

**City of Ephrata
2007 Request for Proposal**

Integrated Municipal Finance Software System

Date of issue: February 1, 2007

Date Proposal is Due: March 29, 2007

Overview

The **City of Ephrata** is requesting proposals for an integrated municipal finance software system. The system should include all or part of the following comprehensive, fully integrated systems: *General Ledger, Budget Preparation, Accounts Payable/Purchasing, Cash Receipting, Payroll/Human Resources, Utility Billing, Equipment Rental, Business License, Miscellaneous Billing, Permitting, Code Enforcement and Fixed Asset Accounting* applications. This will be a competitive negotiation process. The City reserves the right to reject all bids and issue another Request for Proposal (RFP). This RFP does not commit the City of Ephrata to reimburse vendors for proposal submission costs. Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other municipalities or utilities, identification and understanding of the City's requirements, experience and qualifications of key personnel and record in providing quality customer support.

The City of Ephrata is a general purpose government and provides police protection, street maintenance and improvement, parks/recreation and general administrative services. In addition, the City owns and operates a water/sewer system and sanitation collection system. The accounting policies of the City conform to the Budgeting, Accounting and Reporting System for Category 2 local governments prescribed by the State Auditor. Ephrata has a 2006 population of 6,890.

Deadline: *The City hereby sets a deadline for submission of proposals of March 29, 2007. All proposals must be postmarked by this deadline.*

To request a complete proposal packet, contact Leslie Trachsler at 509-754-4601 ext 120 or e-mail ltrachsler@ephrata.org.

Proposals should be mailed to:

**City of Ephrata
Leslie Trachsler, City Clerk
121 Alder Street SW
Ephrata, WA 98823**

Requirements and Specifications

Proposal Instructions: Please answer the stated questions listed below. If additional pages are necessary please feel free to attach them to your proposal. Feel free to include pre-printed product literature regarding your system(s). **Please provide one price quote for the entire system and a separate quote for each separate subsystem.** Indicate the length of time over which your price quote applies. If enhancements are required to accommodate a specific task identified below please identify the cost of such enhancement. For each subsystem, identify when the application was first put into production, how many sites are using the application, and how many installations are in progress.

The following requirements and features have been identified by the City of Ephrata 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 identify the estimated cost of any required modification.

General

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. Specify which version(s) of Windows on which your system will run: _____
4. **Real Time Information:** Is the system real time or batch. _____
Budget: Will transactions affect financial balances 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 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 Ephrata) 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 _____
Equipment Rental _____
Miscellaneous Billing _____
Business Licenses _____
Permitting _____
Fixed Assets _____
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 you be selected. There should also be costs included for data conversion. _____
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 personnel. _____
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 Ephrata. 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 Ephrata 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 an 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? _____
7. Does the database support real-time processes? _____
8. Does the system run on an NT network/Windows workstations or Novell? _____

Financial System

General Ledger

1. Is system real time or batch processing? _____
2. Menus have drill-down capabilities for detail? _____
3. System has complete on-line help function? _____
4. Report writer for ad-hoc reporting? _____
5. Handle an unlimited number of accounts? _____

6. Does the system allow the use of control accounts that reflect revenue, expenditure and encumbrance activity totals from subsidiary ledgers? _____
7. Interface to Bank Reconciliation? _____
8. Does the system provide for centralized account management? _____

9. Are users restricted from access to applications not within their authority? _____
10. Can information be exported to other systems such as Excel? _____
11. Can reports be generated for each individual fund? _____
12. Can accounts be added in years other than the current fiscal year? _____
13. Is security provided by user? _____
14. Allow at least 13 periods per year with open periods? Prior year function? _____
15. Allow unlimited number of years of detail information? _____
16. Does the system provide for real time maintenance of account:
 - Status? _____
 - Balance? _____
17. 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? _____
18. Is selectivity for accounting information available:
 - By account? _____
 - By period? _____
 - By date range? _____
19. Can reports be rerun for periods other than the current period? _____
20. Does the system support multiple accounting methods:
 - Cash Basis? _____
 - Modified Accrual? _____
 - Full Accrual? _____
21. Can entries be reversed and deleted automatically? _____
22. Are entries tracked as to:
 - Transaction date and time? _____
 - Posting date and time? _____
 - By user performing entry? _____

- 23. Allow unlimited number of journal entries? _____
- 24. Have unlimited number of recurring journal entries? _____
- 25. Does the system have an approval process for journal entries? _____
- 26. On-line screen inquiry including unlimited history? _____
- 27. Can the previous year be "locked" after year-end closure occurs so inadvertent changes cannot be made? _____

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

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. Is system real time or batch processing? _____

2. Menus have drill-down capabilities for detail? _____
3. System has complete on-line help function? _____
4. Report writer for ad-hoc reporting? _____
5. Handle an unlimited number of accounts? _____
6. Can the system support online paperless requisition and purchase orders, including online approvals? _____
7. Does the system provide for vendor maintenance:
 - By vendor name? _____
 - By vendor number? _____
8. Does the system support temporary vendors? _____
9. Does the system track whether vendors require 1099's or not? _____
10. Will the system track vendor product/service codes? _____
11. Can you cancel invoices in the system? _____
12. Can you cancel checks in the system? _____
13. Does the system allow unlimited number of vendors? _____
14. Does the system allow unlimited years of history? _____
15. Will the system allow you to work in both current and future periods? _____
16. Does the system interface with other systems such as:
 - General Ledger? _____
 - Budgets & Encumbrances? _____
 - Cash Receipting (refunds)? _____
 - Purchasing (purchase orders)? _____
 - Fixed Assets? _____
 - Inventory? _____
 - Equipment Rental (cost allocation)? _____
17. Does the system support both check and voucher printing? _____
18. Do transactions directly affect General Ledger accounts in:
 - Income? _____
 - Expenses? _____
 - Budget? _____
19. Does the system support recurring entries (biweekly, monthly)? _____
20. Does the system provide a check reconciliation system? _____
21. Are duplicate payments prevented? _____
22. Can the system print 1099's at year-end for vendors requiring them? _____
23. Can the system generate a payment approval list for City Council approval? _____
24. Does the system provide user-defined payment terms? _____
25. Access vendor history by vendor, invoice date, check date? _____

26. Does the system provide history drill-down to include: invoice information, P.O.'s, GL account number? _____
27. Does the system allow the user to inquire vendor by name? _____
28. Does the system track Washington State "use" tax by expenditure account? _____
29. Does the vendor screen information include contract limits? _____
30. Does the system allow for use of both treasurer checks and vouchers and have one check reconciliation systems? _____
31. Does the system provide the use of clearing funds for accounts payable and payroll to disburse cash? _____
32. Does the system accommodate wire transfers of funds? _____
33. Does the system verify budget status prior to accepting a transaction? _____

Cash Receipting

1. Is system real time or batch processing? _____
2. Menus have drill-down capabilities for detail? _____
3. System has complete on-line help function? _____
4. Report writer for ad hoc reporting? _____
5. Handle an unlimited number of accounts or transaction codes? _____
6. Does the system provide centralized collections? _____
7. Will the system distribute appropriate information to:
 - General Ledger? _____
 - Utility Billing? _____
8. Can the system track all entered payments including voided receipts? _____
9. Does the system provide integration to an electronic cash drawer system? _____
10. Can the system allow collection of all methods of payment at one location? _____
11. Does the system provide cash-out procedure for balancing each operator? _____
12. Does the system provide the ability to define payment mode and provide a daily deposit cash & check composition? _____
13. Can the system print a cash receipt on demand? _____
14. Can you view transactions in the cash receipts inquiry? _____
 - Pending transactions? _____
 - Historical transactions? _____

- 15. Does the system provide on-line payment information? _____
- 16. Does the system allow one or more transactions per receipt? _____
- 17. Will the system allow for credit card payments? _____

Payroll/Human Resources

- 1. Is system real time or batch processing? _____
- 2. Menus have drill-down capabilities for detail? _____
- 3. System has complete on-line help function? _____
- 4. Report writer for ad-hoc reporting? _____
- 5. Handle an unlimited number of accounts? _____
- 6. Does the system support standard user-defined salary tables? _____
- 7. Allow unlimited salary tables? _____
- 8. Does the system support part-time and hourly employees, with pro-rated benefits? _____
- 9. Does the system accommodate employees with unusual shifts (i.e., police)? _____
- 10. Can the system support multiple positions for a single employee? _____
- 11. Does the system automatically account for and distribute overtime pay in accordance with the Fair Labor Standards Act (FLSA)? _____
- 12. Is the payroll system integrated to the General Ledger and budget? _____
- 13. Does the system track accrued time earned and used? _____
 - Vacation? _____
 - Sick Time? _____
 - Comp Time? _____
 - How many user defined accruals? _____
- 14. Does the system support multiple pay periods? _____
- 15. Does the system support payroll draws? _____
- 16. Allow an unlimited number of pay types? _____
- 17. Can the system support the State PERS/LEOFF retirement program requirements? _____
- 18. Will the system generate all Federal and State reporting requirements? _____
- 19. Can the system generate:
 - W2 statements? _____
 - 941 and other quarterly reports? _____
- 20. Unlimited number of years of history? _____
- 21. Can the system distribute salary by department to multiple funds & accounts? _____

- 22. Unlimited number of employees allowed? _____
- 23. Can the system support labor union or other:
 - Deduction calculations? _____
 - Reporting? _____
 - Deferred compensation? _____
 - Payroll contributions such as state employment security payments? _____
 - Flexible spending (Section 125) plan pre-taxed deductions? _____
- 24. Can tax tables be maintained and updated by the user? _____
- 25. Can the system provide daily time entry? _____
- 26. Support other methods of time entry such as electronic time clocks? _____
- 27. Is an automatic payroll deposit provided? _____
- 28. Does the payroll system allow for remote data entry of timesheets? _____
- 29. Is all pertinent payroll information on one or two screens? _____
- 30. What type of security does the system provide for Payroll? Please attach response. _____

- 31. How are employee screens set up? Please attach response on a separate sheet. _____
- 32. Please describe (on a separate sheet) how the Payroll system integrates with Budget and General Ledger. _____

Utility Billing

- 1. Is system real time or batch processing? _____
- 2. Menus have drill-down capabilities for detail? _____
- 3. System has complete on-line help function? _____
- 4. Report writer for ad-hoc reporting? _____
- 5. Handle an unlimited number of accounts? _____
- 6. 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? _____
- 7. Does the system integrate with:
 - General Ledger? _____
 - Cash Receipting? _____

Budgeting?

- 8. Allow unlimited number of customers? _____
- 9. Unlimited number of rates per service? _____
- 10. Does the system have a meter change-out program? _____
- 11. Can the system generate work orders? _____

Connection?

Disconnect?

Service?

- 12. Does the system support hand-held meter reading devices? _____

What kind(s)? _____

Support unlimited number of meters? _____

- 13. Does the system have a meter inventory? _____

Locations?

Type?

Class?

- 14. Does the system track meter maintenance? _____
- 15. Does the system support user-defined bill calculations? _____
- 16. Does the system provide user-defined penalty options? _____
- 17. Can the system prorate billings? _____
- 18. Are grace/tolerance days user-definable? _____
- 19. Does the system produce "dunning" letters? _____

Door hangers?

Rate changes?

Reminders?

- 20. Does the system have ad-hoc report writing capabilities? _____

Does the system include a built-in utility consumption and revenue summary by rate class? _____

- 21. Unlimited number of years of billing information? _____
- 22. Can the system automatically generate credit refunds? _____
- 23. Allow special charges and lien charges? _____
- 24. Date sensitive user-defined code comment screen? _____
- 25. Unlimited notes per account? _____
- 26. A separate screen listing at least: _____

Service location

Lot number

- Parcel number _____
- Inside/outside City code _____
- Lot size _____
- Buildable/impervious/developed lot size _____
- 27. Does the system allow for "unbundling" of charges and show them separately on the customer's utility bill? _____
- 28. Does the system accommodate levelized payment plans? _____
- 29. Does the system accommodate Internet bill delivery and payment? _____
- 30. Does the system print shut-off notices? _____
- 31. Will the system print bills on a line printer? _____
- 32. 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? _____

- 33. How many services per customer? _____
- 34. How many user-defined fields? _____
- 35. How many name/address sections (i.e. master, owner, "bill-to")? _____

Equipment Rental

- 1. Is system real time or batch processing? _____
- 2. Menus have drill-down capabilities for detail? _____
- 3. System has complete on-line help function? _____
- 4. Report writer for ad-hoc reporting? _____
- 5. Integrated with Accounts Payable, Budget and General Ledger systems. _____
- 6. Does system allow expense posting of maintenance cost for equipment. _____
- 7. Does provide function to charge various funds/department for equipment use. _____
- 8. Acquisition method is tracked. _____
- 9. Can the system generate depreciation postings and post automatically to the general ledger? _____

Business Licenses System

- 1. Is system real time or batch processing? _____
- 2. Menus have drill-down capabilities for detail? _____
- 3. System has complete on-line help function? _____
- 4. Report writer for ad-hoc reporting? _____
- 5. Integrated with Budget and General Ledger systems? _____
- 6. Allows user to assign multiple categories to accounts? _____
- 7. Allows the user to define classes of businesses? _____
- 8. Acquisition method is tracked? _____

Miscellaneous Billing System

- 1. Is system real time or batch processing? _____
- 2. Menus have drill-down capabilities for detail? _____
- 3. System has complete on-line help function? _____
- 4. Report writer for ad-hoc reporting? _____
- 5. Integrated with Budget and General Ledger systems? _____
- 6. Allow user to age accounts and run an age analysis report? _____
- 7. Does system allow for automatic bill posting? _____

Permitting System

- 1. Is system real time or batch processing? _____
- 2. Menus have drill-down capabilities for detail? _____
- 3. System has complete on-line help function? _____
- 4. Report writer for ad-hoc reporting? _____
- 5. Integrated with Budget and General Ledger systems? _____
- 6. Allow user to print permits? _____
- 7. Allows the user to input rates for various types of permits? _____

Fixed Asset Accounting

- 1. System is real time system not batch processing? _____
- 2. Menus have drill-down capabilities for detail? _____
- 3. System has complete on-line help function? _____
- 4. Report writer for ad-hoc reporting? _____

5. Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory? _____
6. Allows user to assign fixed assets to one or more funds, users, and/or locations? _____
7. Allows the user to define classes of fixed assets? _____
8. Acquisition method is tracked? _____
9. Capability of bar coding assets for physical inventory? _____
10. Can the system generate depreciation postings and post automatically to the general ledger? _____