to define payment mode and provide a daily deposit cash & check composition? \_\_\_\_\_
- 14. Can the system print a cash receipt on demand? \_\_\_\_\_

- 15. Can you view transactions in the cash receipts inquiry? \_\_\_\_\_  
     Pending transactions? \_\_\_\_\_  
     Historical transactions? \_\_\_\_\_
- 16. Does the system provide on-line payment information? \_\_\_\_\_
- 17. Does the system allow one or more transactions per receipt? \_\_\_\_\_
- 18. Does the system allow for posting charges from billed-out jobs and the Job Costing system? \_\_\_\_\_
- 19. Will the Cash Receipting system post to a different vendor's Utility Billing system and General Ledger? \_\_\_\_\_
- 20. Will the system allow for credit card payments? \_\_\_\_\_

***Payroll/Human Resources***

- 1. System is real time system not batch processing? \_\_\_\_\_
- 2. Menus have drill-down capabilities for detail? \_\_\_\_\_
- 3. ALL screens in a GUI format? \_\_\_\_\_
- 4. System has complete on-line help function? \_\_\_\_\_
- 5. Report writer for ad-hoc reporting? \_\_\_\_\_
- 6. Handle an unlimited number of accounts? \_\_\_\_\_
- 7. Does the system support standard user-defined salary tables? \_\_\_\_\_
- 8. Allow unlimited salary tables? \_\_\_\_\_
- 9. Does the system support part-time and hourly employees, with pro-rated benefits? \_\_\_\_\_
- 10. Does the system accommodate employees with unusual shifts (i.e., police)? \_\_\_\_\_
- 11. Can the system support multiple positions for a single employee? \_\_\_\_\_
- 12. Does the system automatically account for and distribute overtime pay in accordance with the Fair Labor Standards Act (FLSA)? \_\_\_\_\_
- 13. Is the payroll system integrated to the General Ledger and budget? \_\_\_\_\_
- 14. Does the system track accrued time earned? \_\_\_\_\_  
     Vacation? \_\_\_\_\_  
     Sick Time? \_\_\_\_\_  
     Comp Time? \_\_\_\_\_  
     How many user defined accruals? \_\_\_\_\_
- 15. Does the system support multiple pay periods? \_\_\_\_\_
- 16. Does the system support payroll draws? \_\_\_\_\_
- 17. Allow an unlimited number of pay types ? \_\_\_\_\_
- 18. Can the system support the State PERS retirement program requirements? \_\_\_\_\_
- 19. Will the system generate all Federal and State reporting requirements? \_\_\_\_\_
- 20. Can the system generate: \_\_\_\_\_  
     W2 statements? \_\_\_\_\_  
     1099R statements? \_\_\_\_\_  
     941 and other quarterly reports? \_\_\_\_\_
- 21. Unlimited number of years of history? \_\_\_\_\_
- 22. Can the system track job or project costing information? \_\_\_\_\_
- 23. Unlimited number of employees allowed? \_\_\_\_\_
- 24. Can the system support labor union or other: \_\_\_\_\_  
     Deduction calculations? \_\_\_\_\_  
     Reporting? \_\_\_\_\_  
     Deferred compensation plus employer match? \_\_\_\_\_  
     Payroll contributions such as state employment security payments? \_\_\_\_\_  
     Flexible spending (Section 125) plan? \_\_\_\_\_
- 25. Can tax tables be maintained and updated by the user? \_\_\_\_\_
- 26. Can the system provide daily time entry? \_\_\_\_\_
- 27. Support other methods of time entry such as electronic time clocks? \_\_\_\_\_

- 28. Is an automatic payroll deposit provided? \_\_\_\_\_
- 29. Does the payroll system allow for remote data entry of timesheets? \_\_\_\_\_
- 30. Is all pertinent payroll information on one or two screens? \_\_\_\_\_
- 31. What type of security does the system provide for Payroll? Please attach response. \_\_\_\_\_
- 32. How are employee screens set up? Please attach response on a separate sheet.
- 33. Please describe (on a separate sheet) how the Payroll system integrates with Job Costing.
- 34. Will the payroll system allow import of data from ADP's PC/Payroll for Windows, version 3.0 payroll system? \_\_\_\_\_

**Utility Billing**

- 1. System is real time system not batch processing? \_\_\_\_\_
- 2. Menus have drill-down capabilities for detail? \_\_\_\_\_
- 3. ALL screens in a GUI format? \_\_\_\_\_
- 4. System has complete on-line help function? \_\_\_\_\_
- 5. Report writer for ad-hoc reporting? \_\_\_\_\_
- 6. Handle an unlimited number of accounts? \_\_\_\_\_
- 7. Does the system support multiple billing cycles?
  - Monthly billing? \_\_\_\_\_
  - Bi-monthly billing? \_\_\_\_\_
  - Mixture of monthly and bi-monthly? \_\_\_\_\_
  - Quarterly billing/mixture of quarterly and monthly? \_\_\_\_\_
  - Semi-Annual? \_\_\_\_\_
- 8. Does the system integrate with:
  - General Ledger? \_\_\_\_\_
  - Cash Receipting? \_\_\_\_\_
  - Accounts Payable (refunds)? \_\_\_\_\_
- 9. Allow unlimited number of customers? \_\_\_\_\_
- 10. Unlimited number of rates per service? \_\_\_\_\_
- 11. Does the system have a meter change-out program? \_\_\_\_\_
- 12. Can the system generate work orders?
  - Connection? \_\_\_\_\_
  - Disconnect? \_\_\_\_\_
  - Service? \_\_\_\_\_
- 13. Does the system support hand-held meter reading devices?
  - What kind(s)? \_\_\_\_\_
  - Support unlimited number of meters? \_\_\_\_\_
- 14. Does the system have a meter inventory?
  - Locations? \_\_\_\_\_
  - Type? \_\_\_\_\_
  - Class? \_\_\_\_\_
- 15. Does the system track meter maintenance? \_\_\_\_\_
- 16. Does the system support user-defined bill calculations? \_\_\_\_\_
- 17. Does the system provide user-defined penalty options? \_\_\_\_\_
- 18. Can the system prorate billings? \_\_\_\_\_
- 19. Are grace/tolerance days user-definable? \_\_\_\_\_

- 20. Does the system produce "dunning" letters?
  - Door hangers? \_\_\_\_\_
  - Rate changes? \_\_\_\_\_
  - Reminders? \_\_\_\_\_
- 21. Does the system have ad-hoc report writing capabilities? \_\_\_\_\_
- Does the system include a built-in utility consumption and revenue summary by rate class? \_\_\_\_\_
- 22. Unlimited number of years of billing information? \_\_\_\_\_
- 23. Can the system automatically generate credit refunds? \_\_\_\_\_
- 24. Allow special charges and lien charges? \_\_\_\_\_
- 25. Date sensitive user-defined code comment screen? \_\_\_\_\_
- 26. Unlimited notes per account? \_\_\_\_\_
- 27. A separate lot screen listing at least:
  - Service location \_\_\_\_\_
  - Lot number \_\_\_\_\_
  - Parcel number \_\_\_\_\_
  - Inside/outside City code \_\_\_\_\_
  - Lot size \_\_\_\_\_
  - Buildable/impervious/developed lot size \_\_\_\_\_
- 28. Does the system allow for "unbundling" of charges and show them separately on the customer's utility bill? \_\_\_\_\_
- 29. Does the system accommodate average payment plans?
  - Low income or other discounts? \_\_\_\_\_
- 30. Does the system accommodate Internet bill delivery and payment? \_\_\_\_\_
- 31. Will the Utility Billing system post to another vendor's General Ledger system? \_\_\_\_\_
- 32. Does the system print shut-off notices? \_\_\_\_\_
- 33. Will the system print bills on a line printer? \_\_\_\_\_
- 34. A separate "Meter Screen" listing at least:
  - Route number \_\_\_\_\_
  - Sequence number \_\_\_\_\_
  - Meter serial number \_\_\_\_\_
  - Installation date \_\_\_\_\_
  - Manufacturer code \_\_\_\_\_
  - Meter size \_\_\_\_\_
  - # of digits \_\_\_\_\_
  - EDU'S, status code, type of meter \_\_\_\_\_
  - Radio read capability (MXU-ID, Reg-ID, longitude, and latitude) \_\_\_\_\_
  - How many user defined meter fields? \_\_\_\_\_
- 35. How many services per customer? \_\_\_\_\_
- 36. How many user-defined fields? \_\_\_\_\_
- 37. How many name/address sections (i.e. master, owner, "bill-to")? \_\_\_\_\_

***Fixed Asset Accounting***

- 1. System is real time system not batch processing? \_\_\_\_\_
- 2. Menus have drill-down capabilities for detail? \_\_\_\_\_
- 3. ALL screens in a GUI format? \_\_\_\_\_
- 4. System has complete on-line help function? \_\_\_\_\_
- 5. Report writer for ad-hoc reporting? \_\_\_\_\_
- 6. Integrated with Accounts Payable system to facilitate additions to the fixed assets \_\_\_\_\_

- inventory. \_\_\_\_\_
- 7. Allows user to assign fixed assets to one or more funds, users, and/or locations. \_\_\_\_\_
- 8. Allows the user to define classes of fixed assets. \_\_\_\_\_
- 9. Acquisition method is tracked. \_\_\_\_\_
- 10. Capability of bar coding assets for physical inventory. \_\_\_\_\_
- 11. Can the system generate depreciation postings and post automatically to the general ledger? \_\_\_\_\_

***Job Costing***

- 1. System is real time system not batch processing? \_\_\_\_\_
- 2. Menus have drill-down capabilities for detail? \_\_\_\_\_
- 3. ALL screens in a GUI format? \_\_\_\_\_
- 4. System has complete on-line help function? \_\_\_\_\_
- 5. Report writer for ad-hoc reporting? \_\_\_\_\_
- 6. Handle an unlimited number of job and activity numbers? \_\_\_\_\_
- 7. Does the system allow for compilation of project life costs? \_\_\_\_\_
- 8. Does the system integrate with:
  - General Ledger? \_\_\_\_\_
  - Payroll? \_\_\_\_\_
  - Accounts Payable? \_\_\_\_\_
  - Cash Receipts? \_\_\_\_\_
- 9. Are labor costs, including fringe benefits, derived directly from the payroll system? \_\_\_\_\_
- 10. Does the system have the flexibility to add a percentage to cover overhead costs such as supervision and “unproductive” time (vacation, sick leave, etc.)? \_\_\_\_\_
- 11. Does the system have a project summary report available?
  - Activity summary report? \_\_\_\_\_
  - Project detail report? \_\_\_\_\_
  - Activity detail report? \_\_\_\_\_
  - Are other stock reports available (please list)? \_\_\_\_\_
- 12. How many job-type codes are available?
  - Work order or project number? \_\_\_\_\_
  - Project type code? \_\_\_\_\_
  - Sub-project code? \_\_\_\_\_
  - Activity number? \_\_\_\_\_
  - Activity type code? \_\_\_\_\_
  - Sub-activity code? \_\_\_\_\_
  - Additional codes? \_\_\_\_\_
- 13. Is an inventory system available?
  - Cost: \_\_\_\_\_
  - Does it integrate with job costing? \_\_\_\_\_
- 14. Is an equipment or fleet management system available?
  - Cost: \_\_\_\_\_
  - Does it integrate with job costing? \_\_\_\_\_