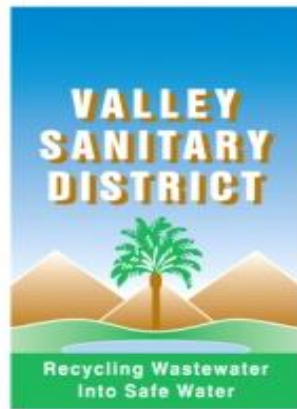


VALLEY SANITARY DISTRICT



REQUEST FOR PROPOSAL

for

Integrated Permitting & Financial Software

Proposal Issue Date

November 15, 2018

Proposal Submittal Due Date

5:00p.m., Friday, January 11, 2019

Vendor Instructions

1. INTRODUCTION

It is the intent of the Valley Sanitary District (the District) to purchase Financial Accounting software and/or services to enhance current capabilities of the District's utility billing, financial accounting and other functions. This is to be done by taking advantage of the latest technology in computer software. Vendors will be required to furnish a detailed proposal which will provide the functions as outlined in this document or state those functions which require exceptions to be taken.

This Request for Proposal (RFP) states the overall scope of products and services desired, specific software functionality, technology foundation as well as desired vendor qualifications.

2. GENERAL REQUIREMENTS

The proposed financial software must include at a minimum the following modules:

- Fund General Ledger
- Budgeting/Forecasting
- Bank Reconciliation
- Purchase Orders/Requisitions
- Web-based employee portal
- Online approval routine
- Accounts Payable
- Accounts Receivable
- Cash Receipting
- Report Writing
- Utility Billing
- Annual Utility Billing for Sewer on the County Tax Rolls
- Fixed assets
- Utility Service Orders
- Permitting & Inspections

The District intends to purchase a total system solution from a single vendor. This will include all database management software, ad-hoc query/reporting software, application software, data conversion, training, project implementation/administration, and on-going maintenance and support services. The District is seeking two bids, one for server based and one for cloud service.

The primary criteria for vendor evaluation and consideration are:

- Overall Product Quality and Functionality
- Suitability of the Product to the District Requirements
- Company Stability (Financial Viability, Business Longevity, Stable Ownership)
- Customer Service and Support

Additionally, the District seeks the following technical foundation:

- Web-based System functions
- SAAS/Intranet Deployment option

- SQL Database
- Ease of interfacing to Microsoft Office products

3. PRESENT PERIPHERALS:

The District operates with a Windows based server, LAN and Windows work stations. A list of peripheral equipment currently in use by the District is available to qualified bidders by request to the Finance & Administration Manager.

The District is served by Frontier 20MB down/8MB up internet service with one static IP address.

4. BACKGROUND:

Valley Sanitary District, located at 45-500 Van Buren, Indio, CA 92201, is a California special district, which operates under the authority of the Health and Safety Code, Sanitary District Act of 1923, sec 6400 et seq. The District was formed June 1, 1925 and is governed by a five-member Board of Directors, elected at large from within the District's service area. The General Manager administers the day-to-day operations of the District in accordance with policies and procedures established by the Board of Directors. The District employs approximately 29 regular employees organized in three (3) departments. The District's Board of Directors meet on the second and fourth Tuesdays of each month. Meetings are publicly noticed and rate payers are encouraged to attend.

The District's accounting records are maintained on the accrual basis, and the accounting policies and procedures conform to generally accepted accounting principles. The financial statements are presented as required for enterprise funds – a statement of net position, a statement of revenues, expenses and changes in net position, and a statement of cash flows. Additionally, the District reports an Agency fund which is used to account for assets held by the District as an agent for property owners. This fund is reported on the accrual basis of accounting for its assets and liabilities.

Information regarding the District is available for review on our website, www.valley-sanitary.org. Additional information is available by request. The District will be more than happy to assist you in obtaining any information you may need.

Utility Billing, Financial Accounting (GL, AP, AR) and Payroll: The District currently operates Financial Edge accounting software (Blackbaud) for all GL accounting, accounts payable, accounts receivable, fixed assets and budgeting. We reconcile primarily one checking account and one LAIF account. Other ancillary accounts include (but not limited to) CalTRUST, and Trustee accounts held by fiscal agents.

Utility Billing: The District currently uses an Access database for quoting service requests, permitting, and as a customer database. This database is reconciled and used to submit parcels to the County of Riverside for placement on the County Property Tax Rolls annually (approximately 28,000 records).

5. INSTRUCTIONS TO BIDDER

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of the proposal.

6. INQUIRIES

To register as a bidder, or for inquiries or clarifications regarding this RFP please contact Joanne Padgham, Administration & Finance Manager, 760-238-5415, jpadgham@valley-sanitary.org. Responses affecting the content of the Request for Proposals will be provided to all known bidders. It is the responsibility of the vendor to inquire about and clarify any material contained in the RFP or any question which is not fully understood or that is believed to be susceptible to more than one interpretation.

7. CLARIFICATION OF BIDS

The District reserves the right to contact bidders individually for the purpose of clarifying bids.

8. SUBMISSION OF BIDS

In addition to physical delivery of one hard copy of the proposal to the District, please deliver electronic PDF file(s) of the complete proposal to the District via USB drive or via email to jpadgham@valley-sanitary.org.

Electronic only submittal (no hard copy) of the proposal is sufficient via any one of the electronic file delivery methods described above.

All proposals shall be delivered to the District at the location specified in this document and must be received by the District by the required date and time. The post marked date, email date or posting date shall not serve as the date of receipt. Proposals must be clearly marked and submitted to:

Valley Sanitary District
45-500 Van Buren Street
Indio, Ca 92201

9. VENDOR INCURRED COSTS

Valley Sanitary District is not liable for any cost incurred by vendors prior to issuance of any agreement, contract, or purchase order.

10. BID WITHDRAWAL

No bid may be withdrawn for a period of ninety (90) days after the scheduled closing time for receipt of bids.

11. BID PROPERTY

All proposals submitted in response to this RFP become the property of Valley Sanitary District. Proposals submitted may be reviewed and evaluated by any person(s) at the discretion of the District.

12. CONFIDENTIALITY

All proposals will be available for inspection by interested parties following the bid opening. All proposals will become public records under the California Public Records Act.

13. PRICE PROTECTION

All prices quoted shall be firm and not subject to increase before the contract is signed.

14. PRIME CONTRACTOR RESPONSIBILITIES

Vendors are responsible for determining the specific software requirements from the specifications stated in this RFP and/or through their own analysis of Valley Sanitary District needs. The selected vendor will be required to assume sole responsibility for delivery, installation, operational testing, and maintenance of all hardware and support services stated in the proposal. The District will consider the selected vendor to be the sole point of contact with regard to all guarantees in the bid for the price stated in the bid. In the event that the system does not perform as stated, the vendor is responsible for all costs to bring the system up to the required performance level.

15. EXCEPTIONS

Any and all exceptions to the specifications included in this RFP must be fully detailed and explained in the vendor's bid response. Should the bidder not indicate and explain exceptions, that bid may be automatically disqualified.

16. BID SELECTION

A contract may be awarded by Valley Sanitary District to the lowest responsible bidder whose bid conforms to this Request for Bid AND is most advantageous to the District. Price, quality, functionality, suitability and other factors may be considered.

17. NON-DISCRIMINATION

The non-discrimination clause which appears herein is a condition of the contract. The contract must be signed by the successful bidder.

18. ALTERNATE BIDS

Do not submit alternate bids unless called for on the bid proposal form. When alternate bids are requested, the bidder must submit documentation as a part of the bid to show that the product is comparable to the item(s) referred to in the specifications.

19. PROPOSAL RESPONSE REQUIREMENTS AND FORMAT

The proposal must be prepared in the following format:

<u>Section</u>	<u>Title</u>
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Vendor Background and Qualifications

3.0	Response to Software Requirements
4.0	Technology
5.0	Implementation and Training Plan
6.0	On-Going Product Support and Maintenance
7.0	References
8.0	Pricing Information

Section 1.0 Executive Summary

This section should be limited to a brief narrative highlighting the bidder's proposal. The summary should contain as little technical jargon as possible, should be oriented toward non-technical personnel, and be no more than 5 pages.

The complete name of the firm or person(s) submitting the proposal, the main office address, and primary and secondary contact person(s) and their respective telephone numbers and email addresses must be included in this section.

Section 2.0 Vendor Background and Qualifications

Provide narrative responses to the following questions, including any necessary documentation, for each item listed below:

1. Specify the number of years the vendor has been in the software business. Provide the number of customers and the percentage of annual revenues from public sector customers.
2. Provide information on product implementation scope of work.
3. Has this company or product being proposed ever been purchased by another company or acquired because of a merger or acquisition?
4. If yes, provide details regarding the name of the companies involved, specific products affected and when such merger or acquisition(s) took place.
5. Describe your customer support procedures and the typical interaction that can be expected on a customer support call.
6. Describe the company's commitment to research and development for the specific public-sector applications being proposed; include development staff size and percentage of annual revenue invested in application development and existing software enhancements and upgrades.
7. If any of the proposed software applications were developed by a third-party organization, please provide the following information on each software application:
 - a. Name, address, and contact name of developing organization.
 - b. How is the product integrated with other proposed applications?
 - c. Provide at least 3 customer references using the proposed software application.
 - d. Provide description of the development technologies used for each product.

Section 3.0 Response to Software Requirements

This section must include the entire completed product requirement checklists provided in Appendix C.

In addition to providing the completed checklists, please provide the following information relating to the proposed software:

1. Describe how the proposed software meets the Functional Requirements specified in the checklists and what, if any, optional requirements are met.
2. Describe how your reporting system works and what tools are included for creating custom reports.
3. Describe the administration of application security, include how it is configured, how groups or roles are used, and what actions can or cannot be taken for various settings, etc.

Section 4.0 Technology

Provide the following information relating to hardware platforms and peripherals and development tools used for the proposed software applications:

1. Describe your database platform and requirements.
2. What development platform is used throughout your application including the application and presentation layers?
3. What reporting services are available for use with your applications?
4. Describe all available client platform requirements including desktop applications and browser clients (and supported web browsers).
5. What are your minimum recommended hardware requirements (clients and servers)?

Section 5.0 Implementation and Training Plan

Provide answers to the following questions and provide the necessary documentation for each item listed below:

1. Describe the approach and resources needed to implement the proposed software applications. Attach a proposed Scope of work with key activities and estimated milestones.
2. Describe your overall user training approach.
3. Describe project management services that are included within the implementation process.
4. Describe your data conversion methodology.

Section 6.0 Ongoing Product Support and Maintenance

1. Describe your company's service and support philosophy, how it is carried out and how success is measured.

2. The vendor must provide ongoing services and support, such as a toll-free customer support number, annual training classes, online customer service and support web site, disaster recovery services, refresher training classes from a web site.

3. Provide a complete description of help desk services including phone support, remote support, and ongoing maintenance.

4. Describe how you service and resolve problems for your current customers.

5. The vendor must provide software updates and enhancements on a regular basis. The vendor must also stay abreast of all statutory additions and changes and provide software updates that meet those changes. The vendor must describe their software release program, any associated costs, how the customer is notified of those release updates, and how the release update process is implemented.

Section 7.0 References

Please provide at least three (3) customer references that are representative of the requested system. Please also provide any nearby (within 150 miles) agencies utilizing systems similar to that being proposed.

Section 8.0 Pricing Information

Please include the following costs associated with all proposed software applications and associated services:

- Application software license fees

- Implementation, Training, and Support Services

- Costs Annual Software Maintenance costs

- Annual Services Costs (if applicable)

- Other anticipated costs (i.e. travel, data conversions, etc.)

Provide the following hourly rates and other charges for additional and on-site services provided:

System Development/Design	\$ _____
Programming	\$ _____
Training	\$ _____
Hourly charge for travel time	\$ _____
Per mile charge for travel	\$ _____
Per Diem charge for overnight travel	\$ _____

Valley Sanitary District is seeking two bids, one for server based and one for cloud-based solutions.

20. TERMS AND CONDITIONS

PRE-PROPOSAL MEETING

There will be no pre-proposal meeting for this request. Respondents are encouraged to contact Joanne Padgham, Administration & Finance Manager, with any questions. The District will respond to all questions and requests for clarifications via email. Emails shall be sent to: jpadgham@valley-sanitary.org.

Comments or correspondences received within seven (7) calendar days of the date of the closure of this solicitation will *not* be responded to.

GENERAL INFORMATION

The Valley Sanitary District reserves the right to reject any or all Proposals, to waive any informality in any proposal, and to select the proposals that best meet the District's needs. All costs incurred in the preparation of the proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the respondent. The District will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any cost or obligation of any kind, which may be incurred by the respondent. All proposals submitted to the District shall become property of the District.

DEFAULT

In case of default of the contractor, the Valley Sanitary District may procure the articles and/or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

RIGHT OF CANCELLATION

Award to the selected vendor will be made under a contractual arrangement cancelable after the first year or at the end of a fiscal year in the event that continuing funds are not appropriated.

EVALUATIONS

The primary criteria for vendor evaluation and consideration are:

- Suitability of the product to the Valley Sanitary District requirements
- Customer service and support (references, retention)
- Ability to provide a comprehensive integrated solution to meet the stated requirements
- Pricing

Evaluation of the proposals is expected to be completed by the award date. The proposals will be reviewed on a variety of quantitative and qualitative criteria. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected.

Appendix A SOFTWARE
BID FORM

Financial Software

<u>Software Module</u>	<u>Purchase Price</u>	<u>Annual Maintenance</u>
Fund General Ledger	_____	_____
Budgeting/Forecasting	_____	_____
Bank Reconciliation	_____	_____
Accounts Payable	_____	_____
Accounts Receivable	_____	_____
Purchase Orders/Requisitions	_____	_____
Cash Receipting	_____	_____
Utility Billing (monthly, prorated)	_____	_____
Utility Billing (Annual for County Tax Roll)	_____	_____
Fixed Assets	_____	_____
Utility Service Orders	_____	_____
Permitting and Inspections	_____	_____
Total Application Software	_____	_____

Data Conversion

General Ledger (400 accounts)	_____
Budgeting/Forecasting	_____
Bank Reconciliation (1 account)	_____
Accounts Payable (250 vendors)	_____
Accounts Receivable (1,000 accounts)	_____
Purchase Orders/Requisitions	_____
Utility Billing Database (32,000 customers)	_____
Permitting (35,000 properties)	_____
Total Data Conversion	_____

Software Modification Costs	_____
(Total of 0 Can't Provide answers from checklists)	_____
Grand Total Application Software	_____

Other Costs

Installation/Setup	_____
Project Administration	_____
Training	_____
General Ledger	_____
Budgeting/Forecasting	_____
Bank Reconciliation	_____
Accounts Payable	_____
Accounts Receivable	_____
Purchase Orders/Requisitions	_____
Utility Billing	_____
Fixed Assets	_____
Permitting	_____
Total Other Costs:	\$ _____

Cost Summary

Grand Total Application Software	_____
Total Other Costs	_____
Total Bid Price	\$ _____

Appendix A SOFTWARE

BID FORM

*** CLOUD BASED ***

Financial Software

<u>Software Module</u>	<u>MONTHLY</u> <u>Price</u>	<u>ANNUAL</u> <u>Price</u>
General-Ledger	_____	_____
Budgeting/Forecasting	_____	_____
Bank Reconciliation	_____	_____
Accounts Payable	_____	_____
Accounts- Receivable	_____	_____
Purchase Orders/Requisitions	_____	_____
Utility Billing	_____	_____
Fixed Assets	_____	_____
Permitting	_____	_____
Cash Receipting	_____	_____
Report Writing	_____	_____
Total Application HOSTING		\$ _____ \$ _____

Data Conversion

General Ledger	_____
Budgeting/Forecasting	_____
Bank Reconciliation	_____
Accounts Payable	_____
Accounts Receivable	_____
Purchase Orders/Requisitions	_____
Utility Billing	_____
Fixed Assets	_____
Permitting	_____
Total Data Conversion	_____

Software Modification Costs _____
 (Total of 0 Can't Provide answers from checklists) _____
 Grand Total Application Software _____

Other Costs

Installation/Setup	_____
Project Administration	_____
Training	_____
General Ledger	_____
Budgeting/Forecasting	_____
Bank Reconciliation	_____
Accounts Payable	_____
Accounts Receivable	_____
Purchase Orders/Requisitions	_____
Utility Billing	_____
Fixed Assets	_____
Permitting	_____

Total Other Costs: _____

Cost Summary

Grand Total ANNUAL Software HOSTING	_____
Total Other Costs	_____
Total FIRST YEAR COST Bid Price	_____
Each additional YEAR of service	_____

Appendix B
PROPOSAL

The undersigned bidder guarantees the prices herein quoted against any increase for whatever delivery date is specified and further agrees to give the Valley Sanitary District the benefit of any general market price reduction up to the time of delivery.

The undersigned further certifies that no federal transportation tax or excise tax have been included in the figures herein quoted.

It is also certified that this proposal is made in good faith and without collusion or connection with any other person bidding on the same work or that no official or no employee of the Valley Sanitary District will be admitted to any share or part of the contract or any benefit that may arise therefrom if the contract is awarded to this company.

It is distinctly understood that the Valley Sanitary District reserves the right to reject any or all Proposals, to waive any informality in any Proposal, and to select the Proposal or purchase method that best meet the District's needs. All costs incurred in the preparation of the proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the respondent. The District will not be responsible for any cost or obligation of any kind, which may be incurred by the respondent. All proposals submitted to District shall become property of the District.

Firm Name

Officer Signature/Title

Address

City/State/Zip

Phone

Date

Appendix C
LEVEL OF CONFIGURATION

The following pages list features of each application module to be installed. The Vendor should complete the check list by following the instructions below.

Instructions:

For each of the sample statements, indicate your proposed solution's ability to provide the related functionality. For your response, enter the values associated with the columns under "Level of Configuration or Programming Needed."

Definitions of each response column:

5 Available – Indicates that the associated statement is resident in your solution with no measurable configuration or programming or extra cost required.

4 Minimum – Indicates that a small amount of configuration or programming is needed to provide the related functionality. Minimal or no cost may be associated with the effort.

3 Moderate – Indicates that a moderate amount of configuration or programming is needed to provide the related functionality. Some cost will likely be associated with the effort.

2 Significant – Indicates that a large amount of configuration or programming is needed to provide the related functionality. Perhaps not usually provided in your solutions. Significant cost will likely be associated with the effort.

1 New Code – Indicates completely new programming/data structure is needed to provide the related functionality. Perhaps not included in any of your previous solutions. Cost will be likely associated with this effort.

0 Can't provide – Indicates the solution is unable to provide this functionality.

NOTE – Use the Notes column for caveats, explanations, etc.

Valley Sanitary District RFP Financial Accounting Software Services, November 15, 2018 - Appendix C

LEVEL OF CONFIGURATION QUESTIONNAIRE

		Level of Configuration or Programming Needed					
Subject Area	Description of General Business Function	Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
General Ledger	Ability to enter transactions for a future period.						
General Ledger	Accommodate an account code structure of 3 segments, 10+ numbers.						
General Ledger	Provides option to operate both with and without monthly closes.						
General Ledger	Supports reopening of closed periods and entry of transactions to the closed periods.						
General Ledger	Ability to post financial transactions to multiple open accounting periods.						
General Ledger	Ability to have formal user-defined journal entry review before postings.						
General Ledger	Drill down integration to Accounts Payable module for supporting detail of general ledger transaction(s) created.						
General Ledger	Drill down integration to Accounts Receivable module for supporting detail of general ledger transaction(s) created.						
General Ledger	Drill down integration to Cash Receipts module for supporting detail of general ledger transaction(s) created. (including all incoming cash)						
General Ledger	Ability to print General Ledger reports with drill down detail from other modules.						
General Ledger	Ability to differentiate between system generated batches and manually created correcting journals						
General Ledger	Ability to run reports based on GL posting date						
General Ledger	Ability to create manual journal entries						
General Ledger	Ability to copy reoccurring manual batches						
General Ledger	Ability to reverse a batch posted in error						
General Ledger	Ability to create user defined custom reports						
	Budgeting/ Forecasting						
Budgeting/ Forecasting	Ability to create budgets by department.						
Budgeting/ Forecasting	Ability to maintain multiple years (at least 3) of actual and budget data for the purpose of developing cost/budget trends.						
Budgeting/ Forecasting	Ability to extract multiple years of actual and current budget to excel for analysis.						
Budgeting/ Forecasting	Ability to upload budget projections from Excel into budget module.						
Budgeting/ Forecasting	Ability to view & print current budget for use in preparing future budget.						

		Level of Configuration or Programming Needed					
Subject Area	Description of General Business Function	Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
Budgeting/ Forecasting	Ability to view & print current and prior year actuals when preparing budget.						
Budgeting/ Forecasting	Provide rolling forecast for user defined time periods.						
Budgeting/ Forecasting	Ability to create trend reports (to include 5 years of history).						
Budgeting/ Forecasting	Ability to roll final budget numbers from budget module to General Ledger actual budget.						
Budgeting/ Forecasting	Ability to enter miscellaneous budget notes that will copy into General Ledger.						
Budgeting/ Forecasting	Provides drill down capability for operating and special projects to view actuals, budget and remaining budget (down to vendor, check, date cut).						
Budgeting/ Forecasting	Ability to run budget reports by fund						
Budgeting/ Forecasting	Ability to run budget reports by department						
Budgeting/ Forecasting	Ability to pull revenues only or expenses only						
Budgeting/ Forecasting	Ability to print misc. notes if desired						
Accounts Payable							
Accounts Payable	Ability to search vendor name input (through use of drop-downs or other edits).						
Accounts Payable	Ability to conduct review of expense by account number, date, project, or vendor and by specified combinations						
Accounts Payable	Ability to pull reports by vendor, vendor and account range/selection and/or date range, by project and/or grant number, check reconciliation status.						
Accounts Payable	Ability to search by invoice number for A/P records.						
Accounts Payable	Ability to search A/P records by check number.						
Accounts Payable	Provides search for vendor A/P record by dollar amount.						
Accounts Payable	Ability to consolidate AP transactions by Vendor.						
Accounts Payable	Ability to make partial payments on invoice.						
Accounts Payable	Ability to designate certain vendor transactions to be paid separately (vs. consolidated or batched together).						
Accounts Payable	Ability to associate subsidiary companies with parent company and search by parent company.						
Accounts Payable	Accommodates account code corrections to previously issued (and reconciled) payments.						
Accounts Payable	Provides audit trail when adjustments are made to payables.						
Accounts Payable	Supports pre-set (match pre-numbered stock) or system-generated check numbers.						
Accounts Payable	Ability to enforce review and approval of a purchase accounting distribution prior to payment.						
Accounts Payable	Web-based requisitions and approval process						

		Level of Configuration or Programming Needed					
Subject Area	Description of General Business Function	Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
Accounts Payable	Generation of Purchase orders from web based requisitions						
Accounts Payable	Ability to include description from Requisition to Purchase order once approved						
Accounts Payable	Accommodates Automated Clearinghouse (ACH).						
Accounts Payable	Supports A/P check printing for one or more selected payments (manual, short run).						
Accounts Payable	Ability to group accounts paid by department.						
Accounts Payable	Ability to present list of all invoices to be paid, for the user-defined date range in user-defined order (include invoice #, invoice date, vendor #, vendor name, and invoice amount).						
Accounts Payable	Ability to identify possible duplicate invoice numbers for a given vendor.						
Accounts Payable	Ability to identify potential duplicates when entering a new vendor.						
Accounts Payable	Ability to identify potential duplicate payments through the use of a configurable prompt (e.g., must match on date and invoice number) or similar.						
Accounts Payable	Separate fields for invoice date, date of service/acquisition and payment date.						
Accounts Payable	Allows for reoccurring items to be copied to a new batch.						
Accounts Payable	Ability to place a transaction on hold.						
Accounts Payable	1099 processing including ability to flag vendors as Yes or No for subject to 1099.						
Accounts Payable	Ability to integrate with project/grant management modules for automatic tracking of expenses.						
Accounts Payable	Automatically creates General Ledger batch with detail drill down from General Ledger						
Accounts Payable	Ability to void a payment						
Accounts Payable	Ability to reissue a payment						
Accounts Payable	Drop down list of common account numbers for easy access while entering						
Accounts Payable	Ability to search on vendor address field						
Accounts Payable	Warning when a transaction date of one year or more into the future or past is entered						
Accounts Payable	Ability to add comments or extended descriptions to transactions when posting.						
Accounts Payable	Ability to restrict setting up New Vendor without authority						
Accounts Payable	Ability to add additional comments after transactions are updated.						
Accounts Payable	Hand cut checks auto post into an AP batch						

		Level of Configuration or Programming Needed					
Subject Area	Description of General Business Function	Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
Accounts Payable	Generate list of checks issued by date range,including Vendor name, purchase description and invoice amount						
Accounts Receivable							
Accounts Receivable	Ability to search by Invoice Number and user defined reference number for miscellaneous A/R.						
Accounts Receivable	Ability to report customer account aging by definable increments (30, 60, 90, or other custom duration).						
Accounts Receivable	Ability to make manual adjustments to billings						
Accounts Receivable	Record monthly/quarterly interest by fund						
Accounts Receivable	Ability to enter detailed billing description with unlimited characters						
Accounts Receivable	Ability to bill by varying cycles (monthly, quarterly, semi-annually, on demand) and set up auto billing.						
Accounts Receivable	Ability to reprint invoices						
Utility Billing							
Utility Billing	Track customers billing type						
Utility Billing	Perform County data comparison						
Utility Billing	Create and export listing of customers in specific format as specified by the County of Riverside						
Permitting							
Permitting	Ability to log customer account notes.						
Permitting	Ability to create fee quote						
Permitting	Ability to convert fee quote into permit						
Permitting	Ability to turn permit into customer record including details of permit						
Permitting	Ability to create and track customer field service requests/work orders related to utility services, and track status (EG: requested, completed)						
Permitting	Ability for field staff to access, annotate and close service requests/work orders via mobile device.						
Fixed Asset/Management							

		Level of Configuration or Programming Needed					
Subject Area	Description of General Business Function	Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
Fixed Asset/Management	Provides the following Fixed Asset Master information: Asset Number Asset Description Fund/Department Assigned Vendor Number and Name Invoice Number and Date A/P Check Number and Date Location Code G/L Account Number Original Cost Salvage Value Accumulated Depreciation Amount Useful Life Depreciable Life Insurance Appraised and Replacement values Manufacturer Name, Model, Serial Number						
Fixed Asset/Management	Provides for straight line depreciation of assets.						
Fixed Asset/Management	Allows automatic setup of a fixed asset item from Accounts Payable at time of Invoice entry. Automatically inserts all purchasing and Accounts payable information.						
Fixed Asset/Management	Provides ability to maintain improvements to a fixed asset, including the ability to depreciate improvements separately.						
Fixed Asset/Management	Shall track the disposal of assets						
Fixed Asset/Management	Shall track the complete history of an asset, from "cradle to grave"						
Fixed Asset/Management	Shall trace a fixed asset back to the transactions by which it was acquired, capital-project charges, etc.						
Fixed Asset/Management	Shall have a mode of planning for equipment replacement, including value at disposal and estimating replacement value at any time						
Fixed Asset/Management	Associating a new asset with an existing asset that the new item is replacing						
Fixed Asset/Management	Provides audit trail for transaction history and transfers of items from departments or locations.						
Fixed Asset/Management	Capture and store the value of the asset by year of installment.						

		Level of Configuration or Programming Needed					
Subject Area	Description of General Business Function	Response					Notes
		5_Available	4_Minimum	3_Moderate	2_Significant	0_Can't Provide	
Fixed Asset/Management	Provides the capability to extend the life of a fixed asset when adding improvements.						
Fixed Asset/Management	Provides ability to classify and sub-classify assets.						
Fixed Asset/Management	Search for assets using data field on the Asset Master.						
Fixed Asset/Management	Provide ability to scan in pictures of asset items.						
Fixed Asset/Management	Provides for the exporting of report information to other applications such as an Excel spreadsheet.						
Fixed Asset/Management	Provides ability to maintain improvements to a fixed asset, including the ability to depreciate improvements separately.						
Fixed Asset/Management	Provides ability to extend the estimated and/or depreciable life of the fixed asset when adding an improvement.						
Fixed Asset/Management	Calculate depreciation through the disposal of the assets and interface depreciation accounting entries to General Ledger.						
Fixed Asset/Management	Maintains remaining book value to facilitate calculation of gain/loss on disposal of assets.						
Fixed Asset/Management	Provides for the following user defined Code files: Asset Location Asset Status Asset Condition Asset Type Asset Acquisition Method Asset Class						
Fixed Asset/Management	Provides the following reports and outputs: Reports by classification, department, and/or location Physical inventory forms Asset reports of acquisition by fund, department, and date Depreciation report Retired assets report Report of new and retired assets by fiscal accounting period Gain/Loss report on retired assets Report of detailed depreciation information by Asset Class						
Human Resources							
Security							
Security	Ability to assign no access, full access, or read-only access to each menu item for each user.						

End