

Requirements Survey Procurement, Contracting, and AP			Requirements Response Rules:							
<p>The following functional, technical, workflow and reporting needs provide the minimum requirements of the City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.</p>			<p>Column #1. <b>Mandatory:</b> Proposers are required to input one response per requirement using the drop down list provided.  <b>Response Types:</b>  <b>F=Fully provided out of the box, or fully provided out of the box through basic configuration</b>  <b>Mod= Provided through a technical modification of the software (i.e. a customization)</b>  <b>TP = Provided through a proposed third party application or capability</b>  <b>RT = Provided through a built in or proposed reporting tool</b>  <b>NA = Not Available</b></p> <p>Column #2. Proposers are requested to itemize estimated costs for all modification requirements.  Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements.  Column #4. <b>Mandatory:</b> Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal.  Column #5. <b>Mandatory:</b> Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal.  Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality.  Column #7. <b>Mandatory:</b> Proposers are required to list the version number for all functionality proposed to the City.</p>							
Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included in Implementation Costs	5. Included in training costs	6. Subcontractor	7. Version Number	Comments/Narrative
						Yes/No	Yes/No			
<b>Procurement</b>										
<b>Critical &amp; Unique Requirements</b>										
M1	Ability to track contract related data specific to each contract, including: Contract Execution Date, Contract Expiration Date, Contract Narrative/Text	6								
M2	Ability within the system to review/monitor all purchases against a specific contract	6								
M3	Ability to email "link" to a transaction within the system to another system user (e.g. send electronic link to a specific PO)	6								
M4	Ability to reporting on spend by vendor regardless of procurement method (PO, P-Card)	6								
M5	Ability for multiple agencies to view City contracts and Purchase Orders (with necessary security)	6								
M6	Ability to provide Vendor self service website to provide ease of doing business with the City. Vendor self service should allow lookup of open purchases and invoice information.	6								
M7	Ability to track vendor performance data within the ERP system (including rating and specific performance comments)	6								
M8	Workflow setup is capable of multi-level approvals (with the ability to customize per Agency/Department)	6								
M9	Ability to enter internal comments/notes on a Purchase Order	6								
M10	Ability to set a "Preferred Vendor" status in ERP to guide Agency purchases	6								
M11	Ability to set a "Preferred Item" status in ERP to guide Agency purchases	6								
M12	Ability to provide exception reporting - Outstanding Requisitions without a PO	6								
M13	Ability to provide exception reporting - Open Encumbrances	6								
M14	Ability to email Purchase Order directly to vendor contact	6								
M15	Ability to categorize vendors by goods and services they provide	6								
M16	Ability to scan vendor invoice and store electronically for both Agency and central Purchasing access	6								
M17	Ability to track in Vendor Master to know whether a Vendor Affirmative Action Plan is on file for Civil Rights and AP	6								
M18	Ability to set system controls or workflow to flag if vendor is over specific threshold (\$25k) to confirm insurance, affirmative action, other legal requirements prior to vendor payment.	6								
M19	Ability to calculate recognition of credits against encumbrance related to a contract	6								
M20	Ability to provide alert to prepare a change order when an invoice is greater than the purchase amount on record	6								
M21	Ability to track and report on partial payments and retainage by contract	6								
<b>Procurement - Commodities Set Up</b>										
1.00	Ability to set up and track purchasing transactions, documents and data, including:									
2.00	Requisitions	5								
3.00	Request for Proposals	5								
4.00	Request for Qualifications	5								

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<b>Procurement</b>										
5.00	Request for Quotes	5								
6.00	Solicitations	5								
7.00	Solicitation preparation	5								
8.00	Vendor bid list creation and maintenance (including subset of qualified small and minority-owned subcontractors) and ability to track the following:									
9.00	Organization name & address	5								
10.00	MBE/WBE status	5								
11.00	Several user defined fields	5								
12.00	Commodity code(s)	3								
13.00	Last bid	3								
14.00	Last award	3								
15.00	Email address	3								
16.00	Phone, Fax, and Mobile Numbers	3								
17.00	Contact Information	3								
18.00	Electronic posting and distribution (electronically by system)	4								
19.00	Electronic bid receipt, including alternate bid	4								
20.00	Response tabulation (fed by electronic receipt)	4								
21.00	Award notification	4								
22.00	PO/Contract	5								
23.00	Requisition to solicitation to PO	5								
24.00	Requisition to contract or PO	5								
25.00	Solicitation to contract or PO (no requisition --optional: subject to proper authorizations)	5								
26.00	PO to Contract (release against contract)	5								
27.00	PO or Contract (without requisition or solicitation)	5								
28.00	Goods receipt, shipment notification, returns, quarantines, and shipment cancellations	5								
29.00	Invoice receipt	5								
30.00	Matching (2-way: PO and Invoice; 3-way: PO, Invoice and Goods/Services Receipt; or evaluated receipt settlement)	5								
31.00	Ability to default vendor information from the vendor master file when choosing a vendor on purchasing transactions and documents.	5								
32.00	Ability to designate comments as private (unable to be seen by the vendor).	5								
33.00	Ability to attach and retrieve multiple files to all purchasing documents and carry forward files to subsequent purchasing documents, including scanned images, PDF, Word and Excel, pictures and other documents.	5								
34.00	Ability to route the following purchasing documents through transactions with multiple workflow and approvals:									
35.00	Requisitions	5								
36.00	Solicitations and addendums	4								
37.00	Solicitation responses	4								
38.00	Purchase Orders/PO change notices	5								
39.00	Contracts/Work Orders	5								
40.00	Receiving Documents	5								
41.00	Invoices	5								
42.00	Credit Memo	5								
43.00	Voucher Requests	5								
44.00	Performance/Surety Bonds/Letters of Credit	5								
45.00	Other Documents	5								
46.00	Ability to establish repetitive transactions and transaction templates (e.g. requisitions, solicitations, purchase orders).	5								
47.00	Ability to save and flag (on hold) incomplete and/or complete purchasing documents (requisitions, solicitation, bid responses, PO, receipt, and other).	5								
48.00	Ability to workflow based upon data elements and rules, including:									
49.00	Dollar thresholds	5								
50.00	Transaction types	5								
51.00	Commodity Code	3								
52.00	Cost Center	5								
53.00	Object of Expense	5								

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<b>Procurement</b>										
54.00	Fund	5								
55.00	Project Code	5								
56.00	Other user defined	5								
57.00	Grants	5								
58.00	Ability to set up approval paths based upon the approval required, including:	5								
59.00	Flexibility to configure and change	5								
60.00	Obtain additional approvals when dollar limitations have been exceeded	5								
61.00	Technology purchases	5								
62.00	Sole source purchases	5								
63.00	Multi-year purchases	3								
64.00	Amendments to and withdrawals of bids	4								
65.00	Construction Purchases and Contracts	5								
66.00	Maintains a list of all bidders who respond to bid solicitations.	5								
67.00	Electronic attachment files (i.e.: xls, doc, jpg, tif, etc.) can be attached in the bidding process.	5								
68.00	Maintains a list of all details related to the award (award date, award vendor, amount, other details).	5								
69.00	Provides ability for automated selection of vendors for bids (i.e., rotation of bid list).	3								
70.00	Interfaces with electronic mail/calendaring system for approvals and to notify buyers and take actions	3								
71.00	Interfaces to Word processing package(s) (MS Word)	5								
72.00	Interfaces to spreadsheet package(s) (Excel)	5								
<b>Vendor Self Service</b>										
73.00	Ability to provide a self-service vendor registration.	5								
74.00	Ability for vendors to download registration forms via self service.	5								
75.00	Ability for vendors to view registration instructions and view, search and select from a commodity listing.	5								
76.00	Ability to alert vendors already registered (e.g. search by TIN, SSN, address, and other fields).	5								
77.00	Ability to send registration confirmation email or letter to vendors, with user defined criteria, such as vendor information, commodity codes and other data.	5								
<b>Vendor File</b>										
78.00	Ability to set up and track the following vendor information:									
79.00	Unique Vendor number	5								
80.00	Prior vendor number	5								
81.00	Vendor name	5								
82.00	Vendor status (active, inactive, on hold, debarred, and other statuses)	5								
83.00	Date debarred	5								
84.00	Date debarred vendor eligible for reinstatement	5								
85.00	Debarred Reason	5								
86.00	Registration valid date on	5								
87.00	Registration valid date off	5								
88.00	Registration reinstatement date	5								
89.00	Federal tax ID number	5								
90.00	Multiple contact names	5								
91.00	Multiple contact titles	5								
92.00	Multiple contact email addresses	5								
93.00	Multiple contact phone numbers (office, cell, fax)	5								
94.00	Text	5								
95.00	Address type (e.g., ordering, remittance)	5								
96.00	Physical address	5								
97.00	Mailing address (should handle foreign addresses)	5								
98.00	Other address	5								
99.00	E-mail address	5								
100.00	Website address	5								
101.00	Bank Transit Code (ABA/Routing number)	5								
102.00	Bank Account Number	5								
103.00	Bank Name	5								

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<b>Procurement</b>										
104.00	Direct Deposit Status/EFT Status	5								
105.00	Credit card flag (yes/no)	5								
106.00	Hold Reason and Hold Source	5								
107.00	Date of Last Purchase and Codes of Products Purchased	5								
108.00	Contact information	5								
109.00	Approval date	5								
110.00	Scheduled expiration date	5								
111.00	Inactivation date	5								
112.00	Certification date	5								
113.00	Ownership type/Business structure code	5								
114.00	Minority-owned, Women & Disadvantaged audit information (multiple occurrences)	5								
115.00	Audit Occurrence (number of audits)	4								
116.00	Audit Type	4								
117.00	Reason for audit (description field)	4								
118.00	Auditor	4								
119.00	Initiated audit date	4								
120.00	Date received by auditor	4								
121.00	Notification date	4								
122.00	Onsite date	4								
123.00	Appeal date	4								
124.00	Determination date	4								
125.00	Closed audit date	4								
126.00	Reason Codes	4								
127.00	Comment field	4								
128.00	SSN / FEIN	5								
129.00	Percent of ownership MBE, WBE, DBE	4								
130.00	Total number of employees	4								
131.00	Threshold flag	4								
132.00	User-defined vendor fields	5								
133.00	Multiple certifications (i.e., certified orientation and mobility instructors)	5								
134.00	Payment terms	5								
135.00	Vendor Number	5								
136.00	Vendor 1099 indicator	5								
137.00	Vendor withholding status	5								
138.00	Bid Documents, Referenced	5								
139.00	Purchase History Files (Dates, quantity, products, purchase order number) for current and prior years	5								
140.00	Infractions	5								
141.00	Local Vendor	5								
142.00	Several user defined fields	5								
143.00	Ability to permit multiple addresses to be assigned to a specific address type for a specific vendor (e.g., multiple ordering addresses and invoice addresses).	5								
144.00	Ability to provide notices to vendors a user-specified number of days prior to registration expiration and after expiration.	4								
145.00	Ability to search for a vendor using multiple search criteria such as by commodity code, small and minority-owned, and by vendor number/name.	5								
146.00	Ability to track vendor history and include date added or inactivated and reason.	5								
147.00	Ability to deactivate vendor from vendor listing by date with reason while maintaining historical data.	5								
148.00	Ability to generate vendor numbers (numeric and alphanumeric) or assign manually based on system administrator-defined parameters.	5								
149.00	Ability for users with authorized security to add, change or deactivate vendor master file records.	5								
150.00	Ability to maintain an on-line audit trail of changes to the vendor master file (e.g. vendor name).	5								
151.00	Ability to track invalid registrations and vendor re-registrations.	3								
152.00	Ability to maintain an online history of vendor transactions by month, quarter, fiscal and calendar year, inception to date, and other data.	5								

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<b>Procurement</b>										
153.00	Amount of Last Purchase	5								
154.00	Total Purchases, Year-to-Date	5								
155.00	Total Purchases, Last Year	5								
156.00	Last Quoted Price	5								
157.00	Last Quoted Shipping Date	5								
158.00	Ability to add or maintain a new vendor without leaving a related process (e.g., accounts payable), with proper authority.	5								
159.00	Ability for users with authorized security to block purchasing transactions to vendors based on user-defined status code (e.g., debarred, inactivity) for a specified period of time	4								
160.00	Ability to store information regarding debarred vendors.	5								
161.00	Ability to allow the selective archiving of vendors by user-defined criteria.	3								
162.00	Integration inventory tracking system with the ability to select items purchased and update quantities as received	3								
163.00	Automatically creates vendor master file when bidder receives award, if the award was the first one the bidder received.	3								
164.00	Allows for remote receiving of products via terminal from multiple locations. Generates online discrepancy reports when quantity/type of products received differ from what was ordered.	5								
165.00	Ability to allow for the recording of goods returned to the vendor.	5								
166.00	Ability to handle multiple partial receipts against specific purchase orders.	5								
167.00	Ability to track amounts paid and applied to individual line items on purchase orders.	5								
168.00	Easily accommodates partial payments to vendors and tracks amounts owed.	5								
169.00	Tracks early payment discounts received or forfeited.	3								
170.00	Ability to direct payments to a vendor different than one on purchase order.	5								
171.00	Electronic funds transfer for payments to vendors.	5								
172.00	Ability to automatically update vendor files as purchase orders are issued.	3								
173.00	Ability to automatically compare master files by commodity code, price, and discount factors to determine which vendor to purchase from, using pull-down screens.	3								
174.00	Prepares a "purge file list" for buyers to review prior to users purging inactive bidders and/or vendors.	5								
175.00	Associates vendor codes with commodity codes with automated bidder list.	3								
176.00	Provides ability to bidders to apply / register online for a series of commodity categories. These bidder applications would be held as "pending" for a Purchasing department review and approval / rejection process, and if approved, entered directly into bid-list.	4								
<b>Vendor Performance</b>										
177.00	Ability to track vendor performance and vendor history.	3								
178.00	Ability to input vendor performance information, including:									
179.00	Issues	3								
180.00	Correspondence Tracking	3								
181.00	Resolutions	3								
182.00	Multiple dates	3								
183.00	Commodity history	3								
184.00	Order history	3								
185.00	Receipt information	3								
186.00	Ability to track vendor performance including delivery, returns, fill rate, price adjustments, payment history, complaints and resolution, and other information.	3								
<b>Commodities</b>										
187.00	Ability to set up master commodity files.	3								
188.00	Ability to set up and search commodity files by:									
189.00	Commodity code	3								
190.00	Key words	3								
191.00	Long description	3								
192.00	Short description	3								

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<b>Procurement</b>										
193.00	Comments field	3								
194.00	Ability to provide a user friendly way to search the system for contracted commodities, prices, terms and provide contact information for City commodity owner.	3								
195.00	Ability to store commodity specifications.	3								
196.00	Ability to add, change, deactivate commodity file records.	3								
197.00	Ability to maintain an on-line audit trail of changes to the commodity master file.	3								
198.00	Ability to track transactions by commodity and date range.	3								
199.00	Ability to create internal user defined catalogs.	3								
200.00	Ability to upload vendor catalog data.	3								
201.00	Ability for catalog information to include the following:	3								
202.00	Commodity codes	3								
203.00	Vendor item number	3								
204.00	Vendor name and number	3								
205.00	Item specifications and pictures	3								
206.00	Manufacturer name	3								
207.00	Manufacturer part number	3								
208.00	Manufacturer URL	3								
209.00	Price and effective dates	3								
210.00	Minimum order quantity	3								
211.00	Quantity	3								
212.00	Geographic Designation (City, State Highway District, Zone, other)	3								
213.00	Shipping and handling requirements	3								
214.00	Packaging information	3								
215.00	UPC code	3								
216.00	Item code	3								
217.00	Long description	3								
218.00	Short description	3								
219.00	Warranty Information	3								
220.00	Flag for hazardous information	3								
221.00	Ability to calculate price discounts for catalog items.	3								
222.00	Ability to calculate discounts based on the weight or volume of items being purchased.	3								
223.00	Ability to attach and view vendor terms for catalog items (e.g., minimum order quantity).	3								
224.00	Ability to update catalog content, including prices, descriptions, terms and conditions, and other information.	3								
225.00	Ability to enter and process net and discount payment terms.	3								
226.00	Ability to track and report on payments made to a vendor by date, contract number, department (or cost center), and other information.	3								
<b>Requisitions</b>										
227.00	Ability to initiate a purchase requisition for goods and services online, and to query on the status of requisitions.	5								
228.00	Ability to reference contracts and <i>project</i> budgets, if the requisition is contract related.	5								
229.00	Ability to reference grants and grant budgets, if the requisition is grant related.	5								
230.00	Ability to assign the requisition a unique requisition number.	5								
231.00	Ability to provide requisition status inquiry throughout the following procurement process steps:									
232.00	Entry	5								
233.00	Approval	5								
234.00	Creation of bids	5								
235.00	Creation of requisitions	5								
236.00	Creation of contracts	5								
237.00	Creation of purchase orders	5								
238.00	Received but not invoiced	5								
239.00	Ability to automatically generate the following accounting entries with the proper approvals during the procurement cycle:									
240.00	Pre-encumbrance	5								
241.00	Encumbrance	5								
242.00	Liquidation of encumbrance and expenditure	5								

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<b>Procurement</b>										
243.00	Record payment liability	5								
244.00	Ability to change or cancel a requisition at the line item or document level.	5								
245.00	Ability to set up mandatory and optional fields for a requisition.	5								
246.00	Ability to attach files to a requisition or individual line items.	5								
247.00	Ability to close a requisition based upon certain criteria (e.g. full receipt of goods or services, invoice is paid, PO is closed).	5								
248.00	Ability to decrease outstanding pre-encumbrances.	5								
249.00	Ability to close a requisition based upon dates (e.g. inactivity).	5								
250.00	Ability to adjust or cancel a requisition and generate appropriate accounting entries.	5								
251.00	Ability, with appropriate security authorization, to reopen a requisition if the requisition was closed & re-establish pre-encumbrances or encumbrances.	5								
252.00	Ability to save an un-issued requisition with requisition partial details, without routing for approval.	5								
253.00	Ability to group requisitioned items by vendor or commodity code for volume purchases	4								
254.00	Ability to provide Daily Requisition Register.	5								
255.00	Ability to control generation of requisitions that exceed contract limits.	3								
256.00	Provide for remote access to inquire and obtain copies of bid requests.	3								
257.00	Obtain bid list application on-line.	3								
258.00	Obtain bid summaries on-line.	3								
259.00	Allows word processing feature to:									
260.00	a. Allow unlimited inputting of free-form comments	4								
261.00	b. Assist in compiling bid/specification documents	4								
262.00	Provides bidder list selection by all or partial selection:									
263.00	a. Same vendor file is used for Purchasing and Accounts Payable.	5								
264.00	b. System provides functionality to purge historical and one-time vendors.	5								
265.00	c. Vendor maintenance will not affect the vendor information on historical transactions. This can be overridden with the proper security access	5								
266.00	Automatic and/or manual assignment of status and priority codes, including:									
267.00	a. Requisitioned	5								
268.00	b. Bid Document In-Process	5								
269.00	c. Bid Sent	5								
270.00	d. Vendor Selected	5								
271.00	e. Purchase Order Issued	5								
272.00	f. Delivery Date Available	3								
273.00	g. Invoice Paid	5								
274.00	Contract and bid data information:									
275.00	a. Expiration dates	5								
276.00	b. Commodity codes	3								
277.00	c. Vendors	5								
278.00	d. Departments	5								
279.00	e. PO #s	5								
280.00	f. Insurance expiration dates, etc.	5								
281.00	g. Contract number	5								
282.00	h. Contract expiration date with extensions	5								
283.00	At requisition level, notifies user of over-budget condition. User must be authorized to override before proceeding.	5								
284.00	User can specify whether the fund, cost category, or account level is to be used to control over budget warning/restrictions.	5								
285.00	Ability to hold requisitions and purchase orders which exceed authorized amounts. Requires authorized approval to override.	5								
286.00	Allows for the on-line maintenance of a contractor master file, including contract dollar amount and duration.	3								
287.00	Accommodates subsequent contract change orders to update dollar amounts and durations.	5								
<b>Purchase Orders</b>										

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<b>Procurement</b>										
288.00	Ability to utilize a unique PO number.	5								
289.00	Ability to default vendor information when creating new purchase orders. Including:	5								
290.00	Billing & Shipping Addresses	5								
291.00	Ability to capture a fixed asset indicator that designates whether commodity is an asset based on:									
292.00	Object of Expense	5								
293.00	Other User Defined Criteria	5								
294.00	Ability to change or cancel a PO.	5								
295.00	Ability to carryover open purchase orders to the following fiscal year.	5								
296.00	Ability to maintain an audit trail of all purchase order changes.	5								
297.00	Ability to set up multiple PO templates, including and any user-defined field	5								
298.00	Ability to maintain line item data elements, including:									
299.00	Line number	5								
300.00	Quantity Requested	5								
301.00	Amount	5								
302.00	Quantity Ordered	5								
303.00	Text field	5								
304.00	Unit price	5								
305.00	Total Line amount	5								
306.00	Item description	5								
307.00	Start and End Dates for Services.	5								
308.00	Commodity code	3								
309.00	Manufacturer's name	3								
310.00	Manufacturer's part number	3								
311.00	Freight/Shipping charges	3								
312.00	Accounting information	5								
313.00	Multiple cost centers	5								
314.00	Multiple projects and grants	5								
315.00	Ability to combine multiple requisitions into one purchase order.	5								
316.00	Ability to create multiple purchase orders from a single requisition.	5								
317.00	Ability to combine multiple requisitions into multiple purchase orders.	5								
318.00	Ability to create and process individual POs under an existing encumbrance (releases against encumbered blankets).	3								
319.00	Ability to generate the appropriate accounting entries based on the PO change notice, including but not limited to increasing or decreasing the encumbrance.	5								
320.00	Ability to relieve a PO line item without closing the entire PO	5								
321.00	Ability to automatically release the related encumbrance when the PO is closed	5								
322.00	Ability for users to re-open a PO under proper security and related encumbrances re-established	4								
323.00	Ability to post expenditures that are not equal to the encumbrance amount, after appropriate (defined by the City) approval is received. Audit trail maintained of P.O./ encumbrance changes.	5								
324.00	Capability to encumber more than one expenditure account per purchase order line item or requisition line item.	5								
325.00	Approved invoices for payment will liquidate encumbrances when paid (voucher entry).	5								
326.00	System allows the liquidation of an encumbrance even when no payments are made. Such disencumbrances should appear on the Liquidation Register and not the Open Encumbrance Report (i.e., disencumbrance should purge the purchase order from the open purchases	5								
327.00	System allows access to change historical purchase orders and have those changes be reflected in the appropriate changes to the related encumbrances, even after a fiscal period that the PO relates to has been closed.	1								
328.00	Data codes, text, and requisition information must transfer automatically from requisitions to PO	5								
329.00	Ability to enter default and customized comments on purchase orders and requisitions with full text editing features.	5								



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						Yes/No	Yes/No			
<b>Procurement</b>										
330.00	Ability to track requisitions /Pos issued by department	5								
331.00	Provides for system annual, blanket, normal PO, and confirming (verbal) purchase orders.	5								
332.00	Provides for system contract purchase orders.	5								
333.00	Users have the ability to inquire on historical POs and easily convert them into a new requisition.	5								
334.00	Ability to automatically generate recurring payables/purchase orders for frequently ordered merchandise, recurring expenditures or progress payments on contracts/lease agreements.	5								
335.00	Ability to allow for default information for shipping and payment to reduce data entry efforts during ordering.	5								
336.00	Ability to "duplicate" line item information during data entry to save time.	5								
337.00	Maintains an open purchase order file which includes summaries of open purchase order amounts, for cash requirements planning purposes.	5								
338.00	Ability to optionally close incomplete purchase orders <i>or carry forward</i> at year-end and effect the related encumbrances in the ledger.	5								
339.00	Ability to allocate purchase order and requisition line items to multiple General Ledger accounts and project codes.	5								
340.00	Ability to charge purchase order line items to multiple departments.	5								
341.00	Prohibits duplicate purchase order numbers.	5								
342.00	Upon preparation of the Purchase Order for payment, shipping charges can be allocated to the Purchase Order lines based on user-defined criteria.	2								
343.00	Expanded fields to allow for detailed product descriptions.	5								
344.00	Ability to allow users to specify a vendor and price.	5								
345.00	Ability to allow buyers to override either user-specified or system-generated vendors and prices.	5								
346.00	Ability to allow for multiple budgetary accounts to be identified on the purchase order.	5								
347.00	Ability to allow for change orders ( <i>both additions and subtractions</i> ) to be processed against an existing purchase order and <i>update related encumbrances</i> .	5								
348.00	Ability to support Electronic/Internet transfer of POs to vendors.	3								
349.00	Must be able to track payment date vs. invoice date for items with a purchase order.	5								
350.00	Clear identification on PO amendments can be specified (What has changed, what revision number, dates, etc.).	5								
351.00	Maintain on-line directory of standard purchasing contract language that will print on all purchase orders	5								
352.00	Un-issued Purchase Orders may or may not be automatically created from approved requisitions.	3								
353.00	Ability to relate user defined (account segment) codes to the approval process (i.e.- computer equipment must have IT group approval)	4								
354.00	Accommodates blanket purchase orders, contracts or purchase agreement documents to allow for other user defined fields (resolution number).	5								
355.00	Ability to designate a department for a purchase order.	4								
356.00	Allows on-line approval of payment with proper user authorization	5								
357.00	System provides for multiple alternate approvers designation when approvers are unavailable.	5								
358.00	Audit trail controls (Who approved requisition, who approved payment, etc.).	5								
359.00	System is configurable to allow / disallow budget responsible individuals (with appropriate security levels) the ability to process Purchase Orders for accounts that have exceed a budget limit, when budget control levels have been exceeded.	5								
360.00	Ability to overspend a account code as long as the cost category related to that account code has sufficient funds.	5								
<b>Construction</b>										
361.00	Ability to receive construction bids online and facilitate an electronic bidding process.	3								

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<b>Procurement</b>										
362.00	Ability to provide robust workflow capabilities that allow for change orders associated with construction projects to be communicated promptly and easily to prime contractors, sub-contractors and suppliers.	5								
363.00	Ability to provide functionality to close out projects and generate notification and reporting related to unallocated expense and open purchase orders.	3								
364.00	Ability to integrate contract information into construction based purchase order.	5								
365.00	Ability to flag expenditures that do not comply with contract rates or terms.	3								
366.00	Ability to provide robust reporting capabilities to track detailed expenditures for projects across multiple City departments.	5								
367.00	Ability to identify and report on contractors and suppliers who qualify for MBE, WBE, DBE status.	5								
368.00	Ability to require key deliverables or milestones prior to payment approval.	5								
369.00	Workflow-approval when change orders exceed a certain percentage of total contract	4								
<b>Receiving</b>										
370.00	Ability for decentralized receiving throughout the City.	5								
371.00	Ability to input receipt information, including:									
372.00	Receiver User-ID	5								
373.00	Receiver Name	5								
374.00	Receiver phone number	5								
375.00	Receiver email address	5								
376.00	Purchase order number	5								
377.00	Requisition number	5								
378.00	Requisition line number	5								
379.00	Vendor ID	5								
380.00	Vender name and address	5								
381.00	Small/Minority/Women-owned Status (ethnicity and gender)	5								
382.00	PO line number	5								
383.00	PO line quantity	5								
384.00	PO Unit of measure	5								
385.00	Commodity code of item or service	3								
386.00	Line description	5								
387.00	Accounting/funding information	5								
388.00	Quantity received	5								
389.00	Amount received	5								
390.00	Quantity rejected/accepted	5								
391.00	Percent complete-PW contracts	5								
392.00	Reason for rejection	5								
393.00	Quantity backordered	5								
394.00	Condition	5								
395.00	Receiver comments	5								
396.00	Other User Defined Fields	5								
397.00	Ability to default information from the requisition or PO.	5								
398.00	Ability to record multiple receipts against one PO or PO line.	5								
399.00	Ability to provide a method to reverse a receipt transaction, with security.	5								
400.00	Ability to flag purchases for fixed asset upon receipt of good.	5								
<b>Reports, Analysis and Inquiries</b>										
401.00	Ability to track and report expenditures and detail associated with MBE, WBE, DBE vendors.	5								
402.00	Ability to report on the following by user defined date range, dollar ranges, commodity codes, expense codes, and other user defined fields:									
403.00	Commodity Activity	3								
404.00	Requisitions	5								
405.00	Purchase Orders	5								
406.00	Activity by vendor	5								
407.00	Change Orders	5								
408.00	Partial Receipts	5								
409.00	Vendor Performance	3								

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<b>Procurement</b>										
410.00	Open Transactions (e.g. Open PO's, Open Requisitions)	5								
411.00	Open Encumbrance/PO Report, listing the current status of all outstanding encumbrances, listed in account number sequence, purchase order sequence, or vendor number sequence	5								
412.00	Ability to report on all vendor self service activity.	4								
413.00	Contract History Report detailing historical payments related to original contract amount, retainers, remaining balance, contract changes, etc.	5								
414.00	Encumbrance Liquidation Register, listing liquidating transactions by type, date, amount, and status.	5								
415.00	Purchase Order/Requisition Register listing open purchase orders/ requisitions for selected departments or all departments by vendor or buyer.	5								
416.00	Vendor Purchase Status Report listing requisitions, bids, and purchase orders in vendor, requisitioning department, purchase order number, or commodity code sequence. Shows elapsed time between status code changes.	5								
417.00	Departmental Purchasing History Report. Tracking PO history and statistics by user defined time frame.	5								
418.00	Aged Req. Report; list req.'s not resolved by PO, sorted by Purch. Agent, Dept., Dates, etc.	5								
419.00	Expediting Report listing purchase orders that require follow-up based on predefined delivery date.	3								
420.00	Request for Quotation/Proposal List, generated automatically based on buyer actions and status codes, showing all products requiring quotation/ bid documents. Includes purchase order/requisition number and requesting department.	3								
421.00	Receiving Report, indicating:									
422.00	a. Date Received	5								
423.00	b. Location Received At	5								
424.00	c. Quantity Received	5								
425.00	d. Items Returned	5								
426.00	e. Notes on Damage, Timing, Etc.	5								
427.00	f. Discrepancies from Original Purchase Order	5								
428.00	g. Name of Receiver	5								
429.00	h. Name of Shipper	5								
430.00	i. Line for authorized signatures with custom defined text.	5								
431.00	Aged Receiving Report, list PO's pending receiving with balance data.	5								
432.00	Vendor Activity/History Report, showing dollar purchase history of vendor activity, by product, compared with prior years over a user-specified time period.	5								
433.00	Product Source Report, listing vendor name, contact person, and phone number, for suppliers of user-specified products by product code.	3								
434.00	Ability to produce mailing labels for selected vendors and bidders.	3								
435.00	Minority Vendor Report displaying vendor number, name and contact information, historical activity (2 year minimum) with an ability to sort by vendor type, minority status, ownership status, etc.	5								
436.00	Vendor Infractions Report showing vendor infractions by user defined time period.	3								
437.00	Sole Source Vendor Exception Report.	4								
438.00	Reports inactive vendors.	3								
439.00	Reports activity for vendors for department(s) who use(s) the specified vendor(s).	4								
440.00	Vendor Performance Report, presenting performance measures over a user-defined period.	3								
441.00	Ability to capture procurement card information and relate it to inventory information.	3								
442.00	Purchase orders by department	5								
443.00	Amounts spent at minority and women owned businesses	5								
444.00	Purchase orders > \$25K (adjustable target amount)	5								
445.00	Bidder list labels	3								
446.00	Purged purchase orders	3								
447.00	Bidder lists	3								

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<b>Procurement</b>										
448.00	System allows user to identify a purchase as a Fixed Asset. Subsequent payments from AP, then acknowledge this flag and generate a base fixed asset in the Fixed Asset module	5								
449.00	Vendor classification code list	4								
450.00	Comprehensive document listing report and online inquiries showing complete transaction information, which includes flexible sorting capabilities with detail and summary formats.	4								

Requirements Survey Procurement, Contracting, and AP			Requirements Response Rules:							
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						Yes/No	Yes/No			
<b>Contract Administration – Professional</b>										
<b>Contract Administration Set Up-Non Human Services</b>										
1.00	Ability to collect pre-contract needs analysis information and perform what-if scenarios.	3								
2.00	Ability to set up types of data to input for pre-contract needs analysis.	3								
3.00	Ability to route pre-contract needs analysis information for identifying project needs, contract requirements, budget information and other user defined information.	3								
4.00	Ability to conduct solicitations (Request for Proposal, Request for Qualifications, Request for Information, or Solicitation of Interest) for the following:									
5.00	Professional Services	4								
6.00	Personal Services	4								
7.00	Other user defined criteria	4								
8.00	Ability to receive electronic responses to solicitations.	4								
9.00	Ability to set up vendors by type.	3								
10.00	Ability to search vendor master file.	5								
11.00	Ability to search vendor master file, by criteria, such as status, commodity codes, services, locations and other criteria.	5								
12.00	Ability to search vendor history, for performance, contract amounts, performance statistics and other information.	5								
13.00	Ability to create standard business rules and automated checklists/workflows by contract type.	5								
14.00	Ability to create standard business rules on contract approval routing, including and automated checklist/workflow by contract type.	5								
15.00	Ability to track multiple approval dates.	5								
16.00	Ability to input and track contracts by vendor, type of contract, department, and other user defined criteria.	5								
17.00	Ability to track contract use across multiple departments.	5								
18.00	Ability to create contract requirements and required and optional fields.	5								
19.00	Ability to upload and attach contract documents to contract transactions.	5								
20.00	Ability to store electronic images of all contract documentation and retrieve contract information.	5								
21.00	Ability to compare the contract budget against adopted budgets by department, division, and other budget levels.	5								
22.00	Ability to set up electronic contract approvals based upon contract type, dollar amount, and/or other user defined criteria.	5								
23.00	Ability to setup multiple purchase and dollar limits and modify with security.	4								
24.00	Ability to set up a contract status as open, closed, hold, or other status.	5								
25.00	Ability to set up dates as soft or hard dates. (e.g. contract remaining open for final payments).	4								
26.00	Ability to set up effective start and end dates within contracts.	5								
27.00	Ability to set up and administer contract templates with contract terms, conditions, and clauses.	5								
28.00	Ability to develop multiple contract templates based on contract type.	5								

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<b>Contract Administration – Professional</b>										
29.00	Ability to electronically initiate contract templates using desktop applications.	5								
30.00	Ability to automate contract drafting via a contract wizard.	3								
31.00	Ability to set up and track pending (on hold) contracts.	5								
32.00	Ability to input and track approved contracts and the date approved.	5								
33.00	Ability to input and track denied status of contracts with date denied.	5								
34.00	Ability to track contracts approved but no services provided.	3								
35.00	Ability to track services provided that may require a contract (e.g. service provided without a contract set up because the department did not realize a contract was needed).	3								
36.00	Ability to designate on each contract a primary department user, and individual administrator.	5								
37.00	Ability to setup multiple subcontractors to each contract.	5								
38.00	Ability to set up and search contract types:									
39.00	Blanket	5								
40.00	Individual Department	5								
41.00	Multiple Departments	5								
42.00	User Defined	5								
43.00	Ability to search contractors and vendors by geographic location, service types or other user defined criteria.	5								
44.00	Ability to flag a vendor as a contractor (e.g., a vendor under contract).	3								
45.00	Ability to identify and track contractor documents by date including:									
46.00	Insurance documentation	5								
47.00	Multiple Licensure Types	5								
48.00	Small Business Certificates	5								
49.00	AA Certification	5								
50.00	Other User Defined	5								
51.00	Ability to link a contract to multiple projects.	5								
52.00	Ability to track multiple contracts to a single project.	5								
53.00	Ability to establish a unique contract number from inception to closure.	5								
54.00	Ability to input and track multiple important contracts dates such as:									
55.00	Start Date	5								
56.00	End Date	5								
57.00	Amendment Date	5								
58.00	Contract Expiration Date	5								
59.00	Other User Defined Dates	5								
60.00	Ability to input and track multiple services within a contract.	4								
61.00	Ability to input and track milestones dates, deliverables dates, other contract requirements dates.	4								
62.00	Ability to set up payment schedules for a contract.	4								
63.00	Ability to define multiple payment rates:									
64.00	Hourly	4								
65.00	Deliverable	4								
66.00	Monthly	4								
67.00	Other User Defined	4								
68.00	Reimbursement of vendor costs	4								
69.00	Ability to adjust contract payments to actual vendor costs.	4								
70.00	Ability to set up retainage for a contract.	5								
71.00	Ability to set up withholding for a contract.	5								
72.00	Ability to automatically notify contract administrators of upcoming contract dates.	5								
73.00	Ability to set up alerts based upon contract spending (e.g., within 5% of total contract allocation amount).	5								
74.00	Ability to set up user defined notifications (e.g., contract status, progress, and other notifications).	5								
75.00	Ability to search by contracts and drill down to the following:									
76.00	Blanket Contract	5								
77.00	Master Contract	5								
78.00	Amendments	5								
79.00	Work Orders	5								
80.00	Invoices	5								
81.00	Other Accounting Data	5								

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<b>Contract Administration – Professional</b>										
82.00	Ability to set up individual dashboards by employee that lists and tracks specific contracts and purchasing status.	3								
83.00	Ability to allow for revision and edit tracking of RFP, RFI, RFQ contract actions and contract language.	5								
84.00	Ability for vendors to receive documents electronically (e.g., PDF).	5								
85.00	Ability to encumber against a contract.	5								
86.00	Ability to track expected expenditures, actual expenditures, liabilities and payments against contracts.	5								
87.00	Ability to track a contract to an invoice and payment.	5								
88.00	Ability to track an invoice or payment to a contract.	5								
89.00	Ability to track an invoice or payment by contractor or sub-contractor.	5								
90.00	Ability to prevent payments exceeding not to exceed contracted amounts without proper security to override.	5								
91.00	Ability to inquire and track Budget to Actual information by contract.	5								
92.00	Ability to track updates or changes in contractor rates.	3								
93.00	Ability to track a contract that was never used or the remaining balance on a contract where services are completed.	5								
94.00	Ability to renew contracts (e.g., change the dates, rates and other information).	5								
95.00	Ability to track renewed contracts by type of change (e.g. rate changes).	5								
96.00	Ability to cancel contracts with effective dates.	5								
97.00	Ability to assign contracts to other contractors with security and approval (e.g. if a company has a new parent company).	3								
98.00	Ability to track contractor performance by:									
99.00	Milestones	4								
100.00	Deliverables	4								
101.00	Other Major Contract Requirements	4								
102.00	Ability to compare contractor performance by user defined metrics (e.g., on time, on budget).	3								
103.00	Ability to compile outcome reports for a contract and or a contractor, and other user defined criteria.	4								
104.00	Ability for vendors to submit outcome reports via City templates.	4								
105.00	Ability to upload outcome reports to a contract and or a contractor.	4								
106.00	Ability to track contract expenditures for affirmative action reporting.	4								
107.00	Ability to track contracts by exempt or non-exempt.	4								
108.00	Ability to track expenditures for a specific contractor across multiple contracts by user defined dates for contractor affirmative action compliance reporting.	4								
<b>Reports, Analysis and Inquiries</b>										
109.00	Ability to report contracts and bids by:									
110.00	Cost Center	5								
111.00	Department	5								
112.00	Commodity Codes	5								
113.00	Date Ranges	5								
114.00	Contractor	5								
115.00	Subcontractor	5								
116.00	Small Business	5								
117.00	Minority Owned Business	5								
118.00	Budget to Actuals	5								
119.00	Ability to report on the status of contracts.	5								
120.00	Ability to report contracts by vendor performance.	5								
121.00	Ability to report on contract milestones, deliverables and other payment targets.	5								
122.00	Ability to track contract expenditures that are grant reimbursable.	5								

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<b>Contracts Administration – Human Services</b>											
<b>Contract Administration – Human Services Set Up and Tracking</b>											
1.00	Ability to set up and track the following Pre-Planning/Application phases:										
2.00	Pre-application planning (track multiple service areas, program descriptions, goals, priorities, objectives and funding)	4									
3.00	Track program description, overview, area assignment, unduplicated participants, service unit description)	4									
4.00	Track an inflation index increase	4									
5.00	Track program contacts and demographics	4									
6.00	Generate multiple application types	5									
7.00	Ability to accept and process multiple applications for program funding via self service with appropriate work flow and approvals	5									
8.00	Ability to set up and track pre-contracting/application phase activities (with sub-activities under the activities) including:										
9.00	General planning (e.g., Confirm that program is included in department budget)	4									
10.00	Renewals	4									
11.00	Other user defined activities	5									
12.00	Ability to set up and track proposal/application phase activities (with sub-activities under the activities) including:										
13.00	Application solicitation and self service with attachments	5									
14.00	Application receipt and distribution	5									
15.00	Application analysis and approval	5									
16.00	Other user defined activities (agency profile information)	5									
17.00	Ability to set up and track meeting/negotiation application phase activities (with sub-activities under the activities) including:										
18.00	Planning meetings	3									
19.00	Follow-up actions and meetings	3									
20.00	Other user defined activities	3									
21.00	Ability to set up and track contract finalization phase activities (with sub-activities under the activities) including:										
22.00	Agreement with provider on issues	4									
23.00	Final recommendations and department concurrence	4									
24.00	Other user defined activities	4									
25.00	Ability to set up and track contract document preparation contract phase activities (with sub-activities under the activities) including:										
26.00	Application data and text should automatically populate other user defined contract fields	5									
27.00	Allow variable contract language to be developed	5									
28.00	Develop contract exhibits /reporting documents	5									
29.00	Final contract document preparation	5									
30.00	Other user defined activities	5									
31.00	Ability to set up and track contract signature process phase activities (with sub-activities under the activities) including:										
32.00	Provider's signature	5									
33.00	City Attorney's signature	5									
34.00	City Council approval process	5									
35.00	Mayor's signature	5									



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<b>Contracts Administration – Human Services</b>										
36.00	City Clerk's signature	5								
37.00	Final contract distribution	5								
38.00	Contract file update and organization	5								
39.00	Ability to track where a contract is in the contracting process.	5								
40.00	Ability to set up and track the following information within agency/application fact sheets:									
41.00	Legal name of provider	5								
42.00	Doing business as	5								
43.00	Multiple organization addresses	5								
44.00	Multiple business phone numbers	5								
45.00	Multiple business fax numbers	5								
46.00	Federal employer ID or SSN	5								
47.00	Organization status (proprietorship, partnership, incorporated nonprofit, incorporated for profit, loc, government unit, s corp)	5								
48.00	Executive director	5								
49.00	Executive director phone number	5								
50.00	Executive director e-mail	5								
51.00	Program contact	5								
52.00	Program contact title	5								
53.00	Program contact phone	5								
54.00	Program contact e-mail	5								
55.00	Program fax number	5								
56.00	Financial contact person	5								
57.00	Financial contact person phone	5								
58.00	Individuals names and/or positions with board authority to sign contracts.	5								
59.00	Individuals phone numbers and/or positions phone numbers with board authority to sign contracts.	5								
60.00	Individuals e-mail and/or positions e-mail with board authority to sign contracts.	5								
61.00	Person designated as responsible authority for data privacy purposes.	5								
62.00	Text description for term of office length	5								
63.00	Beginning and Ending dates for term of office length	5								
64.00	Ability to capture the following information for multiple facilities within the provider application/fact sheets:									
65.00	Facility name	5								
66.00	Facility address	5								
67.00	Facility phone number	5								
68.00	Facility fax number	5								
69.00	Facility contact person	5								
70.00	Facility contact person phone	5								
71.00	Facility contact person e-mail	5								
72.00	Facility capacity	5								
73.00	Facility days and hours of operation	5								
74.00	Facility mission statement	5								
75.00	Facility service improvements	5								
76.00	Facility experience	5								
77.00	Facility percent turnover and related notes	5								
78.00	Ability to capture the following license information within the provider/application fact sheets:									
79.00	License type	5								
80.00	Licensing worker and phone number	5								
81.00	Ability to capture multiple agency information fields in a yes/no/NA format within the provider application/fact sheets.	5								
82.00	Ability to attach files to user defined information fields based on yes/no/NA selection in the provider/application fact sheets.	5								
83.00	Ability to set up and track contracts and contract compliance activities with multiple user defined fields and narrative text including:									
84.00	Program review of agency activity and outcome reports	5								
85.00	Administrative/Financial review of agency reports	5								
86.00	Critical contract issue resolution	5								
87.00	Agency demographics (agency staff, agency volunteers)	5								
88.00	Participant demographics (gender, age, race, ethnicity, residency, disability status, other defined criteria)	5								

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<b>Contracts Administration – Human Services</b>										
89.00	Unit information	5								
90.00	Project information	5								
91.00	Agency salaries and numbers of staff by category (FTEs, PTEs)	5								
92.00	Agency budgets and descriptions for multiple years with multiple funding sources (prior, current, subsequent)	5								
93.00	Participant costs by fiscal period and type (prior year, current, subsequent)	5								
94.00	Other user defined criteria	5								
95.00	Ability to set up and track contract monitoring activities including:									
96.00	Desk Audit	5								
97.00	Site Visits	5								
98.00	Meetings as needed	5								
99.00	Troubleshooting	5								
100.00	Track multiple user defined monitoring conditions and criteria	4								
101.00	Ability to set up and manage a contract wizard, including:									
102.00	Statement of Work	4								
103.00	Budget	4								
104.00	Additional Clauses	4								
105.00	Ability to input the following variable contract language:									
106.00	Terms of Agreement	5								
107.00	Services Purchased	5								
108.00	Cost of Agreement	5								
109.00	Payment of Services	5								
110.00	Method of Payment	5								
111.00	Eligibility of Service	5								
112.00	Vulnerable Population Riders (Criminal Background Checks)	4								
113.00	Other user defined language	5								
114.00	Ability to input the following non-variable contract language:									
115.00	Delivery of Services	5								
116.00	Program service requests	5								
117.00	Records, Reports, Audits, and Monitoring Procedures	5								
118.00	Compliance	5								
119.00	Data Practices	5								
120.00	Contract Administration and Disputes	5								
121.00	Independent Contractor	5								
122.00	Merger and Modification	5								
123.00	Conditions of Parties' Obligations	5								
124.00	Successors, Subcontracting, and Assignments	5								
125.00	Default	5								
126.00	Notices	5								
127.00	Cancellation and Finalization	5								
128.00	Ability to input and attach additional exhibits to the contract.	5								
<b>Contract Transactions</b>										
129.00	Ability to enter free text in an on-site monitoring template in the following fields:									
130.00	Financial compliance	5								
131.00	Administrative compliance	5								
132.00	Staffing	5								
133.00	Service delivery/outcomes/outputs	5								
134.00	Facility observation	5								
135.00	Overall observation	5								
136.00	Ability to enter free text in a performance measurement summary template in the following fields:									
137.00	Target group	5								
138.00	Client outcomes	5								
139.00	Rationale	5								
140.00	Outcome indicators	5								
141.00	Method of data collection	5								
142.00	Performance targets	5								
143.00	Ability to link on-site monitoring reports and performance measurement reports to contracted providers.	5								
144.00	Ability to set up and track contract proposal checklist:									
145.00	Service Summary Page	5								
146.00	Outcomes – Performance Measurement (form)	5								
147.00	Projected Outputs and Number of Activities	5								

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<b>Contracts Administration – Human Services</b>										
148.00	Contracted service narrative	5								
149.00	Service Description	5								
150.00	Target Population	5								
151.00	Admission and Discharge Criteria and Process	5								
152.00	Client Flow Chart	5								
153.00	Program Coordination, Consultation & Community Involvement	5								
154.00	Quality Assurance	5								
155.00	Planned Activity Schedule (form)	5								
156.00	Staffing Pattern (form)	5								
157.00	Ability to set up and track the following financial information within a contract proposal checklist:									
158.00	Rate Calculation (form)	5								
159.00	Allocated Agency Budget by Program (form)	5								
160.00	Other Financial	5								
161.00	Ability to set up and track the following administrative information within an application checklist:									
162.00	Provider Fact Sheet (form)	5								
163.00	Substantiation of Allocated Agency Budget by Program	5								
164.00	Board of Directors List	5								
165.00	Organization Chart	5								
166.00	Authorization to Sign Contracts	5								
167.00	Affirmative Action Information (form)	5								
168.00	Substitute W-9 (form)	5								
169.00	Non-Profit Status	5								
170.00	Insurance Certificate	5								
171.00	Copy of License(s)	5								
172.00	Job Descriptions	5								
173.00	Staffing List (form)	5								
174.00	Ability to handle confidential agencies so that their name do not print on reports.	3								
175.00	Ability to track multiple contracts within one project (e.g. Consultants, vendors, and hardware).	5								
176.00	Ability to track ongoing contract activity/communications/correspondence logs	5								
177.00	Ability to set up and track contract not to exceed amounts.	5								
178.00	Ability to set up and track contract not to exceed amounts of \$0.	5								
179.00	Ability to identify not to exceed amounts as eligible for carry over to the next fiscal year or not.	5								
180.00	Ability to warn of invoice payments exceeding contracted amount.	5								
181.00	Ability to track a contract to an invoice and payment.	5								
182.00	Ability to manage the following type of Applications and Contracts:									
183.00	Formal	5								
184.00	Informal	5								
185.00	Track and monitor both contract requirements in relation to standards, policies, and compliance	5								
186.00	Ability to maintain a user-defined list of potential agencies who provide services.	5								
187.00	Ability to update the contract eligible agencies as debarred, based upon the State list of debarments.	3								
188.00	Ability to flag and notify user if the user is attempting to contract with an agency from the State list of debarments.	3								
189.00	Ability to import State contract rates and compare against City rates.	3								
190.00	Ability to override City rates and utilize the State contract rates.	3								
191.00	Ability to sole source for contracts.	5								
192.00	Ability to manage a potential list of agencies by user defined criteria.	5								
193.00	Ability to generate the following documents for mailing to potential agencies:									
194.00	Documents	3								
195.00	Labels	3								
196.00	Other	3								
197.00	Ability to set up service authorizations for a contract, including:									
198.00	Number of clients	5								
199.00	Number of hours	5								
200.00	Types of Service	5								
201.00	Types of Clients	5								

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<b>Contracts Administration – Human Services</b>										
202.00	Multiple Fiscal Years	5								
203.00	Amounts	5								
204.00	Prepare service of contract schedules	4								
205.00	Track due dates for service reporting	4								
206.00	Other defined criteria	5								
207.00	Ability to track subcontracts and subcontractors.	5								
208.00	Ability to cancel a contract	5								
209.00	Ability to cancel individual line items on a contract	5								
<b>Reporting, Analysis and Queries</b>										
210.00	Ability to report contracts and bids by:									
211.00	Department	5								
212.00	Contractor	5								
213.00	Subcontractor	5								
214.00	Small Business	5								
215.00	Minority Owned Business	5								
216.00	Budget to Actuals	5								
217.00	Ability to report on the status of contracts.	5								
218.00	Ability to report contracts by agency performance.	5								
219.00	Ability to report on contract milestones, deliverables and other payment targets.	5								
220.00	Ability to report on contract amounts not used (e.g. left over contract amounts).	5								
221.00	Ability to report on non to exceed amounts eligible for carry over to the next year.	5								
222.00	Ability to drill down or roll up all transaction for a contract on a calendar year to date, fiscal year to date, or over multiple years.	5								
223.00	Ability to report on the contracts based upon contracting method (e.g. sole source).	5								
224.00	Ability to report funding requests based upon priority program areas and goals	5								
225.00	Ability to aggregate service data by program areas and by designated geographic service districts	5								
226.00	Ability to analyze reported demographic data	5								
227.00	Ability to report various due dates from the service contract schedules	4								
228.00	Ability to report on service due dates	4								
229.00	Ability to analyze applications and other related user defined criteria by program areas	5								
230.00	Ability to report on distributions by funding sources	5								

Requirements Survey Procurement, Contracting, and AP			Requirements Response Rules:							
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Contract Administration - Public Works						Yes/No	Yes/No			
<b>Contract Administration Set Up-Public Works</b>										
1.00	Ability to create and manage projects:									
2.00	Establish a new project with multiple user defined criteria	5								
3.00	Assign a unique project ID number with ability to override with proper security	5								
4.00	Ability to assign project location information (township/range, aldermanic district, or other user defined criteria)	5								
5.00	Describe and/or define a project type (street, sewer, equipment, landfill)	5								
6.00	Identify and select projects for public display on the Internet	5								
7.00	Ability to populate a list of options and then select the type of plan review that a private development project has received. (Plat, CSM, PCD, Demo, Cond Use, GDP, SIP, PUD, Condo, Permit, Other)	5								
8.00	Assign funding sources/revenues to projects	5								
9.00	Ability to establish, select, and override project components (description of scope of utility replacements)	5								
10.00	Ability to track project approvals (select from pre-defined meeting/bidding schedules)	5								
11.00	Ability to link projects to multiple contracts	5								
12.00	Ability to link a project to a contract to capitalized infrastructure assets and vice-versa	4								
13.00	Ability to track, attach, and/or scan documents related to projects	5								
14.00	Ability to link multiple agency projects and project activities (engineering and real estate-acquisitions)	4								
15.00	Ability to link pavement segments from GIS for GASB reporting and Construction Traffic Management	5								
16.00	Ability to track special assessments (setting up districts, approving and finalization of districts)	5								
17.00	Ability to track required project specific permits including effective dates (Federal, State DNR Erosion, City)	4								
18.00	Ability to create and manage public works bidding process and contracts according to WI State Statutes and City Ordinance:									
19.00	Establish multiple contract types (private, public development, intergovernmental agreements, consulting/professional services)	5								
20.00	Ability to link projects to contract or multiple contracts	5								
22.00	Ability to establish bid item numbers and descriptions and cross reference them to a master list	4								
23.00	Ability to track contract bid items components (street bid items, water bid items, sewer bid items)	5								
24.00	Ability to enter estimated quantities and unit costs for each contract bid item	5								
25.00	Create a bid document with optional electronic distribution capabilities	5								
26.00	Receive bid documents and related information via optional self-service portal	5								
27.00	Workflow review of Department of Civil Rights Affirmative Action plans and other Engineering requirements	4								
28.00	Create summary sheet comparing contractor bid costs to original estimated costs	5								
29.00	Create Bid Award Letter with optional electronic submission	3								

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<b>Contract Administration - Public Works</b>										
30.00	Create contracts electronically from project plans and bid documents	5								
31.00	Ability for workflow approvals for contract execution	5								
32.00	Ability to track the status of private contract components ("as-builts", developer agreements, )	5								
33.00	Ability to verify and record Best Value Contractor status for each contractor and subcontractor associated with contracts	4								
34.00	Ability to track construction routing and finalization of contracts	5								
35.00	Ability to track contract change orders	5								
36.00	Ability to track contract amendments	5								
37.00	Ability to track partial contract payments by units complete, or percentage completion of the contract	5								
38.00	Ability to attach and/or scan contract minutes and correspondence	5								
39.00	Ability to track pre-constructions meeting minutes and correspondence	3								
40.00	Ability to maintain and access contractor and subcontractor information (names, addresses, contact numbers)	5								
41.00	Ability to track and access surety and deposit information and dates related to private contracts	4								
42.00	Ability to designate on each contract a primary department user, and individual administrator.	5								
43.00	Ability to set up and search contract types:									
44.00	Private	5								
45.00	Public	5								
46.00	Intergovernmental	5								
47.00	Consulting/Professional Service	5								
48.00	Ability to search contractors and vendors by geographic location, service types or other user defined criteria.	5								
49.00	Ability to flag a vendor as a contractor (e.g., a vendor under contract).	4								
50.00	Ability to track and monitor contractor and subcontractor payrolls for Prevailing Wage compliance	5								
51.00	Ability to input and track multiple important contracts dates such as:									
52.00	Start Date	5								
53.00	End Date	5								
54.00	Amendment Date	5								
55.00	Contract Expiration Date	5								
56.00	Other User Defined Dates	5								
57.00	Ability to input and track construction/service milestones dates, deliverables dates, other contract requirements dates (guarantees).	5								
58.00	Ability to Pay Contractors:									
59.00	Provide an approval workflow for public works contract payments before or at the time the accounts payable voucher is created	5								
60.00	Ability for contract payments to be entered using contract to date total quantities and/or percentages for contract items	5								
61.00	Ability to set up retainage by contract and by account codes as a fixed percentage of the current payment until a certain percentage of the total contract has been paid	5								
62.00	Ability to set up retainage by contract and by account codes as a fixed percentage of the total contract amount, including change orders, after a certain percentage of the total contract has been paid	5								
63.00	Allow for a partial retainage reduction or addition outside of a regular contract payment (with or without any paid bid items on the payment)	5								
64.00	Ability to establish and track contract contingencies by percentage or dollar amount	5								
65.00	Ability to make credits to a contract (negative payments) and maintain correct encumbrances by account strings	5								
66.00	Ability to compute amount due by comparing the total units/quantities to date to previous units/quantities previously paid	5								
67.00	Establish to override with security multiple account strings pulled in from the contract at the time of payment, either at the bid item level or payment level, including the allocation of accounts for a given bid item	5								
68.00	Ability to automatically notify contract administrators of upcoming contract dates.	4								
69.00	Ability to set up alerts based upon contract spending (e.g., within 5% of total contract allocation amount).	5								

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<b>Contract Administration - Public Works</b>										
70.00	Ability to set up user defined notifications (e.g., contract status, progress, and other user defined criteria).	5								
71.00	Ability to search/filter contracts and drill down to the following:									
72.00	Private	5								
73.00	Public	5								
74.00	Intergovernmental agreements	5								
75.00	Consulting/Professional	5								
76.00	Other User Defined Criteria	5								
77.00	Ability to set up individual dashboards by employee that lists and tracks specific contracts and purchasing status.	3								
78.00	Ability to automatically close a contract and release encumbrances with proper workflows and approvals	5								
79.00	Ability to designate encumbrance amounts by fiscal year for multi-year contracts	4								
80.00	Ability to close and reopen with proper security contracts across multiple fiscal years	4								
81.00	Ability to encumber a portion of the contract based on the fiscal year	4								
82.00	Ability for vendors to receive documents electronically (e.g., PDF).	5								
83.00	Ability to track expected expenditures, actual expenditures, liabilities and payments against contracts.	5								
84.00	Ability to track a contract to an invoice and payment.	5								
85.00	Ability to track an invoice or payment to a contract.	5								
86.00	Ability to track an invoice or payment by contractor or sub-contractor.	5								
87.00	Ability to prevent payments exceeding not to exceed contracted amounts without proper security to override.	5								
88.00	Ability to inquire and track Budget to Actual information by contract.	5								
89.00	Ability to track updates or changes in contractor rates.	3								
90.00	Ability to cancel contracts with effective dates.	5								
91.00	Ability to track expenditures for a specific contractor across multiple contracts by user defined dates for contractor affirmative action compliance reporting.	4								
<b>Reports, Analysis and Inquiries</b>										
92.00	Ability to report on project assessment and approval schedules	5								
93.00	Project by number	5								
94.00	Project name	5								
95.00	Private contracts by surety expiration	5								
96.00	Private contract by guarantee expiration	5								
97.00	Produce a contract payment's report	5								
98.00	Produce a Public Works contracts report	5								
99.00	Produce Public Works bid schedule report	5								
100.00	Open Public Works contracts report	5								
101.00	Produce a contracts by deposit date report	5								
102.00	Produce a Private Developers report	5								
103.00	Ability to easily customize existing reports	5								
104.00	Ability to report on contract milestones, deliverables and other payment targets.	5								
105.00	Ability to track contract expenditures and revenues.	5								
106.00	Ability to report on vendor payments and contracts related to targeted businesses (disadvantaged, minority-owned, etc.)	5								
107.00	Ability to generate a report listing of contractors and subcontractors by contract and contract type	5								

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<b>Accounts Payable</b>											
<b>Critical &amp; Unique Requirements</b>											
M1	Ability to provide encumbrance reporting to see budget and actuals prior to AP invoice payment	6									
M2	Workflow setup is capable of multi-level approvals for P-Card transaction approval	6									
M3	Ability to search P-Card transactions once the data has been downloaded to ERP	6									
M4	Ability for a P-Card transaction with a new vendor (not in ERP database) to trigger an alert for review/approval	6									
M5	Ability for departments to pre-encumber P-Card purchases which may not charge/ship until at later date. Once the actual charges are downloaded through P-Card, they would need to be encumbered as normal.	6									
M6	Ability to provide a report/payment summary to vendors who are paid through direct deposit/ACH. Currently, vendors don't get any background and no guidance is provided on how to apply payment to (multiple) invoices.	6									
M7	Ability to integrate/import low level transaction details from P-Card data	6									
M8	Ability for end users to enter P-Card transaction detail into the system	6									
M9	Ability to record details of P-card purchases in ERP system prior to receipt of the P-Card data from bank	6									
M10	Ability to split a P-Card transaction to multiple GL accounts	6									
<b>Accounts Payable Set Up</b>											
1.00	Ability to set up and administer accounts payable approval workflow that includes routing rules that can be set up by any account code segment, dollar amount, and other user defined.	5									
2.00	Ability to set-up and administer work flow that routes transactions based upon combinations of account segment codes (e.g., fund and center).	5									
3.00	Ability to prevent the re-use of vendor numbers.	5									
4.00	Ability to prevent duplicate vendor set up by City assigned vendor number, SSN, or tax ID number.	5									
5.00	Ability to prevent a single tax ID to be used for multiple vendor set-ups.	5									
6.00	Ability to prevent the reuse of contract numbers.	5									
7.00	Ability to prevent the reuse of PO #'s.	5									
8.00	Ability to utilize a master supplier file.	1									
9.00	Ability to set up payment terms.	5									
10.00	Ability to set up aging rules.	5									
11.00	Ability to set up notification of past due payments.	5									
12.00	Ability to set up bank reconciliation processing rules.	5									
13.00	Ability to set up purchasing card processing rules.	5									
14.00	Ability to define and edit formulas and schedules (e.g., net 30 payment).	5									
15.00	Ability to set up rules for payment processing and scheduling of payments.	5									
16.00	Ability to set up batch and real time approvals by transaction type.	5									



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<b>Accounts Payable</b>										
17.00	Ability to set up line item approvals or total invoice based approvals.	5								
18.00	Ability to set up line items as reimbursable or not.	3								
19.00	Ability to track deadlines to submit reimbursement requests (e.g., date service performed under a contract that is grant reimbursable).	5								
20.00	Ability to automate reimbursements of employee expenses on payroll check.	5								
21.00	Ability to integrate payments to contracts and budgets (provide actual expenditure commitments as well as forecasted commitments against contracts).	5								
22.00	Ability to track not-to-exceed amounts as stated on po and/or encumbered purchasing type.	4								
23.00	Ability to set up rules that do not allow contracts/budgets (not to exceeds) to be exceeded.	4								
24.00	Ability to override not to exceed amounts, with security and workflow.	5								
25.00	Ability to set up not to exceed amounts for a project and/or budget, with multiple vendors.	5								
26.00	Ability to set up and administer workflow capability that allows invoices to be routed for approval based upon predefined business rules.	5								
27.00	Ability to import files (e.g., Excel, Word) or attach scanned documents at any point in the workflow and approval process.	5								
28.00	Ability to decentralize accounts payable entry in multiple departments.	5								
29.00	Ability for multiple areas to handle the routing of received invoices for approval.	5								
<b>AP Transactions</b>										
30.00	Ability to route purchase orders for approval, based upon account segment codes, user id, or other user defined.	5								
31.00	Ability to route scanned vendor invoice for approval based on relevant chart of account codes, center or project number.	5								
32.00	Ability to utilize matching capabilities (e.g. matching of vendor invoice with purchase order).	5								
33.00	Ability to change the chart of account code assigned to a payment, with security.	5								
34.00	Ability to add or change PO, invoice, contract information at any point in the workflow or approval process with security (e.g., project number).	5								
35.00	Ability to edit the cost center information at the invoice or contract level, with security.	5								
36.00	Ability to process transactions online.	5								
37.00	Ability to process the following types of transactions online:									
38.00	Employee reimbursements	5								
39.00	Check requests	5								
40.00	Petty cash disbursements	5								
41.00	Check cancellation and reissue	5								
42.00	Vendor Self-Service	5								
43.00	Other-Pcard	5								
44.00	Ability to allow entry of recurring invoices.	5								
45.00	Ability to allow payment to a onetime vendor with abbreviated vendor information in the master file.	5								
46.00	Ability to utilize the following types of accounts payable source documents:									
47.00	Purchase orders/encumbrances	5								
48.00	Invoices	5								
49.00	Debit/credit memos	5								
50.00	Contract, lease or any other fixed payment terms (recurring payable)	5								
51.00	Ability to drill down from any accounts payable source document to the supporting information (e.g., the contract to the specification document).	5								
52.00	Ability to default information based upon certain criteria (e.g. default cost center, or project number information).	5								
53.00	Ability to accept contract progress payment schedules and payment documentation-Vendor Self Service.	5								
54.00	Ability to report on payments to vendors within or across the following categories, for user defined periods such as:									

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<b>Accounts Payable</b>										
55.00	City	5								
56.00	Line of Business	5								
57.00	Department	5								
58.00	Division	5								
59.00	Cost Center	5								
60.00	Ability to filter the above report so as to only show vendors where the total payments exceeded a user specified amount-DCR.	5								
<b>Invoice Processing</b>										
61.00	Ability to transfer information from purchase order to invoice.	5								
62.00	Ability to create a unique document number for an invoice.	5								
63.00	Ability to add a comments field in invoices.	5								
64.00	Ability to enter additional invoice information, such as date invoice received, due date, and other dates and information.	5								
65.00	Ability to add additional charges, such as freight.	5								
66.00	Ability to enter multiple invoices for one purchase order.	5								
67.00	Ability to enter multiple purchase orders for one invoice.	5								
68.00	Ability to enter one invoice to multiple contracts.	5								
69.00	Ability to enter multiple invoices to one contract.	5								
70.00	Ability to allocate an invoice to multiple cost centers, accounts, funds or projects.	5								
71.00	Ability to calculate discounts and utilize strategic payment.	5								
72.00	Ability to track status of payment processing for each invoice or contract.	5								
73.00	Ability to place a voucher/payment on hold and notify authorizer.	5								
74.00	Ability to enter secondary payee(s) for all checks issued without requiring a separate record in vendor master file.	5								
75.00	Ability for system to automatically hold a Vendor payment or issue a warning if the Vendor has a delinquent receivable account in the system.	5								
76.00	Ability to convert outstanding credit memo given to the City to accounts receivable record if past an age limit.	4								
77.00	Ability to separate and document responsibilities between receipt of goods and match of order to invoice of goods.	5								
78.00	Ability to update the general ledger account distribution for the discounts actually taken during check writing.	5								
79.00	Ability to perform automated partial or complete liquidation of an encumbrance by payment or completion of order against a Vendor invoice (even when the full amount is not being paid).	5								
80.00	Ability to allow or restrict charging all types of general ledger accounts when payments are made, including expenditures, revenues, and balance sheet accounts.	5								
81.00	Ability to cancel checks and automatically generate general ledger transactions to reverse all accounting distributions associated with that check with the appropriate security.	5								
82.00	Ability to reestablish, with proper approval, an encumbrance upon cancellation of a check or issuance of a credit memo.	5								
83.00	Ability to reestablish, with proper approval, unused contract balances upon cancellation of a check or issuance of a credit memo.	5								
84.00	Ability, after check has been generated, to correct expenditure transactions if corresponding budget permits.	5								
85.00	Ability to prepare proper accounting entries to account for accounts payable write off.	5								
86.00	Ability to list all accounting entries created through transactions that were processed and track the information.	5								
87.00	Ability to void an invoice.	5								
88.00	Ability to add an explanation field in the invoice.	5								
89.00	Ability to prohibit users from editing any paid invoices with security.	5								
90.00	Ability to maintain, track and inquire into online payment history including:									
91.00	PO/Voucher number	5								
92.00	Invoice number	5								
93.00	Invoice date	5								
94.00	Invoice amount	5								
95.00	Invoice date received	5								

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<b>Accounts Payable</b>										
96.00	Vendor name	5								
97.00	Contract number	5								
98.00	Check amount	5								
99.00	Check request date	5								
100.00	Check date	5								
101.00	Check number	5								
102.00	Accounting distribution coding	5								
103.00	Last activity date	5								
104.00	Requisitioner	5								
105.00	Comments	5								
<b>Purchasing Card Functionality</b>										
106.00	Ability to input and track purchasing card transactions, including the ability to integrate purchasing card transaction files to general ledger from bankcard providers.	5								
107.00	Ability to track the total dollar volume of purchases made to each Vendor even if the payments for these purchases are made in total to the Purchasing Card (bank) Vendor.	5								
108.00	Ability to report all 1099 related purchases for specific Vendor even if the payment for these purchases are made in total to the Purchasing Card (bank) Vendor.	5								
109.00	Ability to utilize an electronic file of all itemized charge transactions made from the Purchasing Card (bank) Vendor. This file is used for balancing and for account distribution at the invoice item level.	5								
110.00	Ability to track travel categories through the purchasing card.	1								
111.00	Ability to track expenditures and purchases against purchasing cards.	5								
112.00	Ability for employees to submit narrative description and/or justification related to purchasing card expenditures and purchases.	5								
113.00	Ability to input scanned receipts or other documents related to purchasing card transactions.	5								
114.00	Ability to define purchasing card limits by user/card holder.	3								
115.00	Ability to reconcile purchasing card transactions and summaries with the general ledger, highlighting discrepancies, large amounts, and other user defined criteria for notifications.	5								
116.00	Ability to add account, cost centers and fund information for AP processing.	4								
117.00	Ability to update applicable purchasing and fixed assets for commodity code level detail from the electronic file provided by the Purchasing Card (bank) Vendor.	1								
<b>Conferences &amp; Travel</b>										
118.00	Ability to reimburse employees for travel and other expenses.	5								
119.00	Ability to generate payments (or invoices) to employees based on reconciliation of advances vs. expense reports.	5								
120.00	Ability to input via self service the following additional information:									
121.00	Date range of travel	5								
122.00	In/out of City	5								
123.00	Travel reason	5								
124.00	Travel advance amount	5								
125.00	Departure date	5								
126.00	Return date	5								
127.00	Exception travel	5								
128.00	Estimated expenses	5								
129.00	Ability for City employees to initiate reimbursement for their travel expenses through direct entry of travel expenses via self service.	5								
130.00	Ability for City employees to query on the status of their pending travel reimbursements.	4								
131.00	Ability to differentiate between accountable (detailed reporting and payment for actual expenses) and non-accountable (per diem) travel reimbursements.	5								
132.00	Ability to automatically detect and reject any request for duplicate payment based on time period, dollar amount, or invoice number.	5								
133.00	Ability to query employee master files in the Human Resources module to verify that requestor was in fact an active City employee at the time of the expense.	5								

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<b>Accounts Payable</b>										
134.00	Ability to record the issuance of an advance as a receivable and reimbursement of employee advance as a cash receipt.	3								
135.00	Ability to track employees who are eligible for mileage reimbursement.	5								
136.00	Ability to track employees who are eligible for monthly parking reimbursement.	5								
137.00	Ability to pay per diem rates for meals based on the travel dates and locations.	5								
138.00	Ability to edit transactions to ensure that the City maximum for lodging, based on travel dates and location, is not exceeded without appropriate approvals.	5								
139.00	Ability to enter and submit claims by selected users on behalf of other employees.	5								
140.00	Ability to default the object of expenditure based upon the selected travel category.	5								
141.00	Ability to default the cost center based upon the user id.	5								
142.00	Ability to allow authorized users to override/change the default cost center.	5								
143.00	Ability to have a explanation field for each line item.	5								
144.00	Ability to generate a warning message when travel claims are entered for the same traveler with overlapping travel periods.	5								
145.00	Ability to notify approvers that travel claims have overlapping travel periods.	5								
146.00	Ability to calculate mileage based upon user specified origination and destination.	2								
147.00	Ability to identify travel line items that require receipts.	5								
148.00	Ability for travel reports to contain the following items:									
149.00	Travel claim identifier	5								
150.00	Employee identifier	5								
151.00	Travel line items	5								
152.00	Receipt required flag	5								
153.00	Ability to prevent employees from altering the travel claim while it is being reviewed by the approver.	5								
154.00	Ability to automatically notify approvers that a travel claim has been submitted.	5								
155.00	Ability to allow employees to modify rejected travel claims.	5								
156.00	Ability to automatically notify the employee when travel claim has been processed for payment.	5								
157.00	Ability to track the following information:									
158.00	Status of all travel claims by employee	5								
159.00	Paid travel claims by employee	5								
160.00	Unpaid travel claims by employee	5								
161.00	Travel claims awaiting action by approver	5								
162.00	Travel claims approved by approver	5								
163.00	Travel claims rejected by approver	5								
164.00	Travel claims awaiting payment by department	5								
165.00	Ability to track historical and upcoming (future) conference and travel expenses.	5								
166.00	Ability to track conference and travel expenses by employee or official.	5								
167.00	Ability to match invoices related to travel claims and tie travel costs paid directly to a vendor to an employee or official.	5								
168.00	Ability to track conference and travel expenses by categories and/or types (e.g. conference, lodging, meals, seminar and registration fees, incidentals, mileage, and other conference and travel cost categories).	5								
169.00	Ability to track conference and travel costs by time period (e.g. quarterly).	5								
170.00	Ability to import files or scanned documents related to conferences and travel (e.g., receipts).	5								
<b>Payment and Check Processing</b>										
171.00	Ability to allow the entry of comments on the remittance advice/check stub.	5								
172.00	Ability to print a past due remittance message and/or a standard remittance message by using a remittance message code with the ability to edit standard messages.	2								

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<b>Accounts Payable</b>										
173.00	Ability to enter multiple user defined codes which are associated with a message in the description field of the check stub (i.e., mileage, witness fee).	2								
174.00	Ability to partial pay an invoice.	5								
175.00	Ability to do the following, with the proper security clearance, in the case of discrepancies:									
176.00	Pay the invoice amount	5								
177.00	Override the invoice amount	5								
178.00	Identify the invoice as paid in full	5								
179.00	Ability to display remaining balance of the purchase order, invoice and contracts when final payments are being processed online within a predetermined tolerance.	5								
180.00	Ability to prohibit payments to Vendors with debit balances (e.g., receivable).	5								
181.00	Ability to allocate payments to different dates, accounting periods and fiscal years.	5								
182.00	Ability to automatically age payables, based on purchase order date, invoice date, purchase date and contract date online or hardcopy.	5								
183.00	Ability to schedule payments for approved purchase orders, invoices and contracts based on:									
184.00	Vendor default payment due date	5								
185.00	User entered payment due date	5								
186.00	Default payment date entered for all City checks	5								
187.00	Ability to run invoice financial information, cash requirements, and other criteria prior to check printing.	5								
188.00	Ability to accept and track multiple payment types such as:									
189.00	System check	5								
190.00	Manual check	5								
191.00	Adjustments	5								
192.00	Interdepartmental payments (memo entry only)	5								
193.00	Wire transfer (Federal Treasury format)	5								
194.00	Electronic funds transfer (ACH)	5								
195.00	Ability to provide remittance advice to vendors via e-mail.	5								
196.00	Ability to maintain a check history file, indicating basic information about checks (e.g., payment date, reference document(s), payee, and amount) and their disposition (e.g., paid, outstanding, stale, and written off).	5								
197.00	Ability to print separate checks per invoice.	5								
198.00	Ability to combine multiple invoices into one check.	5								
199.00	Ability to cancel a check that has been written with user defined access and proper level of security.	5								
200.00	Ability to deduct amount of canceled checks from appropriate check register.	5								
201.00	Ability to cancel and reissue checks when the payee needs to be changed, with the proper security.	5								
202.00	Ability to replace lost checks with reversing and reposting accounting entries, with historical tracking.	5								
203.00	Ability to reissue individual checks that have been canceled or have stop payments issued against them.	5								
204.00	Ability for voided or corrected payments to adjust to year-to-date Vendor totals and purchasing information.	5								
205.00	Ability to store scanned copies.	5								
206.00	Ability to note reason for void on check record.	5								
207.00	Ability to input data file containing cleared checks from banks.	5								
208.00	Ability to accept check reconciliation records from external check issuing systems Overture/MT.	5								
209.00	Ability to set up default bank accounts for each type of transaction and allow user to override this at time of posting with security.	5								
210.00	Ability to correct online all rejected check reconciliation transactions.	5								
211.00	Ability to automatically archive cleared checks from the database dependent upon a table driven age limit and maintain history access.	5								
212.00	Ability to flag checks as being stale based on user defined check date range.	5								

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<b>Accounts Payable</b>										
213.00	Ability to enter miscellaneous journal entries to process corrections and adjustments, such as writing off old outstanding checks.	5								
214.00	Ability to establish rules in the three-way matching process. If the match passes these rules, Ability to automatically generate a voucher. If match fails these rules, Ability to not automatically generate a voucher.	5								
215.00	Ability to facilitate auditing of quantity, price, and other information.	5								
216.00	Ability to set up tolerances (e.g. amount or quantity tolerances) for 3 way matching.	5								
217.00	Ability to process pre-defined payment categories without a match process.	5								
218.00	Ability to list exceptions if the entered invoice amount differs from associated purchase order amount.	5								
<b>Check Printing and Controls</b>										
219.00	Ability to store the next sequential check number for the start of the next group of checks to be printed.	5								
220.00	Ability to create system generated check numbers.	5								
221.00	Ability to sort disbursement payments in multiple ways (e.g. by vendor, department, buyers, and other criteria).	5								
222.00	Ability to select the order of check writing individually or in combinations:									
223.00	By vendor /name	5								
224.00	By vendor /number	5								
225.00	By vendor zip code	5								
226.00	By bank code	5								
227.00	By remittance message code	5								
228.00	By voucher number	5								
229.00	By invoice number	5								
230.00	By attachment flag	5								
231.00	Do not mail checks	5								
232.00	Ability to prevent printing:									
233.00	Blank checks	5								
234.00	Negative checks	5								
235.00	Zero amount checks	5								
236.00	Ability to generate accounts payable checks:									
237.00	Daily	5								
238.00	Weekly	5								
239.00	Monthly	5								
240.00	On demand	5								
241.00	Ability to generate checks and stubs providing the following information on the stubs:									
242.00	Vendor invoice	5								
243.00	Voucher number	5								
244.00	Invoice number	5								
245.00	Contract number	5								
246.00	P.O. and/or encumbrance number	5								
247.00	Invoice date	5								
248.00	Invoice amount	5								
249.00	Discounts taken	5								
250.00	Messages (e.g., mail or hold check for pickup)	5								
251.00	Ability to print unlimited check stub detail on successive check stubs.	5								
252.00	Ability to control the printing of checks to secured (as designated) printers.	5								
253.00	Ability to generate EFTs for vendors that have been previously approved for EFT.	5								
254.00	Ability to generate EFTs for individual invoices or contracts selected by the user.	5								
255.00	Ability to generate notices via email or mail to vendors of EFT.	5								
256.00	Ability to include on the check register the number of:									
257.00	Number of checks written	5								
258.00	Discounts taken	5								
259.00	Gross dollar amounts for checks produced	5								
260.00	Net dollar amounts for checks produced	5								

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<b>Accounts Payable</b>										
261.00	Ability to print check register by payee name or number.	5								
262.00	Ability to list, by check date, all checks printed and direct deposit transactions processed, in check number order, with associated source document number and detail.	5								
263.00	Ability to designate a vendor as 1099 reportable or not 1099 reportable.	5								
264.00	Ability to apply payments to original Vendor for historical and 1099 processing.	5								
265.00	Ability to record 1099 information for multiple payment categories (e.g., rents, health care payments, non employee compensation and other published 1099 formats).	5								
266.00	Ability to accumulate 1099 amounts on a calendar year, cash basis.	5								
267.00	Ability to accumulate 1099 expenditures in the accounts payable system from other systems outside the system.	5								
268.00	Ability to update 1099 amounts for any related check cancellations.	5								
269.00	Ability to maintain electronic file of paper 1099 to account for all corrections made to the forms.	5								
270.00	Ability to automate annual updates to comply with federal or withholding changes to 1099 forms and file.	5								
271.00	Ability to create a file with all 1099 related information for federal and state reporting purposes.	5								
272.00	Ability to produce a report of all Vendors with 1099 balances.	5								
273.00	Ability to print 1099 statements.	5								
<b>Manage Electronic Banking</b>										
274.00	Ability to generate working positive pay files with check number, check amount and payee verification.	5								
275.00	Ability to maintain a check reconciliation process which includes all outstanding checks for the City.	5								
276.00	Ability to generate payments compliant with current Check 21 and ANSI.X.937 MICR standards.	5								
277.00	Ability to designate default vendor payment method as paper, ACH, or wire.	5								
278.00	Ability to make vendor payments by paper, ACH or wire.	5								
279.00	Ability to switch vendor payments from paper to ACH to wire on an as-needed basis.	5								
<b>Reports, Analysis and Inquiries</b>										
280.00	Ability to list all unmatched transactions such as:									
281.00	Invoices with no purchase order	3								
282.00	Receivers with no invoices	3								
283.00	Purchase order with no invoices	3								
284.00	Ability to list all documents in error held in suspense from batch processing.	3								
285.00	Ability to disclose daily control reports that summarize all accepted transactions.	1								
286.00	Ability to inquire on transactions by individual users.	2								
287.00	Ability to inquire and track voucher/payments on hold.	5								
288.00	Ability to list all invoice/payment voucher transactions entered by vendor self service.	5								
289.00	Ability to list vouchers entered, and approved, but pending payment as of a user specified date.	5								
290.00	Ability to produce a Notice of Dispute with Invoice to Vendors by:									
291.00	Receipt of unacceptable service or goods	5								
292.00	Quantity received differs from quantity invoiced	5								
293.00	Price not in accordance with quote	5								
294.00	Improperly completed invoice	5								
295.00	Expired blanket purchase order	5								
296.00	Exceeded maximum compensation	5								
297.00	Ability to inquire and track current accounts payable status.	5								
298.00	Ability to list all outstanding invoices/credit memos. Allow selection by:									
299.00	Aging category	5								
300.00	Vendor	5								
301.00	Account number	5								
302.00	Fiscal year	5								

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<b>Accounts Payable</b>										
303.00	User	5								
304.00	Department	5								
305.00	Invoice	5								
306.00	Voucher number	5								
307.00	Cost center number	5								
308.00	Ability to list all discounts taken/lost. Allow selection by:									
309.00	Vendor	5								
310.00	Payment date	5								
311.00	Department	5								
312.00	Terms of discount	5								
313.00	Ability to list all interest paid due to failing to follow prompt payment policy. Allow selection by:									
314.00	Vendor	3								
315.00	Payment date	3								
316.00	Department	3								
317.00	Invoice date	3								
318.00	PO date	3								
319.00	Date received	3								
320.00	Approval date	3								
321.00	Processing date	3								
322.00	Ability to make inquiries on check information by the check number.	5								
323.00	Ability to make inquiries of a check by the voucher number or one of the voucher numbers that produced the check.	5								
324.00	Ability to make inquiries of a check by the fund/cost center/project number of the accounting distribution of that check.	5								
325.00	Ability to make inquiries of a check by the vendor and invoice number.	5								
326.00	Ability to maintain confidentiality of a payment based on the payment type (e.g., workers compensation payments are not considered public record).	3								
327.00	Ability to produce an Accounts Payable Distribution Journal for outstanding accounts payable.	3								
328.00	Ability to produce a report of all paid invoices/payment vouchers. Allow selection by:									
329.00	Vendor/employee	5								
330.00	Department	5								
331.00	Ability to report daily, weekly, or monthly future payment requirement schedule.	5								
332.00	Ability to produce a report of all canceled checks.	5								
333.00	Ability to produce a report for balancing books against payment activity.	1								
334.00	Ability to inquire online into all vendor master file information and history when processing invoices and checks.	5								
335.00	Ability to review online payment history, outstanding purchase orders and encumbrances and invoices pending payments.	5								
336.00	Ability to inquire/report on the Vendor/employee master file by:									
337.00	Vendor/employee name	5								
338.00	Vendor number	5								
339.00	Partial Vendor name	5								
340.00	Products/service provided	3								
341.00	Vendor address	5								
342.00	Ability to produce a report of all Vendor activity showing a recap of accounts payable activity by Vendor with:									
343.00	Beginning balance	5								
344.00	Outstanding invoices	5								
345.00	Credit memo	5								
346.00	Paid invoices	5								
347.00	Ending balance	5								
348.00	Ability to produce a report of Vendors who have had no activity for a specified amount of time.	5								
349.00	Ability to prevent multiple vendor set-up for one tax ID number.	5								
350.00	Ability to list and track Vendors to be archived.	5								
351.00	Ability to produce a Vendor Credit Balance Report.	5								
352.00	Ability to produce statistics on payment turnaround time.	3								



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<b>Accounts Payable</b>										
353.00	Ability to audit.									
354.00	Any changes to account distribution from the original document	5								
355.00	All canceled checks /payments	5								
356.00	Ability to audit disbursements by:									
357.00	Purchase order number	5								
358.00	Invoice number	5								
359.00	Voucher number	5								
360.00	Contract number	5								
361.00	Check number	5								
362.00	Check date	5								
363.00	Payee	5								
364.00	Accounting distribution codes	5								
365.00	By approver	5								
366.00	Ability to generate hard copy transaction journals for audit trail purposes.	5								
367.00	Ability to flag documents which are missing a receiver, invoice, or purchase order.	3								
368.00	Ability to cross reference a purchase order and invoice for the same transaction.	5								
369.00	Ability to automatically match invoice with purchase order and receiving information.	5								
370.00	Ability to check departmental budget availability based on various levels of detail, including budget amounts specified by the department.	5								
371.00	Ability to receive budget variance messages on accounts where additional funds are required to make payment to invoice and prohibit completion of the transaction.	5								
372.00	Ability to override above with the appropriate authority.	5								
373.00	Ability to automatically update the Purchasing and General/Cost Ledger modules.	5								
374.00	Ability to track multiple payments by release against a blanket purchase order or contract.	5								
375.00	Ability to track deposits and their offsetting payments.	5								
376.00	Ability to retrieve all documents (receivers, invoices, vouchers and payments) related to a specific contract through an online inquiry.	5								
377.00	Ability to compare contract payment amounts to approved contract value to assure proper payment levels.	5								
378.00	Ability to store scanned copies of signed contracts and amendments.	5								
379.00	Ability to set up and tracking retainage for contracts and projects, by amount or percentage.	5								
380.00	Ability to track retainage amounts against progress, payments and milestones.	5								
381.00	Ability to record retainage as a separate liability and retainage payable.	5								
382.00	Ability to release retainage upon completion of project/milestones or other user defined criteria.	5								
383.00	Ability to release retainage anytime during the project/contract, with security.	5								
384.00	Ability to list all accounting entries created through transactions that were processed and track the information by the following:									
385.00	Detailed transactions	5								
386.00	Summary of activity by account number	5								
387.00	Department	5								
388.00	User defined subdivisions (e.g., project numbers)	5								
389.00	Ability to view payments to vendors by address.	5								
390.00	Ability to list all transactions that were accepted, but required an override due to an insufficient appropriation, allotment, grant/program/project or cash balance.	3								
391.00	Ability to update accounts online to show liquidation of encumbrance and record of expense when voucher is posted.	5								
392.00	Ability to allocate encumbrances/expenditures to different accounts other than those indicated on the original document with appropriate authority.	5								

Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included In Implementation Costs	5. Included in training costs	6. Subcontractor	7. Version Number	Comments/Narrative
						Yes/No	Yes/No			
<b>Accounts Payable</b>										
393.00	Ability to cross-reference type of goods or service purchased to the type of account being used (inventory account should only pay for inventory items).	3								
394.00	Ability to set up message alerts on payment screens based on vendor, the cost center, or account including:									
395.00	Payment against center 7xxxx - "This payment requires the entry of a project number".	3								
396.00	A payment to John Doe - "Follow garnishment procedures before finalizing this payment"	3								
397.00	Payment to account 52xxx - "This payment requires a contract"	3								
398.00	Payment to a 4xxxxx account - "This payment must be a refund or pass-through revenue"	3								
399.00	Ability to report on payments to vendors by user defined periods within or across the following categories:									
400.00	City	5								
401.00	Line of Business	5								
402.00	Department	5								
403.00	Division	5								
404.00	Cost Center	5								
405.00	Ability to filter the above report so as to only show vendors where the total payments exceeded a user specified amount.	5								
406.00	Ability to provide vendor self service for 1099 transactions, accessing and printing 1099 documents.	2								