I. <u>OVERVIEW</u>

The City of Ottumwa is requesting proposals for an integrated municipal finance software system including conversion and implementation services, training, and on-going technical support for the system. The financial software system should include all or part of the following comprehensive, fully integrated systems:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Purchasing
- Cash Receipting
- Fund Accounting
- Fixed Assets
- Financial Reporting
- Project Accounting
- Budget Preparation

The City of Ottumwa requires a vendor that is committed to serving the information management needs of Iowa cities. This vendor shall provide application software, as well as annual service and support that ensure that the software remains up-to-date both technically and functionally. ALL FINANCIAL APPLICATIONS SHALL BE GENUINELY FUND-ACCOUNTING BASED, SHALL SUPPORT GOVERNMENTAL ACCOUNTING, AND SHALL BE FULLY COMPLIANT WITH APPROPRIATE GOVERNMENTAL ACCOUNTING STANDARDS. The accounting system of the City shall be in accordance with generally accepted accounting principles (GAAP).

This will be a competitive negotiation process. The City reserves the right to reject all proposals and issue another Request for Proposal (RFP). This RFP does not commit the City of Ottumwa to reimburse vendors for proposal submission costs.   Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other municipalities or utilities, identification and understanding of the City's requirements as embodied in the following list of questions, and experience and qualifications of key personnel.

II. <u>BACKGROUND</u>

The City of Ottumwa is a full service city with a population of 25,529 (2020 Census). Services provided include the following: police and fire protection, street maintenance and improvement, parks & recreation, public library, cemetery, general aviation facility, and general administrative and financial services. The City also has a number of proprietary/business functions including the sanitary sewer system and treatment plan, the Bridgeview Event Center, and a golf course. The City also provides financial services and accounting for the Wapello County Solid Waste Commission.

The City currently utilizes PACE provided by Avenu Insights for a majority of its accounting functions and financial reporting. This system has been in place since for a number of years, and is no longer meeting the accounting and financial reporting needs of the City. The City

utilizes Quickbooks for cash receipting and as a subsidiary revenue ledger, with revenue batches being hand-entered into the general ledger in PACE. The City does not wish to continue the use of Quickbooks with new financial software. The City also implemented timekeeping and payroll software from UKG in 2022, with the payroll data being hand-entered into the general ledger in PACE. The City will continue with UKG for timekeeping and payroll purposes, but will require the ability to upload a report into a new financial software from UKG. The City also uses IWorq for all permitting and will continue to utilize this system, but will require the ability to upload a report into a new financial software from IWorq.

The City only does utility billing for garbage and sewer customers who do not have water service. Those with water service are billed for garbage and sewer by Ottumwa Water and Hydro. The direct customers of the City total less than $100 and are currently billed through the Accounts Receivable system as the monthly amounts are flat fees and are not variable.

The City currently utilizes an IBM Power 8 server to host PACE. The City does have space available on other servers to host new financial software. Currently, the City utilizes a cluster of x64 Hyper-V hosts. The City is also open to cloud-hosted financial software options.

The City of Ottuwma currently maintains a limited number of users under the current software, with no end users falling outside of the Finance Department. With new software, the City anticipates having multiple end users in each department, with a current estimate of approximately 25 end users.

The City of Ottumwa is planning to bond for this project in the current fiscal year (ending June 30, 2024) for the purchase of new financial software. The timeline for implementing new software is of the utmost importance and will be a significant evaluation factor.

III. RFP PROCESS

The City of Ottumwa will accept proposals from qualified municipal software vendors no later than 4:00 PM, CST, on Friday, February 23, 2024. Proposals must be submitted in a sealed envelope and directed to the following:

<div align="center">

City of Ottumwa
Attn: Financial Software Proposal
210 West Main Street
Ottumwa, Iowa 52501

</div>

Submit (1) original with signatures, two (2) copies, and (1) electronic version of the RFP response to the address above. Proposals may be hand-delivered to the above address by the date and time specified. It is the responsibility of the vendor to deliver the proposal in accordance with these instructions contained above and/or elsewhere in the RFP. Proposals dispatched, but not received by the Client by proposal closing time, will be returned, after receipt, unopened to the vendor.

Please note that the address above is for the Ottumwa Amtrak Depot. City Hall is currently under construction, and City Hall offices have relocated to the Depot during construction. All responses must be sent/delivered to the address above to be considered valid responses.

3.1 Timeline

The following timeline is proposed for the Financial Software Request for Proposal. All changes to this timeline will be released via an Addendum to the RFP.

Task Description	Completion Date
Release of Request for Proposal	January 17, 2024
Email of Interest from Vendors	January 31, 2024
Vendors to submit Questions NLT 4:00 PM, CDT	February 7, 2024
City's Response to Vendors	February 9, 2024
Vendors to submit Proposals by 4:00 PM, CDT	February 23, 2024
Review of Proposals	Week of Feb. 26th
Interviews/Presentations	Week of March 4th
Council Meeting- Recommendation, possible contract	March 21, 2024

All questions regarding the RFP should be sent to the Jessica Kinser, Interim Finance Director, at kinserj@ottumwa.us per section 3.1 above.   Unless authorized by the City Administrator or Finance Director, no other City official, employee or consultant is empowered to speak for the City with respect to this acquisition. Vendors are advised that information, clarification, or interpretations from other city officials, employees or consultants should be used at a Vendor's own risk, and that the City shall not be bound by any such representations. No individual meetings or phone calls will be scheduled with vendors prior to the due date of the RFP.

3.2 Email of Interest

Vendors who wish to submit responses are requested to submit an email indicating their interest to the Interim Finance Director no later than the date listed in section 3.1. The purpose of the email is to ensure Vendors receive all RFP addenda, answers to questions posed by Vendors and other related information. The City will consider this email as intent to propose only, without further obligation to the Vendor.

The email must designate the officer, employee, or agent who will officially represent the Vendor for all communications and through the entire process of this acquisition. The following information should be provided for this individual:

<div align="center">
Name Title
Company Name
Mailing Address
Telephone Number
E-Mail Address
</div>

The email should be send to Jessica Kinser at kinserj@ottumwa.us. A confirmation email will confirm receipt of the email.

IV. Proposal Format

To help support the evaluation process, Proposals shall adhere to the following format. IT IS THE RESPONSIBILITY OF THE VENDOR TO PROVIDE SUFFICIENT INFORMATION ABOUT THEIR SOFTWARE PRODUCTS TO PROVIDE A BASIS FOR TECHNICAL EVALUATION AND COMPARISON WITH SOFTWARE FROM OTHER VENDORS.

A. Title Page - The title page shall include the company name, address, and telephone number to call for information regarding the Proposal.

B. Cost Summary Proposal Sheet - The first section shall provide itemized costs summarized on the Cost Summary Proposal Sheet provided with this RFP. This sheet shall be completed and included as the next page following the Title Page. All anticipated costs to the City shall be identified and itemized.

C. Executive Summary – This overview of the proposal should include any points the vendor wishes to highlight, as well as any relevant conditions or restrictions.

D. Company Profile including References - Please provide a profile of the company, including the number of employees and locations. A list of appropriate local government clients shall be provided. At least five references shall be provided. These shall provide the names, telephone numbers, and titles of contacts where the vendor's software is currently in use. Preference will be given for Iowa cities.

E. Vendor Qualifications - The fourth section of the response shall provide responses to the vendor qualification questions included in Vendor Questionnaire at the end of this proposal.

F. Proposed Implementation Timeline- The vendor should lay out a timeline for implementing the financial software based off of the City Council contract approval date of no later than March 31, 2024. This timeline should include milestones and deadlines for City staff to provide information as part of a successful implementation.

G. Overview HARDWARE/NETWORK CONFIGURATION - The configuration of the network is critical to the successful operation and long-term viability of the application software. The hardware, network, and application software must all work well together to form a total system. Consequently, the software vendor will work with the local network administrator to ensure that the network is configured properly for use with their software.

H. Additional Information - Subsequent sections may be used to present any additional information pertinent to the proposal process.

V. Evaluation of Proposals

Responses will be reviewed and scored by an Evaluation Committee comprised of staff members from City Administration, and will ultimately submit their recommendation for selection to the Ottumwa City Council for approval.

A KEY COMPONENT OF THE EVALUATION PROCESS WILL BE A LIVE DEMONSTRATION OF THE SOFTWARE PRODUCTS OF INTEREST USING ACTUAL DATA. IT IS THE RESPONSIBILITY OF THE VENDOR TO DEMONSTRATE REQUIRED KEY FEATURES OF EACH SOFTWARE PRODUCT. Oral presentations, written questions for further clarifications, and/or site visits to similar installations may be required of some or all vendors.

The proposals will be evaluated and the contract shall be awarded to the vendor based primarily on the following criteria:

A. The degree of responsiveness to the RFP and evidence of an overall understanding of financial management objectives of the City in regard to this proposal;

B. Demonstrated competence and experience of the vendor in previous installations of similar scope;

C. Proposed pricing;

D. Proposed implementation timeline;

E. The relative competitive standing, feature capabilities and performance capabilities of the system proposed;

F. System architecture and overall engineering technology;

G. Overall maintenance reputation and integrity of the vendor with an existing installed customer base;

H. Relative and subsequent maintenance and add-on costs as well as serviceability of the system proposed;

I. Dependability in terms of product quality control and factory support.

CITY OF OTTUMWA TERMS AND CONDITIONS

A. *Entire Agreement:*
The Purchase Order/Vendor Contract, including all attachments referenced herein, will constitutes the entire agreement between the City and the Contractor. The City's RFP, all addenda to the RFP, and the Contractor's response to the RFP are explicitly included in this Purchase Order/Vendor Contract/Agreement. Where there is any conflict among or between any of these documents, the controlling document shall be the first listed in the following sequence: the most recently issued Purchase Order/Vendor Contract amendment; the Purchase Order/Vendor Contract; the most recently issued addendum to the City's RFP; the City's RFP; and the Contractor's response to the RFP.

B. *Term*
The term of this Purchase Order/Vendor Contract shall commence on the date the City's Buyer signs the same and shall expire sixty (60) days after the date of the "Last Item Due Date" stated on the Purchase Order/Vendor Contract form signature page

C. *Freight*
Prices include freight prepaid and allowed. The Contractor assumes the risk of every increase, and receives the benefit of every decrease, in delivery rates and charges.

D. *Title*
Prices are F.O.B. destination. Title to items and risk of loss remain with Contractor until City receives items at the delivery point.

E. *Overages/Underage*
Shipments shall correspond with the Purchase Order/Vendor Contract; any unauthorized advance or excess shipment is returnable at Contractor's expense.

F. *Schedule*
Unless the City's Buyer requests a change in schedule, the Contractor shall deliver the items or render the services by the "Last Item Due Date" stated on the Purchase Order/Vendor Contract form signature page At the City's option, the Contractor's failure to timely deliver or perform may require expedited shipping at the Contractor's expense, or may be cause for termination of the Purchase Order/Vendor Contract and the return of all or part of the items at the Contractor's expense. If the Contractor anticipates difficulty in meeting the schedule, the Contractor shall promptly notify the City's Buyer of such difficulty and the length of the anticipated delay.

G. *Payment*
Invoices will be paid according to early payment discount terms, or if no early payment discount is offered, thirty (30) days after the City's receipt and acceptance of the goods or completion and acceptance of the services. Payment periods will be computed from either the date of delivery of all goods ordered, the completion of all services, or the date of receipt of a correct invoice, whichever date is later. This section is not intended to restrict partial payments that are specified in the contract. No payment shall be due prior to the City's receipt and acceptance of the items identified in the invoice therefore.

H. *Price Warranty*
The Contractor warrants that the prices for the items sold to the City hereunder are not less favorable than those currently extended to any other customer for the same or similar items in

similar quantities. The Contractor warrants that prices shown on this Purchase Order/Vendor Contract are complete, and that no additional charge of any type shall be added without the City's express written consent.

I. Warranties

The Contractor warrants that all goods are merchantable, comply with the City's latest drawings and specifications, and are fit for the City's intended use; all goods comply with all applicable safety and health standards established for such products; all goods are properly packaged; and all appropriate instructions or warnings are supplied.

J. Date Warranty

Vendor warrants that all Software provided under this Contract: (i) does not have life expectancy limited by date or time format; (ii) will correctly record, store, process, and present calendar dates; (iii) will lose no functionality, data integrity, or performance with respect to any date; and (iv) will be interoperable with other software used by Purchaser that may deliver date records from the Software, or interact with date records of the Software ("Date Warranty"). In the event a Date Warranty problem is reported to Vendor by Purchaser and such problem remains unresolved after three (3) calendar days, at Purchaser's discretion, Vendor shall send, at Vendor's sole expense, at least one (1) qualified and knowledgeable representative to Purchaser's premises. This representative will continue to address and work to remedy the failure, malfunction, defect, or nonconformity on Purchaser's premises. This Date Warranty shall last perpetually. In the event of a breach of any of these representations and warranties, Vendor shall indemnify and hold harmless Purchaser from and against any and all harm, injury, damages, costs, and expenses incurred by Purchaser arising out of said breach.

K. Compliance with Regulations

The proposer agrees to abide by all laws, rules and regulations promulgated by the United States of America, the State of Iowa, or any agencies or subdivisions thereof, specifically including IAOSHA and OSHA regulations in effect at the time of proposal opening.

L. Default

If one party to the agreement is deemed to be at fault and if a lawsuit is required to enforce any terms of the agreement, then the prevailing party should be awarded reasonable attorney fees and court costs.

M. Proprietary and Confidential Information

The Contractor acknowledges that the City is required by law to make its records available for public inspection, with certain exceptions (see Iowa Code 22.7). City staff believes that this legal obligation would not require the disclosure of proprietary descriptive information that contains valuable designs, drawings or formulas. The Contractor, by submission of materials marked proprietary and confidential, nevertheless acknowledges and agrees that the City will have no obligation or any liability to the Contractor in the event that the City must disclose these materials.

N. Indemnification

To the extent permitted by law, the Contractor shall protect, defend, indemnify and hold the City harmless from and against all claims, demands, damages, costs, actions and causes of actions, liabilities, judgments, expenses and attorney fees, resulting from the injury or death

of any person or the damage to or destruction of property, or the infringement of any patent, copyright, or trademark, arising out of the work performed or goods provided under this Purchase Order/Vendor Contract, or the Contractor's violation of any law, ordinance or regulation, except for damages resulting from the sole negligence of the City.

O. *Insurance*
The City of Ottumwa will not limit the firm's liability for damages, sustained by the City or by third Parties, for which the City was not at fault.

The vendor shall carry, for the duration of this Agreement, a commercial liability policy with a $1,000,000.00 limit per occurrence and a commercial auto liability with a $100,000/$300,000 limit per occurrence. All policies shall be issued by insurance companies licensed to do business in the State of Iowa.

Work under this contract shall not commence until evidence of all required insurance is provided to the City. Evidence of such insurance shall consist of a completed copy of the certificate of insurance, signed by the insurance agent for the contractor and returned to the City of Ottumwa. The insurance policy or policies will not be cancelled, materially changed or altered without forty-five (45) days prior notice submitted to the City Clerk.

P. *Compliance with Law*
General Requirement: The Contractor, at its sole cost and expense, shall perform and comply with all applicable laws of the United States and the State of Iowa; the Charter, Municipal Code, and ordinances of The City of Ottumwa; and rules, regulations, orders, and directives of their respective administrative agencies and officers.

Licenses and Similar Authorizations: The Contractor, at no expense to the City, shall secure and maintain in full force and effect during the term of this Purchase Order/Vendor Contract all required licenses, permits, and similar legal authorizations, and comply with all related requirements.

Taxes: The Contractor shall pay, before delinquency, all taxes, levies, and assessments arising from its activities and undertakings under this Purchase Order/Vendor Contract; taxes levied on its property, equipment and improvements; and taxes on the Contractor's interest in this Purchase Order/Vendor Contract.

Americans with Disabilities Act: The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 (ADA) in performing its obligations under this Purchase Order/Vendor Contract. In particular, if the Contractor is providing services, programs, or activities to City employees or members of the public as part of this Purchase Order/Vendor Contract, the Contractor shall not deny participation or the benefits of such services, programs, or activities to people with disabilities on the basis of such disability. Failure to comply with the provisions of the ADA shall be a material breach of, and grounds for the immediate termination of, this Purchase Order/Vendor Contract.

Q. *Adjustments:*
The City's Buyer at any time may make reasonable changes in the place of delivery, installation or inspection; the method of shipment or packing; labeling and identification; and

ancillary matters that Contractor may accommodate without substantial additional expense to the City.

R. Amendments

Except for adjustments authorized above, modifications or amendments to the Purchase Order/Vendor Contract may only be made by a change order or by written document signed by or for both parties. Unless Contractor is otherwise notified, the City's Buyer shall be the City's authorized agent.

S. Assignment

Neither party shall assign any right or interest, nor may delegate any obligation owed, without the written consent of the other, except Contractor, assign the proceeds of this Purchase Order/Vendor Contract for the benefit of creditors upon 21 days advance written notice to the City of Ottumwa, 210 West Main Street, Ottumwa, Iowa 52501.

T. Binding Effect

The provisions, covenants and conditions in this Purchase Order/Vendor Contract apply to bind the parties, their legal heirs, representatives, successors, and assigns.

U. Waiver

The City's failure to insist on performance of any of the terms or conditions herein or to exercise any right or privilege or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type.

V. Applicable Law

This Purchase Order/Vendor Contract shall be construed under the laws of the State of Iowa. The venue for any action relating to this Purchase Order/Vendor Contract shall be in the District Court for Wapello County, State of Iowa.

W. Remedies Cumulative

Remedies under this Purchase Order/Vendor Contract are cumulative; the use of one remedy shall not be taken to exclude or waive the right to use another.

X. Severability

Any invalidity, in whole or in part, of any provision of this Purchase Order/Vendor Contract shall not affect the validity of any other of its provisions.

Y. Gratuities

The City may, by written notice to the Contractor, terminate Contractor's right to proceed under this Purchase Order/Vendor Contract upon one (1) calendar days' notice, if the City finds that any gratuity in the form of entertainment, a gift, or otherwise was offered or given by the Contractor or any agent thereof to any City official, officer or employee.

Z. Termination

For Cause: Either party may terminate this Purchase Order/Vendor Contract in the event the other fails to perform its obligations as described herein, and such failure has not been corrected to the reasonable satisfaction of the other in a timely manner after notice of breach has been provided to such other party.

For Reasons Beyond Reasonable Control of a Party: Either party may terminate this Purchase Order/Vendor Contract without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control such as but not limited to an act of nature; war or warlike operations; civil commotion; riot; labor dispute including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.

For Public Convenience: The City may terminate this Purchase Order/Vendor Contract in whole or in part whenever the City determines that such termination is in its best interest (including but not limited to for lack of continuing appropriations). In such a case the Contractor shall be paid for all items accepted by the City.

Notice: Notice of termination shall be given by the party terminating this Agreement to the other not less than ten (10) working days prior to the effective date of termination.

COST SUMMARY PROPOSAL SHEET

Software Purchase with Annual Service

We hereby submit the following proposal for services required to implement software for the City of Ottumwa. Proposals/Bids will be opened at the time and date listed in Section 3.1.

Vendor Name: _____

	PURCHASE PRICE	ANNUAL SERVICE	DATA CONVERSION	INSTALLATION &TRAINING	TOTAL PRICE
FINANCIAL SYSTEM					$_____
BUDGET PREPARATION					$_____
ACCOUNTS PAYABLE/PURCHASING					$_____
CASH RECEIPTING					$_____
ACCOUNTS RECEIVABLE					$_____
FIXED ASSETS					$_____
■ **TRAVEL COSTS**					$_____
■ **ANY OTHER COSTS NOT LISTED (SPECIFY IN ADDITIONAL ATTACHMENT)**					$_____
				TOTAL:	$_____

_____   _____

Signature   *Date*

_____   _____

Name   **Phone Number**

_____   _____

Title   **Email Address**

VENDOR QUESTIONNAIRE

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

- Circle "Y" if the item is included as part of the standard package.
- Circle "N" if the item is not available.
- Circle "M" if the system requires modification to meet this specification. (Please identify the estimated cost of any required modification.)

General Information			
1 **Single Input:** Information should be entered into the system one time. Duplicate entry of data should be eliminated. This should provide greater efficiency, timely information, and eliminate errors introduced through data re-entry.	Y	N	M
2 **Client/server:** Solution proposed must be a client/server application.	Y	N	M
3 **Ease of Use:** The system must be easy to use and learn. A Windows	Y	N	M
environment is required. Please specify which version(s) of Windows			
on which your system will run:			
4 **Real Time Information:** The system must be real time, not batch.	Y	N	M
□ **Budget:** Transactions that will affect financial balances should be			
reflected immediately in the appropriate ledgers.	Y	N	M
□ Forecast: Users should be able to forecast required resources based on			
current, actual data.	Y	N	M
5 **Remote Access:** The system must provide access to remote departments for			
budget and other financial information.	Y	N	M
6 **Schedule:** Install system in a timely manner and according to a mutually			
agreeable schedule.	Y	N	M
7 **Convenient Communications:** The system should facilitate the exchange of			
information by supporting electronic messaging and mail functions.	Y	N	M
8 **Ad Hoc Reporting:** The system should provide reporting tools for generating			
custom reports from system information.	Y	N	M
9 **System Documentation:** Do you provide system documentation manuals for			
each subsystem?	Y	N	M
10 **User Group Meetings:** Do you currently sponsor regular (i.e., quarterly/annually) user group meetings for each module?	Y	N	M
11 **User Documentation:** Do you provide user documentation manuals for each			
subsystem?	Y	N	M
12 **Training and Support:** Do you provide detailed on-site training,			
documentation, and support?	Y	N	M
Is ongoing training and support available?	Y	N	M
State hours of live support availability:			

13	**Training:** Specify how many staff-days of training you anticipate providing			
	as part of your proposal:			
	□ System Overview	Days		
	□ Financials	Days		
	□ Annual Reporting	Days		
	□ Budget Preparation	Days		
	□ Accounts Payable/Purchasing	Days		
	□ Cash Receipting	Days		
	□ Accounts Receivable	Days		
	□ Fixed Assets	Days		
14	**Functional fit:** If you are chosen as a finalist, are you willing to provide a			
	functional fit in order to confirm your proposal responses in order to allow the			
	City to more fully evaluate your product?	Y	N	M
15	**References:** Please provide a list of municipalities or public utilities that use			
	your system, along with names and phone numbers of responsible individuals			
	who can be contacted.	Y	N	M
16	**Report writer:** Please describe how your report writer works and identify if it			
	is provided by another entity.	Y	N	M
17	**Vendor profile:** Please provide a vendor profile that indicates			
	□ Number of staff			
	□ Years established			
	□ Key personnel			
18	**Product Testing.** Describe how you conduct product testing and explain how it			
	will ensure the system is ready for production.	Y	N	M
19	**Security:** The system should be capable of enforcing uniform policies and			
	procedures throughout the City of Ottumwa. Security should cover	Y	N	M
20	**UKG Interfacing.** Describe the ability of the system to interface with UKG for			
	importing payroll and benefits information, including the file type requirements.	Y	N	M
21	**IWorq Interfacing.** Describe the ability of the system to interface with IWorq for			
	importing permitting and payment of permitting fees, including the file type			
	requirements	Y	N	M
22	**Utility Billing.** The City of Ottumwa does not perform the majority of utility			
	billing but would like information on whether the vendor provides utility billing			
	as a module in the financial software proposed.	Y	N	M

System Environment

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

Financial System

1	System is real time system not batch processing?		Y	N	M
2	Menus have drill-down capabilities for detail?		Y	N	M
3	ALL screens in a GUI format?		Y	N	M
4	System has complete on-line help function?		Y	N	M
5	Report writer for ad-hoc reporting?		Y	N	M
6	Handle an unlimited number of accounts?		Y	N	M
7	Does the system provide an adequate audit trail for each transaction?		Y	N	M
8	Interface capability to other software products?		Y	N	M
9	Interface to bank reconciliation?		Y	N	M
10	Does the system provide for centralized account management?		Y	N	M
11	Are users restricted from access of applications not within their authority?		Y	N	M
12	Can information be exported to other systems such as Excel?		Y	N	M
13	Can reports be generated for each individual fund?		Y	N	M
14	Is the system able to provide multiple payment centers?		Y	N	M
15	Is security provided by user?		Y	N	M
16	Allow at least 13 periods per year to provide open periods?		Y	N	M
17	Allow unlimited number of years of detail information?		Y	N	M
18	Does the system provide for real time maintenance of account:				
	□ Status?		Y	N	M
	□ Balance?		Y	N	M
19	Which of the following reports are available:				
	□ Detail of transactions by account/object code?		Y	N	M
	□ Revenue and expense detail by account?		Y	N	M
	□ Revenue and expense summary?		Y	N	M
	□ Ability to sort by data by fund, department, object, etc?		Y	N	M

20	Is selectivity for accounting information available:			
	□ By account?	Y	N	M
	□ By period?	Y	N	M
	□ By date range?	Y	N	M
	□ By amount?	Y	N	M
21	Can reports be rerun for periods other than the current period?	Y	N	M
22	Does the system support Cash Basis accounting method as required	Y	N	M
	by the State Auditor of Iowa?	Y	N	M
23	Can entries be reversed and deleted automatically?	Y	N	M
24	Are entries tracked as to:			
	□ Transaction date and time?	Y	N	M
	□ Posting date and time?	Y	N	M
	□ By user performing entry?	Y	N	M
25	Allow unlimited number of journal entries?	Y	N	M
26	Does the system have an approval process for account maintenance?	Y	N	M
27	On-line screen inquiry including unlimited history?	Y	N	M
28	Can the previous year be "locked" after year-end closure occurs	Y	N	M
	so inadvertent changes cannot be made?	Y	N	M
29	Does the system provide year-end annual reporting for non-GAAP Reporting?	Y	N	M
30	Does the system provide the Financial Annual Report Schedule			
	printed directly from the System that is consistent with Iowa requirements?	Y	N	M
31	Will the System allow for expanded numbers and/or change in structure if required?	Y	N	M
32	Allow on-line notes to accounts?	Y	N	M
	How many?			
33	How many user-defined Chart of Account components?			
34	How many characters available in the chart of accounts?			
35	Will the system allow accounting periods other than the City's fiscal year?	Y	N	M
36	How many funds can your system manage?			
	Financial Module Cost: $			
	Annual Maintenance: $			

Accounts Payable/Purchasing		Y	N	M
1	System is real time system not batch processing?	Y	N	M
2	Menus have drill-down capabilities for detail?	Y	N	M
3	ALL screens in a GUI format?	Y	N	M
4	System has complete on-line help function?	Y	N	M
5	Report writer for ad-hoc reporting?	Y	N	M
6	Handle an unlimited number of accounts?	Y	N	M
7	Can the system support online paperless requisition and purchase orders, including online approvals?	Y	N	M
8	Does the system provide for vendor maintenance:			
	□ By vendor name?	Y	N	M
	□ By vendor number?	Y	N	M
9	Does the system support temporary vendors?	Y	N	M
10	Does the system track whether vendors require 1099's?	Y	N	M
11	Will the system track vendor product/service codes?	Y	N	M
12	Can you cancel invoices in the system?	Y	N	M
13	Can you cancel checks in the system?	Y	N	M
14	Does the system allow unlimited number of vendors?	Y	N	M
15	Does the system allow unlimited years of history?	Y	N	M
16	Will the system allow you to work in both current and future periods	Y	N	M
17	Does the system interface with other systems such as:			
	□ Financials?	Y	N	M
	□ Budgets & Encumbrances?	Y	N	M
	□ Cash Receipting/Refunds?	Y	N	M
	□ Purchasing?	Y	N	M
	□ Fixed Assets?	Y	N	M
	□ Permitting?	Y	N	M
18	Does the system support both check and voucher printing?	Y	N	M
19	Do transactions directly affect General Ledger accounts in:			
	□ Income?	Y	N	M
	□ Expenses?	Y	N	M
	□ Budget?	Y	N	M
20	Does the system support recurring entries (biweekly, monthly)?	Y	N	M
21	Does the system provide a check reconciliation system?	Y	N	M
22	Are duplicate payments prevented?	Y	N	M
23	Can the system print and/or E-File 1099's at year-end for vendorsrequiring them?	Y	N	M
24	Can the system generate a flexible payment approval list for City Council approval?	Y	N	M
25	Does the system provide user-defined payment terms?	Y	N	M
26	Access vendor history by vendor:			
	□ Vendor Name?	Y	N	M
	□ Invoice Number?	Y	N	M
	□ Invoice Date?	Y	N	M
	□ Check date?	Y	N	M
	□ Amount?	Y	N	M

27	Does the vendor screen information include contract limits?	Y	N	M
28	Does the system allow for both treasurer's checks, and warrants?	Y	N	M
29	Does the system provide the use of clearing funds for			
	accounts payable and payroll to disburse cash?	Y	N	M
30	Does the system accommodate wire transfers of funds?	Y	N	M
31	Does the system verify budget status prior to accepting a transaction?	Y	N	M
	Accounts Payable/Purchasing Module Cost: $			
	Annual Maintenance: $			

Cash Receipting				
1	System is real time system not batch processing?	Y	N	M
2	Menus have drill-down capabilities for detail?	Y	N	M
3	ALL screens in a GUI format?	Y	N	M
4	System has complete on-line help function?	Y	N	M
5	Report writer for ad hoc reporting?	Y	N	M
6	Handle an unlimited number of accounts or transaction codes?	Y	N	M
7	Does the system provide centralized collections?	Y	N	M
8	Will the system distribute appropriate information to:			
	□ Financials?	Y	N	M
9	Can the system track all entered payments including voided receipts?	Y	N	M
10	Does the system provide integration to an electronic cash drawer system?	Y	N	M
11	Can the system allow collection of all methods of payment at one location?	Y	N	M
12	Does the system provide cash-out procedure for balancing each operator?	Y	N	M
13	Does the system provide the ability to define payment mode and			
	provide daily deposits, cash & check composition?	Y	N	M
14	Can the system print a cash receipt on demand?	Y	N	M
15	Can you view transactions in the cash receipts inquiry?	Y	N	M
	□ Pending transactions?	Y	N	M
	□ Historical transactions?	Y	N	M
16	Does the system provide on-line payment information?	Y	N	M
17	Does the system allow one or more transactions per receipt?	Y	N	M
18	Will the system allow for credit card payments?	Y	N	M
19	Will the system interface with 3rd party software for:			
	□ Permitting	Y	N	M
	Cash Receipting Module Cost: $			
	Annual Maintenance: $			

Fixed Asset Accounting			
1	System is real time system not batch processing?	Y	N	M
2	Menus have drill-down capabilities for detail?	Y	N	M
3	System has complete on-line help function?	Y	N	M
4	Does the system use a GUI interface?	Y	N	M
5	Report writer for ad-hoc reporting?	Y	N	M
6	Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory?	Y	N	M
7	Allows user to assign fixed assets to one or more funds, users, and/or locations?	Y	N	M
8	Allows the user to define classes of fixed assets?	Y	N	M
9	Acquisition method is tracked?	Y	N	M
10	Capability of bar coding assets for physical inventory?	Y	N	M
11	Can the system generate depreciation postings and post automatically to the general ledger?	Y	N	M
	Fixed Asset Module Cost: $			
	Annual Maintenance Cost: $			

Data Conversion			
1	Are data conversion services available from our existing Financial System?	Y	N	M
	Conversion Cost: $			