



City Council Work Session
Tuesday, March 7, 2023 at 6:15 PM or immediately
following the downtown building(s) tour
(meet at 305 Central Ave. at 6:00 PM)
Public Meeting Room

AGENDA

1. Call to Order

2. Items for Discussion

- A. 2022 Investment Report
- B. Review Draft of RFP for an Enterprise Resource Planning (ERP) System
- C. Faribault Police Department Contract Employment for Non-Profit Organizations, Fundraisers, and Community Events
- D. Review Draft City Public Art Policy Update
- E. Review Public Art Proposal by the Paradise Center for the Arts
- F. Review and Provide Direction on Environmental Commission Initiatives and Recommendations
- G. Review and Provide Direction on Heritage Preservation Commission Initiatives and Recommendations
 - 1. Potential Alignment of the Local Heritage Preservation District with the Recently Expanded National Register District in Downtown Faribault
 - 2. Review the Process to Update Faribault's Commercial Historic District Guidelines

3. Future Discussion

4. Adjournment

(The Council may meet as a group for dinner)

Please contact the City Administrator's Office if you need special accommodations while attending this meeting



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Schmuck, Finance Director
MEETING DATE: March 7, 2023
SUBJECT: 2022 Investment Report

Discussion:

The City Council has adopted an investment policy to provide guidelines for the prudent investment of all financial assets of the City. The policy includes an annual reporting component to the City Council and the City Administrator. The City Council decided that this is to be done as a written report along with a presentation in a work session setting.

The report will be presented at the first work session in March of each year for the prior year-end investments.

Attachments:

1. 2022 Investment Report
2. 2022 Investment Report Presentation



FINANCE DEPARTMENT

INVESTMENT REPORT

DECEMBER 31, 2022

Table of Contents

MARKET COMMENTARY	1
EXECUTIVE SUMMARY	4
SAFETY	5
DISTRIBUTION BY DEPOSITORY	5
DISTRIBUTION BY SECTOR.....	6
LIQUIDITY	7
PORTFOLIO BY DURATION	7
INVESTMENTS BY MATURITY DATE	8
YIELD	11
COUPON DISTRIBUTION	11
INTEREST SUMMARY	12
INVESTMENT TERMS.....	13
COLLATERAL TERMS.....	14

MARKET COMMENTARY

2022 was a bumpy ride! It brought tremendous change to the bond market and has been noted as the worst-ever year on record for U.S. bond investors. As we entered 2022, U.S. headline inflation was already in the 7% range. However, the U.S. Federal Reserve (Fed) was slow to initiate interest rate increases, but then the year was highlighted by the Fed's swiftest tightening of U.S. monetary policy in 40 years. The Fed raised its benchmark interest rate seven times last year. The Fed Funds rate began at 0.08% in January and swelled to 4.33% in December 2022. That is an increase of roughly 600% and 369 basis points. The increases to the Fed Funds rate created ongoing volatility throughout 2022, which impacted overall bond supply and demand. Overall supply was down year-over-year and mutual funds consistently sold off bonds throughout the year. As we head into 2023, all the attention will be on the Fed as they set the course for the municipal marketplace.

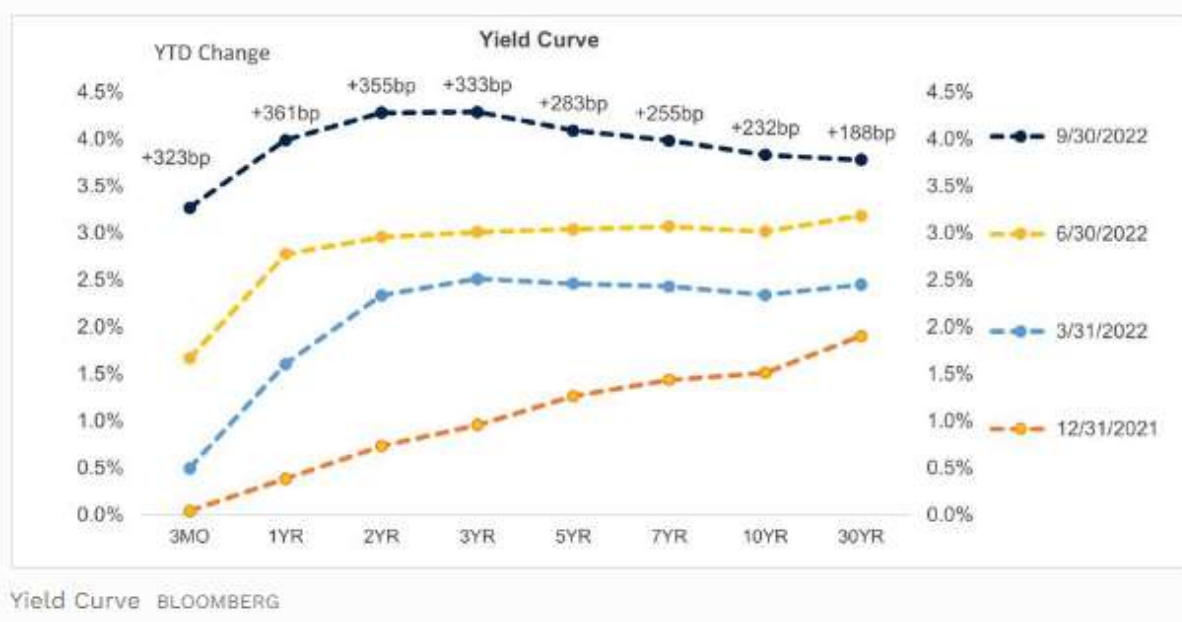
The Total Bond Index tracks U.S. investment-grade bonds, which have a low risk of default. The index lost more than 13% in 2022. Before then, the index had suffered its worst 12-month return in March 1980, when it lost 9.2%.

This upward rate trend erodes the reported value of many of the existing holdings in the portfolio. As governmental investors produce audited financial statements over the next few months, declines in the market values of investment holdings will almost undoubtedly impact important balance sheet items. Investments such as bank certificates are carried and reported at face value under the accounting rules established by Governmental Accounting Standards Board (GASB). Other investments, such as U.S. Treasury securities and municipal bonds, must be 'marked-to-market' under those same GASB standards.

The main concept here is that when interest rates go up, the market value of many fixed-income investments goes down. Generally, longer-termed investments experience larger fluctuations in value for a given change in interest rates. The value of investments will be reflected as a part of the balance sheet item 'fund balance.' Therefore, declines in the value of investments will negatively impact fund balance.

Similarly, when reviewing year-end financial statements an unrealized loss will be noted, which represents the decline in market value of certain investments in the portfolio because of the rise in interest rates since the beginning of the year. This decline could be dramatic. As shown in the accompanying chart, the Treasury yield curve has increased steadily higher throughout the year. It is inverted now with the yield on the two-year maturity above 4% versus under 3.7% for longer dated instruments. The increase in yields along with a widening in spreads for bonds means that bond prices for treasuries have fallen significantly.

Figure 1. U.S. Treasury Yields Ratchet Higher



Mortgage rates followed the trajectory of bond yields. Housing felt the negative repercussions as mortgage rates more than doubled, severely impacting the housing sector as mortgage applications, refinancing activity, and new and existing home sales declined quickly. Markets have witnessed 10 consecutive months of existing home sales declines as a result, giving long-term supply and demand imbalances. In the short term, most consumers and businesses remain unaffected by the increase in borrowing costs.

While existing home sales slow, most current homeowners have already locked in mortgage rates at a lower level. The same dynamic takes place in the issuance of corporate debt. Interest expense on the majority of issued debt in the short term remains the same. It is over time that those shorter-term issuances mature and roll into higher yielding debt, which costs more to service, negatively impacting the financial results of companies.

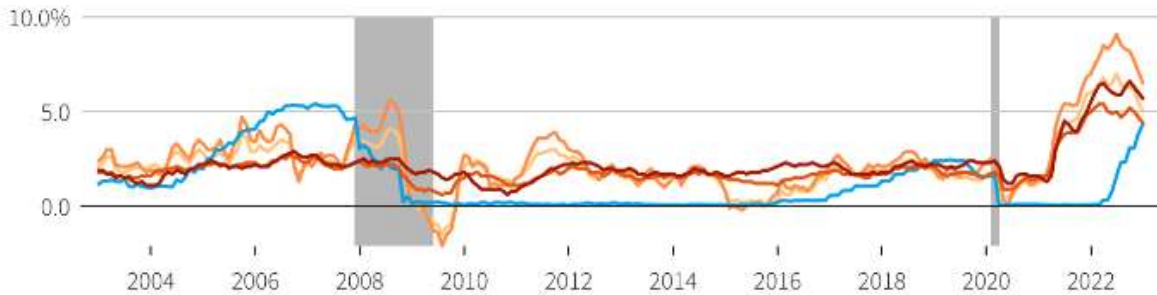
As painful as the decline in bond prices has been, some believe the normalization of interest rates was necessary and in fact will be beneficial on a going forward basis. The dynamic appears to be different for 2023. In December, Fed officials projected they would raise rates as high as 5.1% in 2023. The Fed is poised to continue raising interest rates, but the increase is unlikely to be dramatic or rapid, in which case the impact on bonds would be more muted, advisors said. Many fear the Fed has raised interest rates too aggressively, hitting the brakes on an already fragile economy, tipping it into recession.

Reuters indicated that the personal consumption expenditures (PCE) price index increased 5.0%. That was the smallest year-on-year gain since September 2021. Excluding the volatile food and energy components, the PCE price index rose 4.4%. The Fed tracks the PCE price indexes for monetary policy. Other inflation measures have also slowed down significantly.

U.S. inflation shows signs of slowing

A clutch of inflation data tracked by U.S. policymakers indicates inflation slowed as 2022 came to an end, but remains too high for their comfort. That means more interest rate hikes in 2023.

— PCE — Core PCE — CPI — Core CPI — Fed funds rate (effective)



Note: Data are annual changes for the Personal Consumption Expenditures price index; the Consumer Price Index; and the ex-food and energy measures for both; effective federal funds rate is the end-of-month level; gray bars are recessions

Source: Bureau of Labor Statistics; Bureau of Economic Analysis; Federal Reserve Board

Reuters Graphics Reuters Graphics

Another factor that distorts the ability to clearly assess the state of the economy is the difficulty to measure the amount of excess liquidity existing in the system. Fiscal stimulus was initiated in the form of stimulus checks, childcare tax credits, the Paycheck Protection Program (PPP) loans, etc.; the degree to which these funds were saved or spent by the various recipients is difficult to assess and can lead to imprecise estimates of the consumer's ability to withstand any economic slowdown.

Given the variables at play, investors are rightly having difficulty in predicting the trajectory and duration of recent and potential future Fed interest rate actions. Many analysts seem to align on the likely emergence of recession in 2023 as the yields on 30-year Treasury bonds are lower than yields on 3-month Treasury notes. This occurrence has coincided with the last eight recessions. If a recession does occur it is expected to not be as significant. Unlike 2008, banks today are much better capitalized. In 2008, they had a very low exposure to safe assets such as cash or Treasuries but were overexposed to subprime real estate, auto loans, etc. Even if banks are affected by a recession, there is no primary center of weakness at the heart of the financial system.

On the plus side, markets are forward-looking and have already priced in this likely recession. Valuations are more tolerable today than they were 12 months ago, increasing the probability of better long-term equity returns going forward.

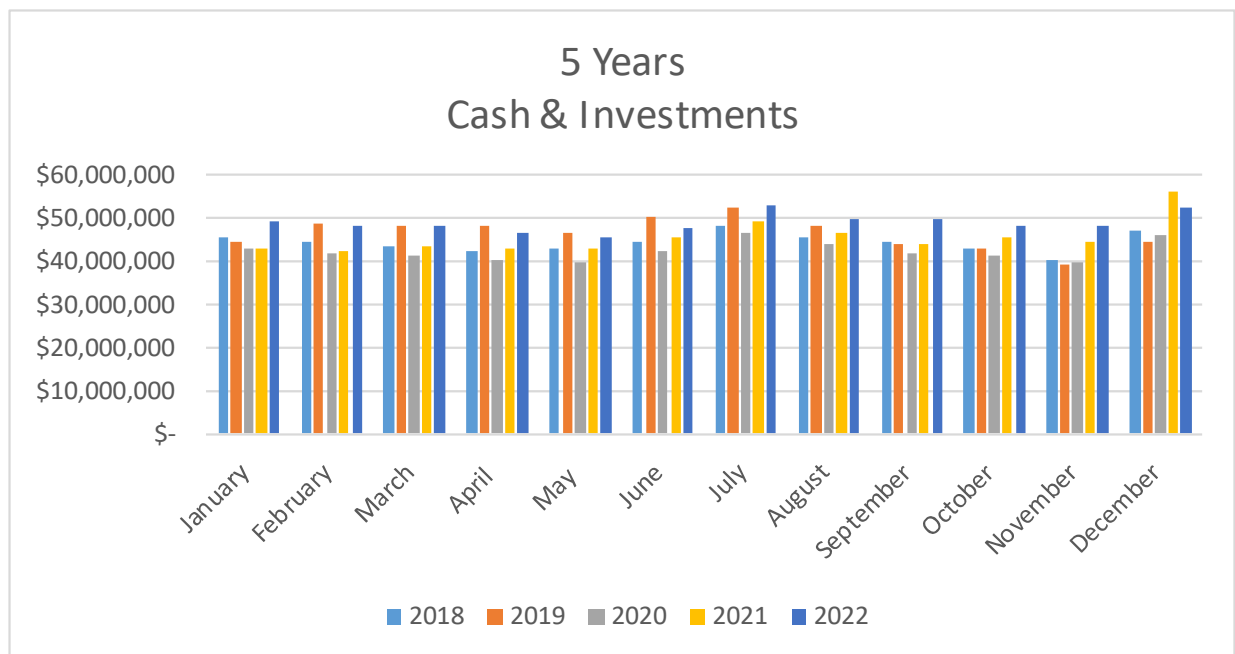
EXECUTIVE SUMMARY

The City's cash and investments include balances from all funds that are pooled and invested in certificates of deposits and other authorized investments. In accordance with the City's Investment Policy this executive summary provides an analysis of the status of the current investment portfolio and transactions made during the past year.

The City's Investment Policy sets some perimeters for investments to provide guidelines for the prudent investment of all financial assets. City funds are to be invested in a manner which provides for the safety, liquidity, and yield that conforms to all federal, state, and local regulations governing the investment of public funds.

Summary Characteristics			
Cost Value (\$000):	\$ 53,429	Number of Investments:	113
Market Value (\$000):	\$ 50,178	YTD Number of Acquisitions:	25
Weighted Average Interest Rate:	1.481%	YTD Number of Maturities:	19
Unrealized Gain/(Loss) (\$000):	\$ (3,251)	YTD Number of Calls:	-
12 Month Cash Flow (\$000)	\$ 17,952	YTD Interest Earnings (\$000)	\$ 657
% of Portfolio Callable:	7.08%	Average Yield:	1.763%
Average Years:	2.772		

The City's portfolio at December 31, 2022 was \$53,429,106. As of December 31, 2021, the portfolio was \$51,359,392.



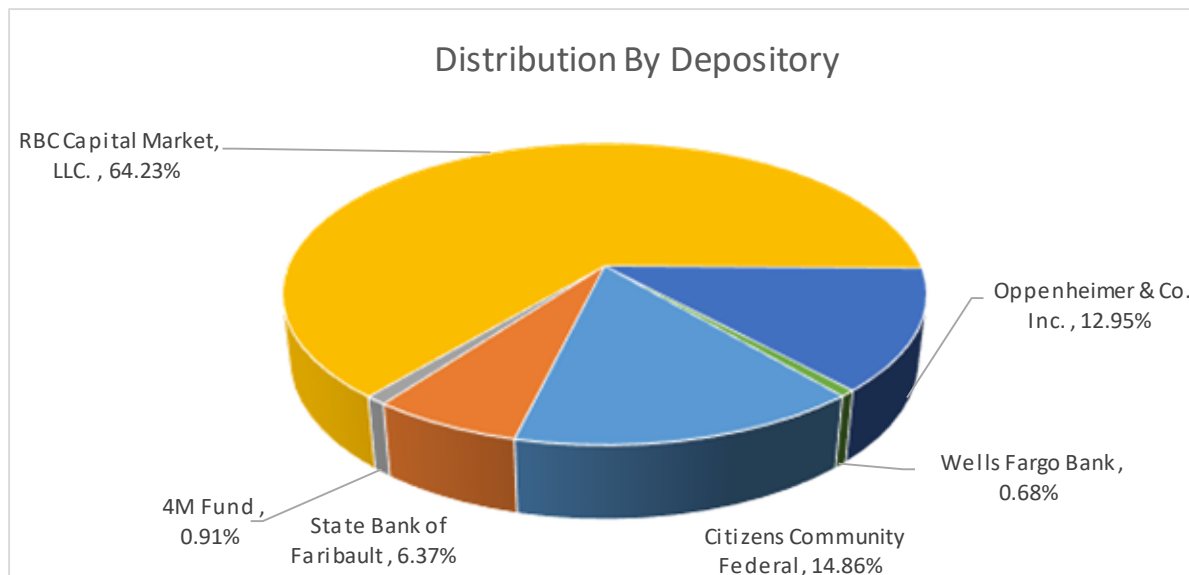
SAFETY

DISTRIBUTION BY DEPOSITORY

Minnesota law requires the governing body of each government entity to designate one or more financial institutions as a depository for public funds (*Minnesota Statutes 118A.02, subd. 1*). The City of Faribault adopted Resolution 2022-004 on January 11, 2022 approving the following depositories and investment brokers:

As of December 31, 2022, the City had the following amounts with official depositories:

Depository	Cost
Citizens Community Federal	\$ 7,938,295
State Bank of Faribault	3,401,534
4M Fund	488,597
RBC Capital Market, LLC.	34,316,883
Oppenheimer & Co. Inc.	6,920,235
Wells Fargo Bank	<u>363,562</u>
	\$ 53,429,106

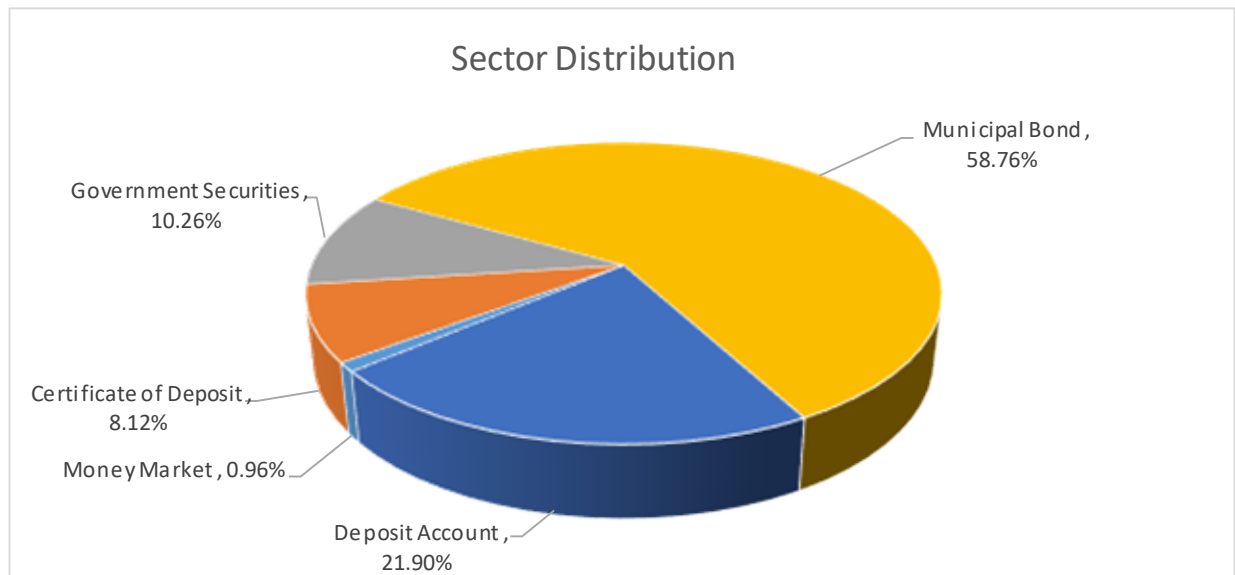


SAFETY

DISTRIBUTION BY SECTOR

As of December 31, 2022, the City had the following amounts in these sectors:

Sector Distribution		
Sector	Cost	%
Money Market	\$ 511,474	0.96%
Certificate of Deposit	4,337,491	8.12%
Government Securities	5,480,569	10.26%
Municipal Bond	31,396,181	58.76%
Deposit Account	<u>11,703,391</u>	21.90%
	\$ 53,429,106	100.00%

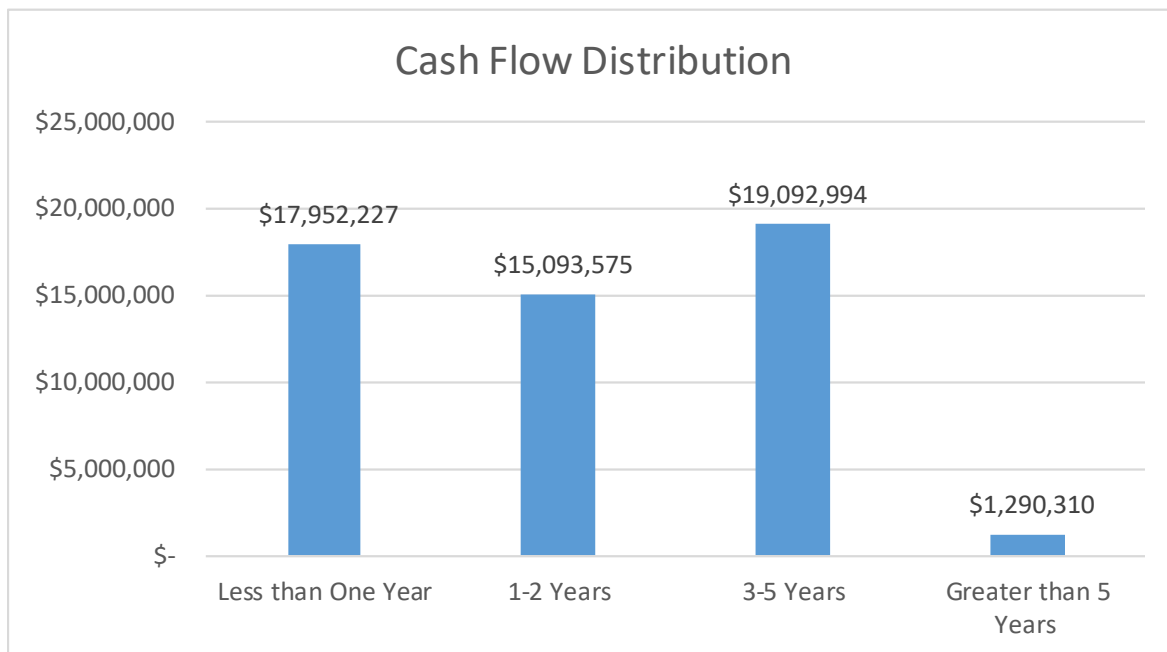


LIQUIDITY

PORTFOLIO BY DURATION

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with anticipated demands. A portion of the portfolio may be placed in money-market mutual funds or local government investment pools which offer same-day liquidity.

Cash Flow Distribution	
Type	Cost
Less than One Year	\$ 17,952,227
1-2 Years	\$ 15,093,575
3-5 Years	\$ 19,092,994
Greater than 5 Years	\$ 1,290,310
	\$ 53,429,106



LIQUIDITY

INVESTMENTS BY MATURITY DATE

12/31/2022		Stated	Maturity	Purchases	Fair Value
Investment	Type	Rate	Date	at Cost	Month End
Wells Fargo Bank	DEP	0.010%	12/31/2022	363,562	363,562
Citizens Community Federal	DEP	0.300%	12/31/2022	7,938,295	7,938,295
State Bank of Faribault	DEP	0.300%	12/31/2022	3,401,534	3,401,534
4M Liquid Fund	MM	3.934%	12/31/2022	242,679	242,679
4M Liquid Fund	MM	3.918%	12/31/2022	245,918	245,918
Federal Farm Credit Bank	GS	0.350%	6/8/2023	2,696,463	2,651,940
Oregon School Board Assn	MUNI	3.050%	6/30/2023	499,351	615,025
EnerBank USA	CD	1.750%	7/28/2023	249,000	245,277
Western Bank Devils Lake ND	CD	1.700%	7/31/2023	247,000	243,201
Alpine Calif Un Sch Dist GO	MUNI	1.200%	8/1/2023	240,378	245,588
Industrial & Coml Bk China CD	CD	2.400%	9/20/2023	249,000	245,223
United National Bank Cairo GA	CD	1.550%	1/26/2024	249,000	241,896
JPMorgan Chase Bk NA Columbus OH	CD	0.600%	1/31/2024	127,491	125,554
Raymond James Bank	CD	1.750%	2/14/2024	247,000	239,261
First National Bank of McGregor TX	CD	2.300%	6/28/2024	249,000	241,585
Glendale AZ GO Bds	MUNI	2.764%	7/1/2024	261,255	243,300
Medallion Bank	CD	2.100%	7/3/2024	245,000	236,094
New York City NT Transitional Fin Auth	MUNI	2.850%	8/1/2024	300,846	290,832
Ally Bk Midvale Utah	CD	3.450%	8/5/2024	245,000	240,639
First Bank Highland Pk IL	CD	2.400%	8/9/2024	247,000	238,582
UBS Bk USA Salt Lake City UT	CD	0.550%	8/12/2024	249,000	233,241
Toyota Finl Svgs Bk Hend	CD	0.600%	8/12/2024	249,000	233,550
New York Cmnty Bk Westbury	CD	0.700%	9/10/2024	249,000	233,298
Davie Fla Wtr & Swr Rev	MUNI	1.504%	10/1/2024	255,255	236,943
Kane Kendall ETC Cnty ILL	MUNI	0.400%	12/15/2024	215,952	202,222
Fla Wtr Pollution Ctl Fing	MUNI	2.150%	1/15/2025	503,545	474,070
United States Treasury Note	GS	1.375%	1/31/2025	281,381	258,596
Eagan Mn Tax Increment Bonds	MUNI	2.850%	2/1/2025	240,100	244,584
NY City Transitional Fin Auth	MUNI	3.600%	2/1/2025	526,250	486,630
Chaska MINN Indp Sch Dist	MUNI	2.000%	2/1/2025	424,904	378,828
East Brunswick Twp NJ	MUNI	0.883%	3/15/2025	347,222	316,248
Antietam Sch Dist PA	MUNI	1.050%	4/1/2025	125,936	115,109
Allendale Mich Pub Sch Dist	MUNI	4.000%	5/1/2025	285,695	243,150
Monessen PA Sch Dist GO Bds	MUNI	4.000%	6/1/2025	387,818	354,225
Gunersville Ala Wtr Works	MUNI	1.200%	8/1/2025	487,406	439,291
San Marcos Tex Cons Indpt Sch	MUNI	2.280%	8/1/2025	220,095	221,615
New Britain Conn Taxable GO	MUNI	1.522%	9/1/2025	378,773	349,079
Yucaipa VY Calif Wtr Dis Ref Bds	MUNI	2.040%	9/1/2025	500,000	464,685

Texas Exchange Bk Crowley	CD	0.900%	10/3/2025	249,000	225,273
Dauphin Cnty PA Taxable GO Bds	MUNI	0.984%	11/15/2025	1,010,220	898,190
Lake Ohio Loc Sch Dist Stark	MUNI	1.700%	12/1/2025	332,267	316,309
Johnstown-Monroe Ohio Loc Sch	MUNI	1.200%	12/1/2025	243,747	226,920
Fort Bend Cnty Tex Mun Util	MUNI	2.000%	12/1/2025	390,961	354,900
Buffalo Cnty Neb Sch Dist	MUNI	1.850%	12/15/2025	366,761	330,800
Baldwin Cnty Ala Taxable GO	MUNI	0.961%	2/1/2026	693,860	621,545
New York NY Taxable GO Bds	MUNI	1.450%	3/1/2026	254,760	225,583
East Windsor N J Reg Sch Dist	MUNI	1.105%	3/1/2026	207,765	183,061
West Orange Twp N J	MUNI	2.000%	3/1/2026	172,922	151,620
Fort Bend Waller Cntys Tex Mun	MUNI	2.000%	4/1/2026	208,202	188,018
Antietam Sch Dist PA	MUNI	1.250%	4/1/2026	333,838	294,512
Louisiana St Taxable Go Ref	MUNI	1.081%	6/1/2026	455,702	401,607
San Marcos Tex Cons Indpt Sch	MUNI	2.203%	8/1/2026	432,500	422,590
San Diego Calif Comnt College	MUNI	2.299%	8/1/2026	330,749	294,592
San Bernardino CA Cmnty	MUNI	2.398%	8/1/2026	965,430	921,030
Carpinteria Calif Uni Sch Dis	MUNI	1.300%	8/1/2026	386,300	335,939
Sallie Mae Bk Murray Utah	CD	1.000%	8/4/2026	248,000	218,820
Federal Farm Credit Bank	GS	0.670%	8/13/2026	500,000	438,565
Federal Home Loan Bank	GS	0.600%	9/30/2026	500,000	446,480
California State Taxable Var	MUNI	2.375%	10/1/2026	510,105	460,265
Palm Beach Cnty Fla Pub Imp	MUNI	3.000%	11/1/2026	527,910	468,790
Moon Township	MUNI	1.957%	11/15/2026	514,305	446,114
Johnstown-Monroe Ohio Loc Sch	MUNI	1.300%	12/1/2026	326,770	295,055
Sunray Tex Indpt Sch Dist	MUNI	2.500%	2/15/2027	219,583	208,769
Allen Tex Indpt Sch Dist	MUNI	1.200%	2/15/2027	933,890	807,710
Federal Farm Credit Bank	GS	0.780%	2/16/2027	500,000	433,350
Hazeltown PA Area Sch Dist	MUNI	1.470%	3/1/2027	195,090	165,258
St James Parish LA Sch Dist	MUNI	2.000%	3/1/2027	1,043,130	889,810
Fort Bend Waller Cntys Tex Mun	MUNI	2.000%	4/1/2027	207,272	184,098
Federal Farm Credit Bank	GS	1.200%	4/28/2027	501,485	439,795
Wisconsin St Gen Fd	MUNI	2.196%	5/1/2027	509,930	448,690
Wisconsin St Gen Fd	MUNI	2.483%	5/1/2027	547,050	454,230
Live Oak Bkg Co Wilmington	CD	1.000%	7/30/2027	249,000	211,767
Pajaro Valley Calif Uni Sch Di	MUNI	2.073%	8/1/2027	518,880	447,900
New York N Y Taxable Go Bonds	MUNI	1.250%	8/1/2027	502,565	424,410
New York N Y Taxable Go Bonds	MUNI	1.396%	8/1/2027	498,000	427,365
Wellman-Union Tex Cons Indept	MUNI	1.300%	8/15/2027	315,206	275,997
Lyndhurst Twp NJ	MUNI	1.389%	8/15/2027	355,880	300,878
Federal Home Loan Bank	GS	1.000%	8/26/2027	501,240	429,690
Cumberland Cnty NJ Impt Auth	MUNI	1.875%	9/1/2027	512,625	440,175

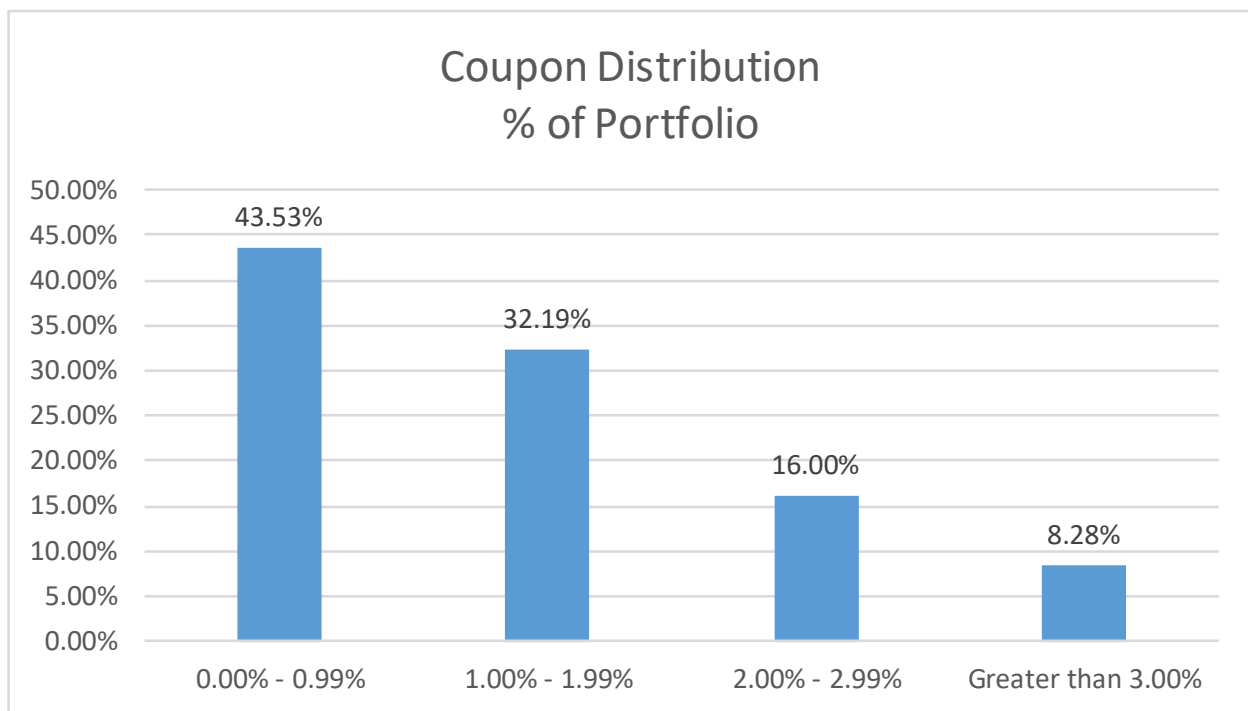
Brownsville Tex Util Sys Rev Bnds	MUNI	1.477%	9/1/2027	506,580	424,855
Sunfield Mun Util Dist No 3	MUNI	2.000%	9/1/2027	134,804	118,477
Cook Cnty Ill Sch Dist No 157	MUNI	1.500%	11/1/2027	158,477	147,313
San Francisco Calif City	MUNI	1.340%	11/1/2027	495,200	428,740
Defiance Ohio City Sch Dist	MUNI	1.600%	12/1/2027	262,287	231,814
Fort Bend Cnty Tex Mun Util	MUNI	2.000%	12/1/2027	523,215	457,195
Coles & Cumberland Cnty	MUNI	1.400%	12/1/2027	345,566	285,688
Dallas Tex Area Rapid Trans	MUNI	1.347%	12/1/2027	499,250	425,505
St Clair Cnty Ill Cmnt Unit GO	MUNI	4.073%	1/1/2028	256,255	237,468
San Bernardino Calif City GO	MUNI	1.922%	8/1/2028	352,720	340,956
Big Stone Cnty Mn GO	MUNI	4.000%	2/1/2033	229,515	207,602
Oppenheimer Advantage Bank Deposits	MM	0.100%	12/31/2022	675	675
Oppenheimer - Federated Mutual Funds	MM	3.520%	12/31/2022	22,203	22,203
Lardeo TX Wtrwks Swr Sys	MUNI	0.683%	3/1/2023	495,365	497,210
Washington St COPS	MUNI	1.000%	7/1/2023	563,285	560,418
Curators of the Univ Missouri	MUNI	1.466%	11/1/2023	497,520	486,660
Wells Fargo Bk NA SD	CD	3.350%	1/9/2024	245,000	241,847
Arlington TX Indep Sch Dist	MUNI	1.300%	2/15/2024	141,229	137,663
Yuma Cnty AZ	MUNI	0.888%	7/15/2024	320,645	306,901
Helmut CA Unif Sch Dist	MUNI	0.710%	8/1/2024	473,830	466,580
Santa Ana CLG Impt	MUNI	0.644%	8/1/2024	427,496	408,239
New York City NY Transitional	MUNI	0.450%	11/1/2024	221,112	216,877
Univ of Minnesota MN	MUNI	0.700%	11/1/2024	262,688	255,929
CFG Community Bank	CD	3.400%	12/31/2024	245,000	239,414
Connecticut St	MUNI	3.136%	4/15/2025	248,053	241,963
New York City Transitional Fin Auth	MUNI	2.850%	5/1/2025	516,200	476,395
University of California Revenue	MUNI	3.050%	5/15/2025	259,451	260,283
Enfield CT	MUNI	1.070%	8/1/2025	468,072	451,633
San Anselmo CA Pensn Oblig	MUNI	0.877%	8/1/2025	201,865	189,101
Miami-Dade Cnty FL Seaport	MUNI	1.049%	10/1/2025	110,586	103,384
Curators of the Univ Missouri	MUNI	1.714%	11/1/2025	260,470	260,467
New York St Urban Dev Corp	MUNI	3.170%	3/15/2026	369,663	335,132
New York City NY Transitional	MUNI	3.340%	8/1/2026	118,008	108,354
Hesperia CA Unif	MUNI	2.039%	2/1/2028	451,820	427,360

YIELD

COUPON DISTRIBUTION

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

Coupon Distribution % of Portfolio	
Type	Cost
0.00% - 0.99%	\$ 23,255,800
1.00% - 1.99%	17,201,450
2.00% - 2.99%	8,545,998
Greater than 3.00%	4,425,858
	\$ 53,429,106

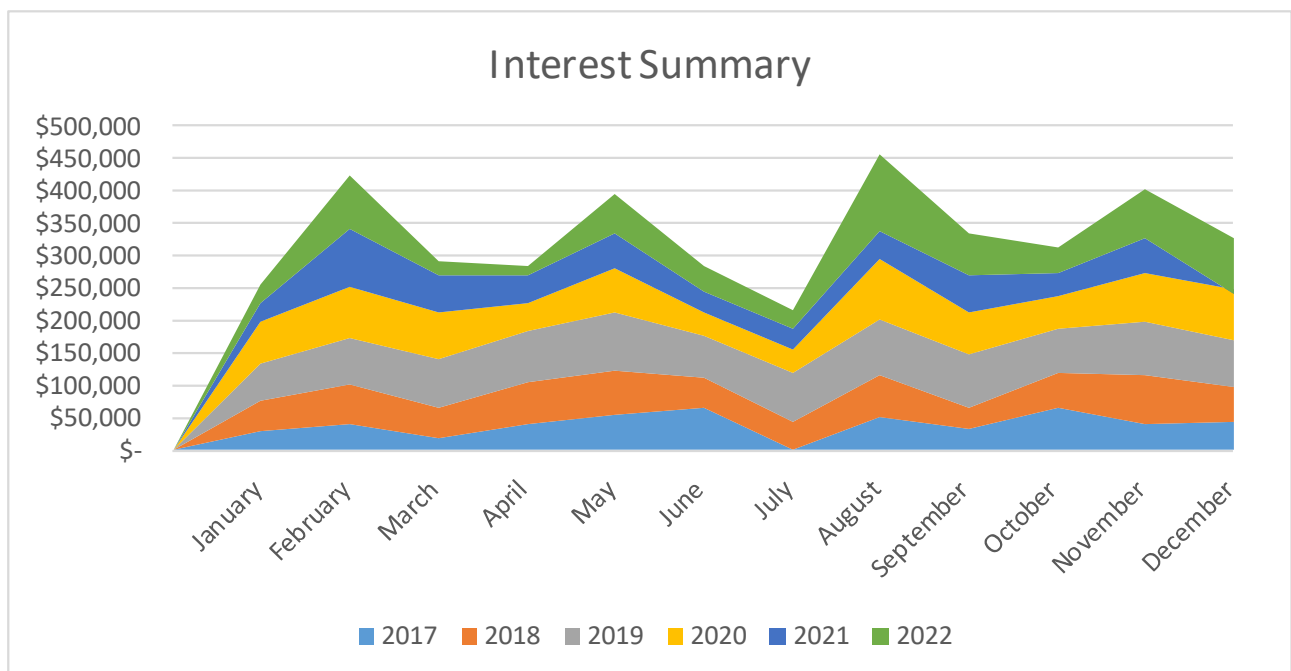


YIELD

INTEREST SUMMARY

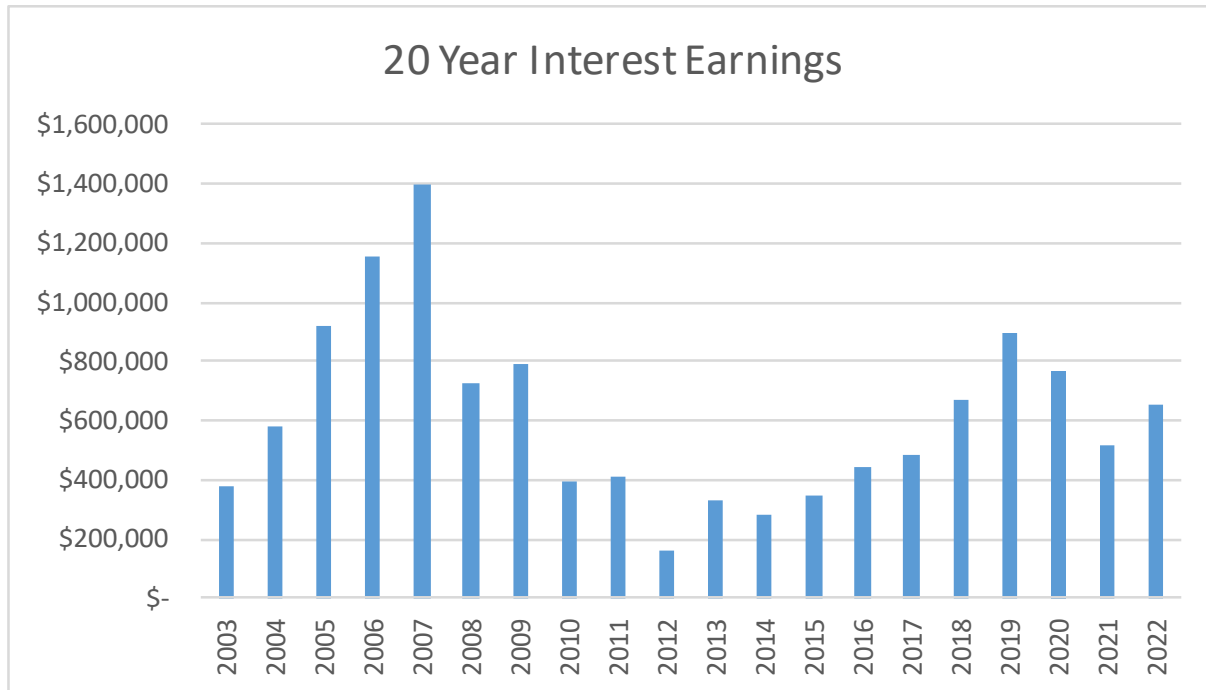
Interest earnings from pooled investments are allocated to the individual funds based on the applicable participation by each of the funds.

Interest Summary	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
January	\$ 29,282	\$ 47,032	\$ 58,806	\$ 65,218	\$ 27,275	27,025
February	41,906	60,012	71,636	80,527	88,742	80,401
March	19,435	47,086	74,950	70,112	60,081	19,433
April	41,382	63,723	78,472	45,069	40,514	14,472
May	53,849	71,263	88,658	68,929	52,448	60,983
June	64,550	49,046	64,669	35,220	33,644	36,094
July	-	46,183	73,227	37,955	29,760	28,914
August	52,411	64,546	84,727	93,224	42,273	121,147
September	33,908	33,543	81,936	64,584	55,104	67,442
October	64,550	55,109	67,454	49,324	38,634	38,806
November	40,403	76,958	82,959	74,037	53,551	76,434
December	<u>43,441</u>	<u>56,546</u>	<u>68,346</u>	<u>80,534</u>	<u>(6,212)</u>	<u>86,123</u>
Total	\$ 485,116	\$ 671,047	\$ 895,840	\$ 764,734	\$ 515,814	\$ 657,273



YIELD

INTEREST SUMMARY (continued)



INVESTMENT TERMS

Liquid assets are deposit accounts and money market accounts.

1-5 Years are made up of certificate of deposit and US Government Instrumentality Securities.

6-10 Years are US Government Instrumentality Securities.

11-15 Years are US Government Instrumentality Securities.

15+ Years are US Government Instrumentality Securities and bonds.

US Government Instrumentality Securities are financial intermediaries established by the federal government to fund loans to certain groups of borrowers, such as homeowners, farmers and students. Most active issuers are Federal Home Loan Bank, and Federal National Mortgage Association (Fannie Mae). Maturities range from three months to 30 years with fixed interest rates.

COLLATERAL TERMS

Collateral represents protection for public funds in the event of a bank failure. All public funds on deposit in a bank or credit union must be protected by deposit insurance (FDIC), corporate surety bond or pledged collateral. Most institutions choose to pledge collateral for amounts not covered by the deposit insurance. The process involves the depository placing securities it owns within an account in the trust department of a commercial bank or a restricted account at the Federal Reserve, and pledging these securities to the government entity. If the depository fails, the government entity can take the securities pledge to make up for any loss to its deposited funds.

PERMISSIBLE COLLATERAL

State law defines the types of securities that a financial institution may pledge as collateral for public deposits. These securities include:

- United State Treasury Issues
- Issues of U.S. Government Agencies and Instrumentalities
- Obligations of State and Local Governments
- Time Deposits (Certificates of Deposits fully insured by the Federal Deposit Insurance Company (FDIC) or any federal agency)

In addition to these securities, banks may pledge irrevocable letters of credit issued by federal home loan banks. All of these allowable forms of collateral must meet certain additional requirements.

As part of the audit process, the auditors review all collateral as it pertains to the requirements of *Minnesota Statutes 118A.03, subd. 2*.

AMOUNT OF COLLATERAL

As of December 31, 2022, the Federal Deposit Insurance Company provides \$250,000 of deposit insurance for all accounts held by a single depositor to protect the amount of deposit. If a depository is located in the state, public entities have an additional \$250,000 available.

State law requires that the amount of collateral pledged be 10% more than the amount not covered by deposit insurance. For example, if the government entity has on deposit \$1,000 over and above the deposit insurance amount, the financial institution needs to pledge collateral with a market value of \$1,100 to protect the deposit.

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times. It is important that City staff develop procedures to monitor the amount of pledged collateral throughout the year; usually the treasurer or City's chief financial officer monitors the deposit amounts against pledged collateral.

The City of Faribault invests excess funds for direct investment in securities authorized within *Minnesota Statutes 118A*, including joint powers government investment pools through the 4M Fund (League of Minnesota Cities).

It is recommended that each government entity have an adopted Investment Policy; the City of Faribault policy was last amended and adopted on January 28, 2020.

COLLATERAL COMPLIANCE

State law requires that the pledge of collateral be done through a written assignment from the bank to the government entity. To perfect the security interest in the pledged collateral, the federal Financial Institutions Reform, Recovery and Enforcement Act (FIRREA) requires that either the bank's loan committee or the bank's board of directors approve the assignment. To document compliance, the Office of the State Auditor recommends that the public entities insist that the depository provide to the public entity a copy of the minutes or the resolution adopted by either the loan committee or the board of directors approving the pledge of collateral.



Council Work Session
Tuesday, March 7, 2023

2022 Investment Report

Cash &
Investments

Report

Market Commentary

Executive Summary

Portfolio

Interest
Rates

Inflation

Economic
Growth

Inflation

Interest
Volatility

Inflation

Fed
Rate

Mortgage
Rates

Mark to
Market

.08% - 4.33%

Inflation

Inflation

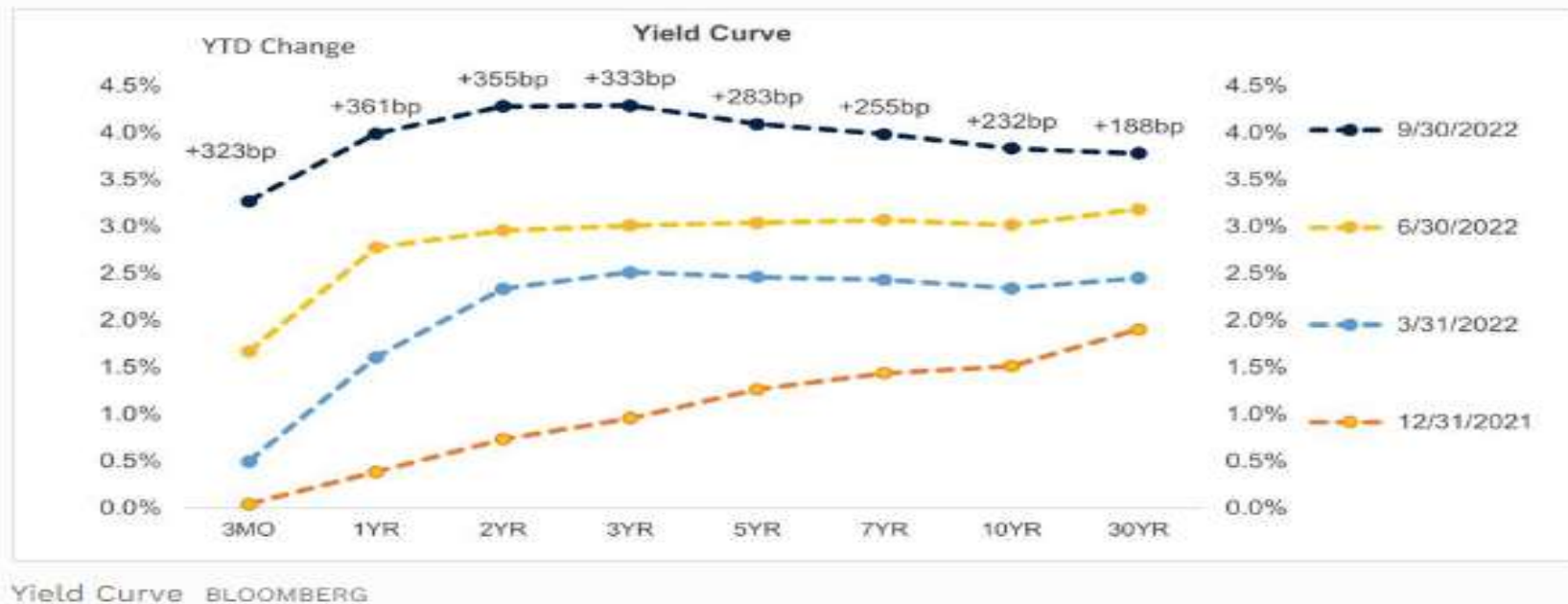
Market
Commentary

Inflation

Inflation

Market Commentary

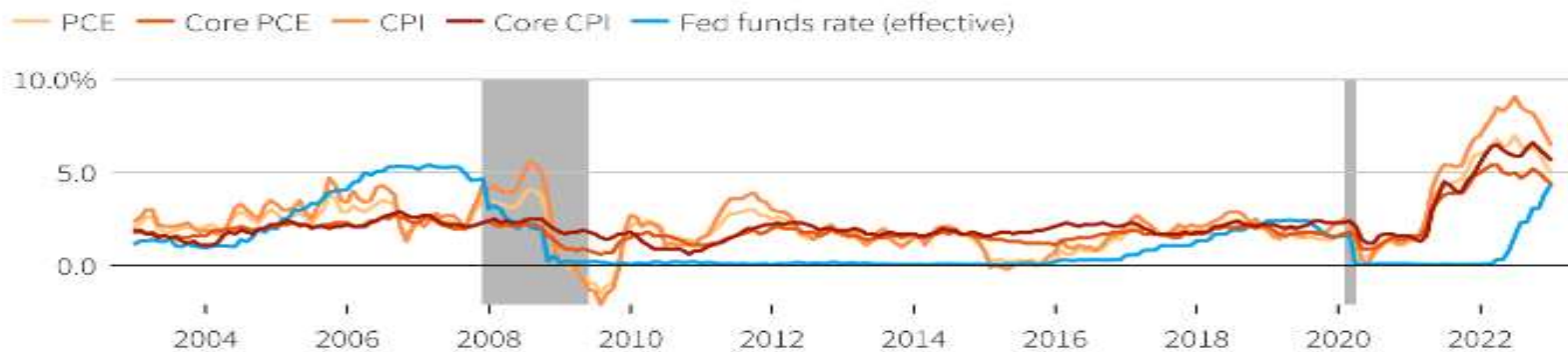
Figure 1. U.S. Treasury Yields Ratchet Higher



Market Commentary

U.S. inflation shows signs of slowing

A clutch of inflation data tracked by U.S. policymakers indicates inflation slowed as 2022 came to an end, but remains too high for their comfort. That means more interest rate hikes in 2023.



Note: Data are annual changes for the Personal Consumption Expenditures price index; the Consumer Price Index; and the ex-food and energy measures for both; effective federal funds rate is the end-of-month level; gray bars are recessions

Source: Bureau of Labor Statistics; Bureau of Economic Analysis; Federal Reserve Board

Reuters Graphics Reuters Graphics

Market Commentary



Investment Policy

- Prudent Investments
 - Safety
 - Liquidity
 - Yield
- Conformity
- Operations
- Reserves

The diagram illustrates the three key principles of prudent investments, arranged in a descending staircase pattern from top-left to bottom-right. Each principle is contained within a colored rounded rectangle: 'Safety' in a teal box at the top, 'Liquidity' in a brown box in the middle, and 'Yield' in a dark brown box at the bottom. To the left of these boxes, the phrase 'Prudent Investments' is written in a serif font, with a vertical line and a small orange square at the bottom left corner of the diagram's frame.

Safety

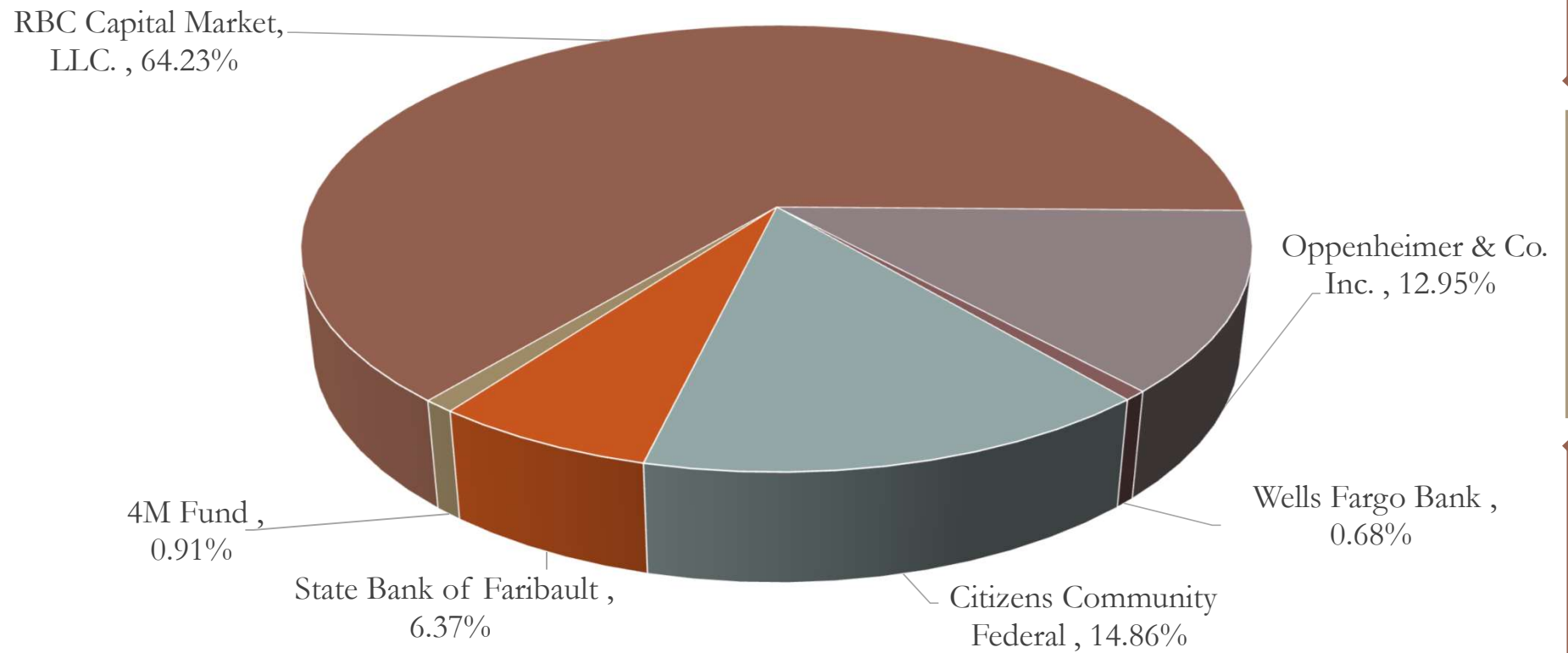
Liquidity

Prudent
Investments

Yield

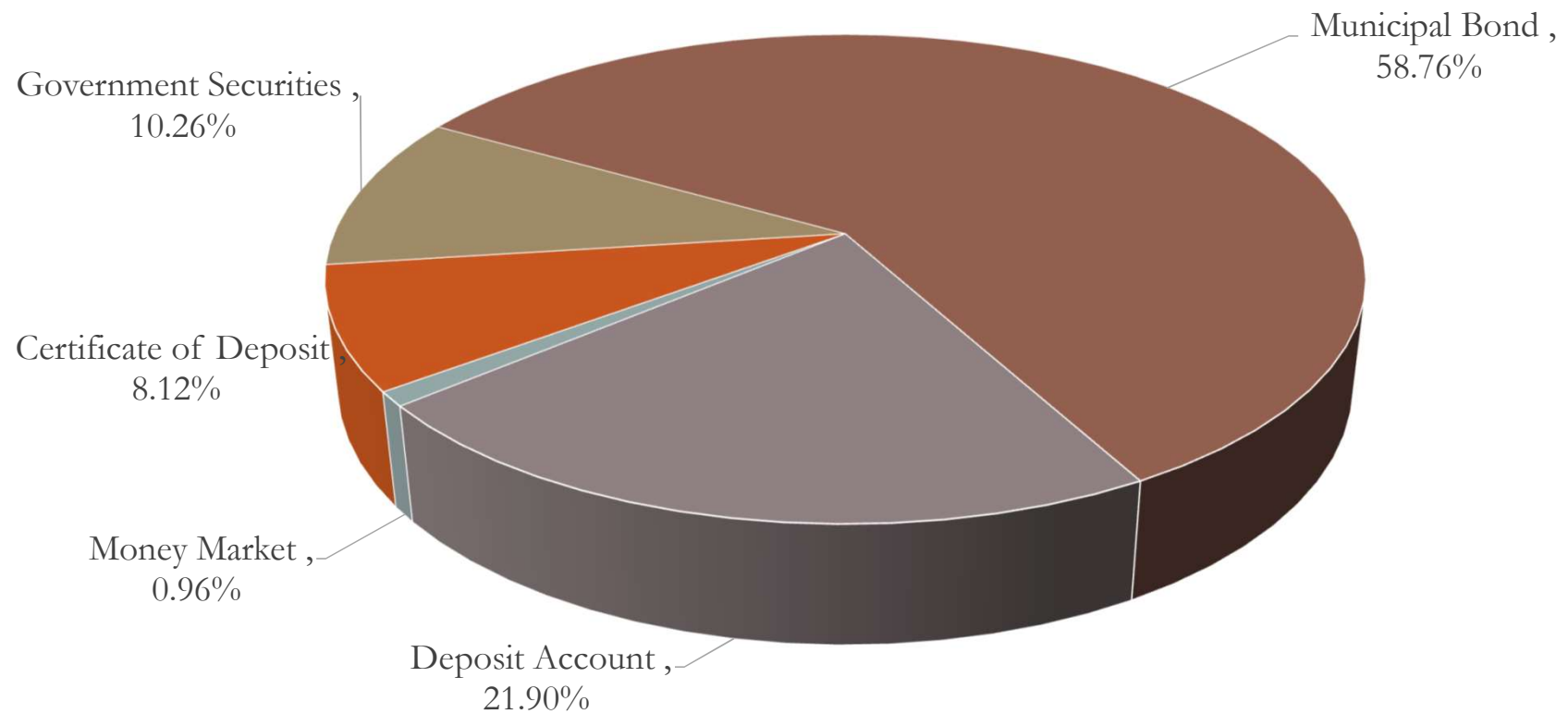
Safety

Distribution by Depository



Safety

Distribution by Sector



Liquidity

Portfolio by Duration

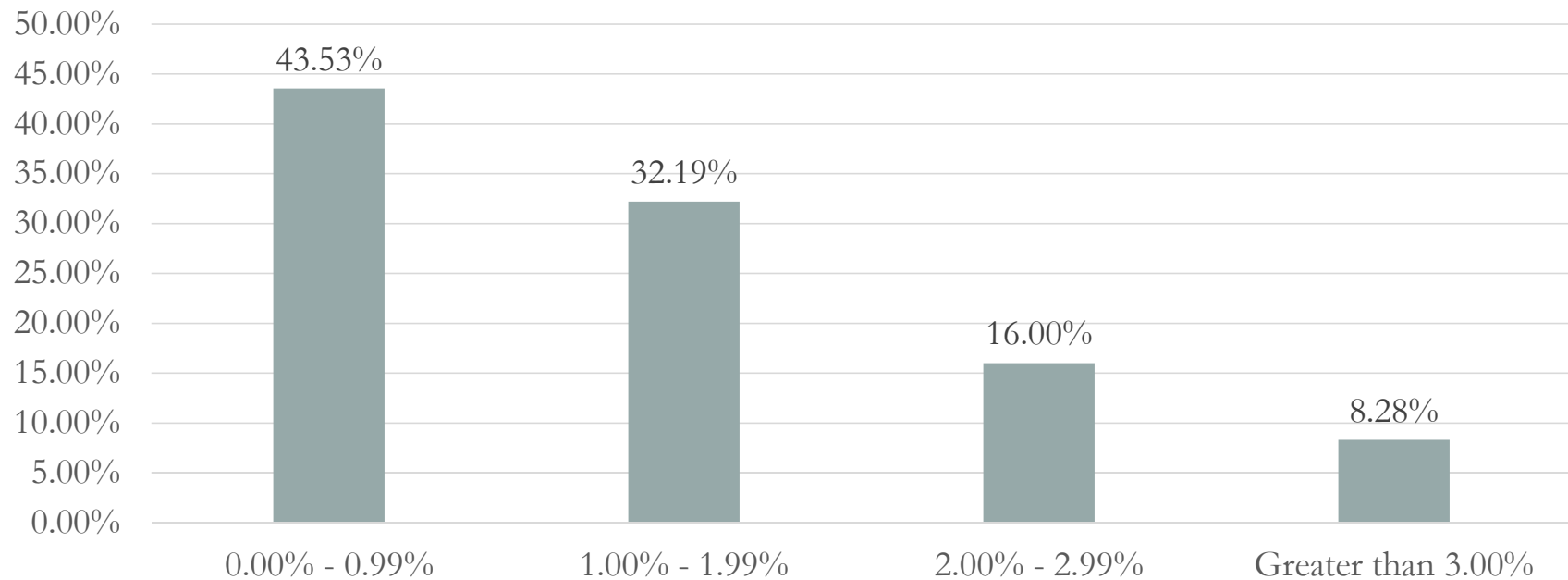
Cash Flow Distribution

Type	Cost
Less than One Year	\$ 17,952,227
1-2 Years	\$ 5,481,799
3-5 Years	\$ 28,704,771
Greater than 5 Years	<u>\$ 1,290,310</u>
	\$ 53,429,106

Yield

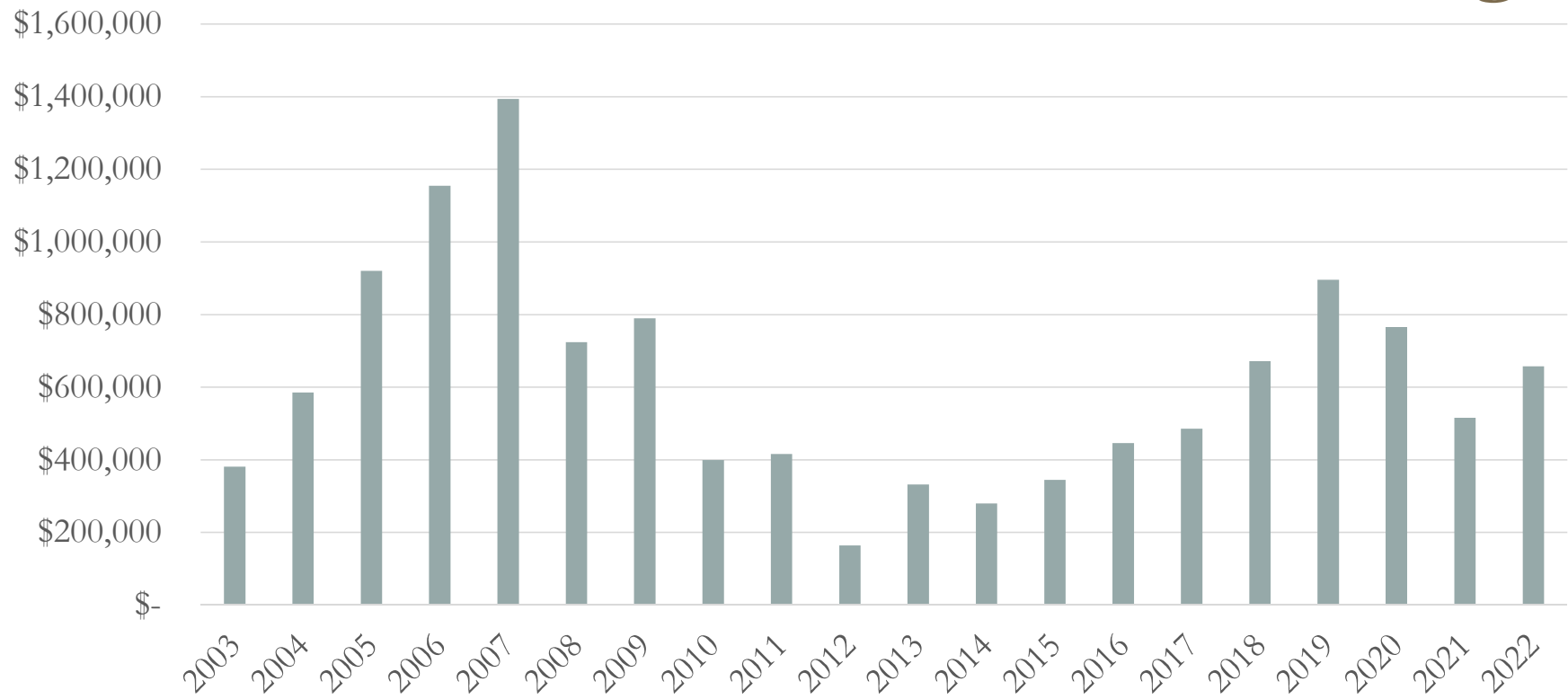
Coupon Distribution

Coupon Distribution
% of Portfolio



Yield

20 Year Earnings





Questions

2022 Annual Investment Report



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Jeanne Schmuck, Finance Director
MEETING DATE: March 7, 2023
SUBJECT: Review Draft of RFP for an Enterprise Resource Planning (ERP) System

Discussion:

Finance would like to begin a process of reviewing financial management software suites to replace the existing system. The accounting package would include core financial and HR/payroll, cash receipting, utility billing, licensing and permitting, project management, special assessments, asset management, public safety code and parking enforcement management, as well as document management. Finance has been working with Administration and Department Directors for an inclusive and integrated product or streamlined interfacing systems.

The City purchased Springbrook software in 2007 to replace the AS400 operating system for the accounting system. Springbrook has released Version 7, which the City migrated to in 2013. This system is currently cloud based and has served the City well over the past 16 years, but seems to be falling short in regards to functionality and enhancements of some items the City and Council would like to offer its citizens.

In the past, the City had an MIS fund to manage the computers and software needs of the City. This fund is no longer active as the Information Technology Division was moved into the General Fund. The MIS funds have since been redistributed. Staff would like to solicit RFPs to determine a dollar amount of a full system replacement and be able to look at options regarding financing through the long-term financial management plan and budgetary processes.

Attachments:

1. Draft ERP RFP
2. 02-Attachment-12-Conversions
3. 03-Attachment13-Interface
4. 04-Attachment14-Staffing
5. 05-Attachment15-FunctionalRequirements-FINAL

6. 06-Attachment16-Cost



Request for Proposal (RFP)

Software, Implementation, and Hosting Services

for an

Enterprise Resource Planning (ERP) System

for the

City of Faribault, MN

Release Date	April 3, 2023
Pre-Proposal Conference	May 3, 2023
Due Date	June 5, 2023

Table of Contents

SECTION A: RFP INTRODUCTION.....	4
A.1 Purpose of the RFP	4
A.2 About the City	5
A.3 Project Background	5
A.4 Notice to Proposers	5
A.5 Conditions	5
A.6 City's Rights Reserved.....	6
A.7 Communication Regarding this RFP	7
A.8 Register as a Proposer.....	7
A.9 Inquiries and Requests for Clarification	7
A.10 Pre-Proposal Conference	7
A.11 Procurement Schedule	8
A.12 Evaluation Criteria	9
A.13 Proposal Submission Instructions.....	9
A.14 Organization of Proposal.....	10
A.15 Format of Electronic Submission.....	11
 SECTION B: DETAILED SUBMITTAL REQUIREMENTS	 11
B.1 Executive Summary and Introductory Materials.....	11
B.2 Scope of Services.....	13
B.3 Company Background	13
B.4 Client References	13
B.5 Proposed Application Software and Computing Environment.....	14
B.6 Implementation Plan	15
B.7 Training Plan	16
B.8 Maintenance and Support Program	16
B.9 Essay Responses.....	16
B.10 Exceptions to the RFP	17
B.11 Responses to Functional Requirements	17
B.12 Sample Documents	18
B.13 Price Proposal.....	18
 SECTION C: SCOPE OF PROJECT	 19
C.1 Project Scope	19
C.2 Project Staffing.....	19
C.3 Statement of Work	20
C.4 Project Schedule	20
C.5 Number of Users.....	20
C.6 Implementation and Training Expectations	21
C.7 Interfaces.....	21
C.8 Data Conversion.....	22
C.9 Definition of Success	22
 SECTION D: CONTRACT TERMS AND CONDITIONS	 23
D.1 Key Personnel	23
D.2 Warranty.....	23
D.3 Warranty Remedy	24
D.4 System Acceptance	24
D.5 Milestones	24
D.6 Retention	24
D.7 Additional Users and Modules	24



D.8 Status of Vendor.....	24
D.9 Payment of Taxes	25
D.10 Records.....	25
D.11 Subcontracting.....	25
D.12 Confidential Information.....	25
D.13 Ownership and Disclosure of Work Product.....	26
D.14 Intellectual Property Rights	26
D.15 Legal Action.....	26
D.16 City Property	27
D.17 General Liability	27
D.18 Professional Liability	27
D.19 Automobile Liability	27
D.20 Worker’s Compensation.....	27
D.21 Primary Coverage.....	28
D.22 Indemnification	28
D.23 Termination	28
D.24 Non-appropriation of Funds.....	29
D.25 Assignment.....	29

SECTION E: ATTACHMENTS	30
E.1 Attachment 1 (RFP Submittal Checklist).....	30
E.2 Attachment 2 (Signature Page)	31
E.3 Attachment 3 (Addendum Acknowledgement Form)	32
E.4 Attachment 4 (Scope of Proposal).....	33
E.5 Attachment 5 (Company Background).....	34
E.6 Attachment 6 (Software Reference Form)	35
E.7 Attachment 7 (Implementation Services Reference Form).....	36
E.8 Attachment 8 (Third-Party Reference Form/Hosting Partner)	37
E.9 Attachment 9 (Technical Specifications)	38
E.10 Attachment 10 (Alternative Delivery Options)	40
E.11 Attachment 11 (Maintenance and Support).....	41
E.12 Attachment 12 (Conversions)	42
E.13 Attachment 13 (Interfaces)	42
E.14 Attachment 14 (Staffing).....	42
E.15 Attachment 15 (Functional Requirements).....	42
E.16 Attachment 16 (Cost)	42



Section A: RFP Introduction

A.1 Purpose of the RFP

Through this RFP, the City of Faribault (The City) desires to purchase or otherwise acquire rights to use enterprise resource planning (ERP) software that meets the requirements identified in this RFP for the following scope items defined below. In addition, the City requires proposals for professional services necessary to implement the system and train users on the new software. Vendors offering hosted services or software as a service system are encouraged to propose, but hosting services are not required. It is the City's intent to select proposals that best meet the needs of the city for an overall ERP system and utility billing system (collectively referred to as the "ERP System"). The City expects to have one integrated system (either with a single system or integrated systems) that includes functions listed in this RFP, however the City may select different Vendors for each of the scope options defined below. Proposers may submit a proposal to one or more scope options.

A.1.1 Scope Option #1 is for the financial system, HR/Payroll and includes the components listed in the table below.

A.1.2 Scope Option #2 is for Utility Billing and includes the components listed in the table below.

Functional Area	Scope Option
Core Finance	1
Core HR/Payroll	1
Extended HR/Payroll	1
Cashiering	1 and 2
Special Assessments	1 and 2
Utility Billing	2
Licenses & Permits	3
Project Management	3
Work Orders	3
Asset Management	3
Public Safety Fines & Ticketing	3
Document Management	3

A.1.1 The City would like to receive proposals on both cashiering and special assessments from proposers providing proposals to both Scope Option #1 and Scope Option #2. If a Vendor chooses to respond to both Scope Option #1 and Scope Option #2, these products should be priced with Scope Option #1.

A.1.2 Scope Option #3 - Optional Items: The City also would like Vendors to identify any other products that would be useful for the City including permitting, asset management, and work orders/inventory, document management. These products will not be scored as part of the software evaluation, but will be used in overall evaluations of the firm.

A.1.3 Other Product Offerings: The City is interested in learning more about other product offerings that proposers feel the City might be interested in but not specifically in the scope of this proposal. For those product offerings, please provide a short description of what is available from your firm.

A.1.4 All proposals submitted for scope option #1, or #2 must include both software and implementation services. Proposals for only software or only implementation will not be considered.



- A.1.5** All proposals submitted for scope option #1, or #2 must include maintenance and support services under a fixed price contract for at least five (5) years (if applicable).
- A.1.6** Any proposal submitted for scope option #1, or #2 may include hosting services, but this is not required. The City is interested in evaluating hosted options, but does not have a preference for hosted systems.

A.2 About the City

Background Statistics	
Background Summary	
Population	24,300
Number of Employees	~300
General Fund Budget	\$19.6 M
Entity Wide Budget	\$44.1 M
Fiscal Year	Jan 1 – Dec 31
Governance Structure*	City Administrator/Council

A.3 Project Background

The City of Faribault is located approximately 50 miles south of Minneapolis/St. Paul on Interstate 35 and is home to approximately 24,300 people. Each year the City employs approximately 300 employees (130 full-time positions; 170 part-time/seasonal positions) that provide a full range of services, including police and fire protection; construction and maintenance of highways, streets, and other infrastructure; and recreational activities and cultural events. The City also operates three enterprises: water, sewer, and storm water utilities.

This ERP project will replace many of the City's existing administrative systems and include financials (general ledger, accounts payable, accounts receivable, cash receipting, fixed assets, licensing & permits, project management, and special assessments), HR/Payroll (employees, positions, time entry, payroll, & employee self-service), utility billing, and other related administrative functions.

The City has structured this project into 4 phases. Phase 1, 2, and 3, will occur concurrently and be primarily the replacement of existing systems (see Section C.4). With these efforts, the City intends to implement base functionality that will serve as the foundation of the City's enterprise wide system for many years. Phase 4 is planned to expand the ERP to provide a tool to offer capabilities beyond current applications. The City encourages Vendors with products meeting either the full scope or a partial scope to respond to the RFP.

A.4 Notice to Proposers

Failure to carefully read and understand this RFP may cause the proposal to be out of compliance, rejected by the City, or legally obligate the proposer to more than it may realize. Information obtained by the proposer from any officer, agent, or employee of the City shall not affect the risks or obligations assumed by the proposer or relieve the proposer from fulfilling any of the RFP conditions or any subsequent contract conditions. Only the format described in the RFP and the attachments included with this RFP will be accepted as compliant for the submitted proposal. Failure to completely fill out all required attachments may result in disqualification.

A.5 Conditions

- A.5.1** In the event that all products and services required to meet the scope requirements of each



optional scope grouping are not provided by one firm, proposers are required to partner with another firm to submit a joint proposal. Failure to meet all requirements will not disqualify a firm. The City will evaluate each proposal to determine its overall fit in the best interests of the City.

- A.5.2** In the event that multiple firms partner to submit a joint proposal, the proposal must identify one firm as the primary contact. This prime contact will be the primary point of contact throughout the procurement process and will be held responsible for the overall implementation of all partners included in the joint proposal.
- A.5.3** All third-party solutions proposed as part of a joint proposal are subject to the same requirements of this RFP, unless otherwise stated.
- A.5.4** Implementation pricing must be submitted on a “milestone” basis. For implementation services under a milestone arrangement, the City compensates the Vendor for the completion of major milestones to be identified in the development of the statement of work. Proposers are to provide all work effort and assumptions used to calculate either a fixed fee or not to exceed amount for each milestone. The scope of the project will be defined by the statement of work and detailed functional requirements included as Attachment 6 (Costs). All firms submitting proposals are encouraged to submit the most competitive proposal possible as the failure to do so may lead to elimination prior to software demonstrations.
- A.5.5** This RFP, its general provisions, and the terms and conditions identified in Section D shall be incorporated in any agreement resulting from this solicitation, and the RFP and its terms and conditions, plus attachments shall control unless the Agreement expressly provides otherwise.

A.6 City's Rights Reserved

- A.6.1** The City reserves the right to select the proposal(s) which in its sole judgment best meets the needs of the City. The lowest proposed cost will not be the sole criterion for recommending the contract award.
- A.6.2** The City reserves the right to award multiple contracts from this RFP. The City will be evaluating proposals for Scope Option #1 and #2 separately and this may result in award of contract to different proposals for each Scope Option.
- A.6.3** The City reserves the right to reject any or all proposals and to waive technicalities and informalities when such waiver is determined by the City to be in the City's best interest.
- A.6.4** The City may modify this RFP by issuance of one or more written addenda. Addenda will be posted on the City's website and sent to all proposers registered with the City (See Section A.8)
- A.6.5** The City reserves the right to meet with select proposers at any time to gather additional information. Furthermore, the City reserves the right to remove or add functionality (i.e., modules and components) until the final contract signing.
- A.6.6** The City reserves the right to revise the RFP prior to the date that proposals are due. All registered proposers will be notified of revisions to the RFP. The City reserves the right to extend the date by which the proposals are due.
- A.6.7** This RFP does not commit the City to award a contract. All proposals submitted in response to this RFP become the property of the City and public records, and as such, may be subject to public review.
- A.6.8** The City shall not be liable for any pre-contractual expenses incurred by prospective Vendors or selected contractors, including but not limited to costs incurred in the preparation or submission of proposals. The City shall be held harmless and free from any and all liability, claims, or



expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

A.7 Communication Regarding this RFP

All communication from prospective proposers regarding this RFP must be in writing by email to the address listed in section A.9 of this RFP. Communication by telephone or in person will not be accepted.

Attempts by or on behalf of a prospective or existing Vendor to contact or to influence any member of the selection committee, any member of the City Council, or any employee of the City of Faribault with regard to the acceptance of a proposal may lead to elimination of that Vendor from further consideration.

A.8 Register as a Proposer

All firms interested in receiving further correspondence regarding this RFP are requested to register by sending an email to Jeanne Schmuck, JSchmuck@ci.faribault.mn.us and provide the following information: Company name, name of contact person, email address, and phone number of contact person.

A.9 Inquiries and Requests for Clarification

- A.9.1** In an effort to maintain fairness in the process, inquiries concerning this procurement, including questions related to technical issues are to be directed through email to the following content. Questions over the phone will not be accepted:

Contact: Jeanne Schmuck
Title: Finance Director
Email: JSchmuck@ci.faribault.mn.us
Phone: 507/333-0345

- A.9.2** All questions concerning the RFP must reference the RFP page number, and section heading. Questions will be answered and posted to the City's website in the form of addenda to the RFP. When addenda are issued, all firms that have registered as a proposer will be notified through email.
- A.9.3** Inquiries or requests for clarification submitted prior to May 6, 2022 at 4:00 PM (CDT) will be addressed at the pre-proposal Vendor conference. Additional inquiries or requests for clarification will be accepted until May 17, 2022 at 4:00 PM (CDT).

A.10 Pre-Proposal Conference

A pre-proposal Vendor conference will be held at the City of Faribault City Hall (208 1st Avenue NW Faribault, MN) and will last approximately one hour. Attendance at the pre-proposal conference is not mandatory. The City will also provide the option for proposers to participate in the pre-proposal conference by Zoom. Proposers are asked to register for the pre-proposal conference and provide contact information for attendees. Proposers intending to participate in the pre-proposal conference by Zoom should request call-in information when registering. Answers to questions submitted prior to the conference by the deadline indicated on the procurement schedule will be documented and distributed to everyone in attendance at the beginning of the Pre-proposal conference. Answers will be emailed to any proposers participating by Zoom.



A.11 Procurement Schedule

The expected procurement schedule is listed below. The City reserves the right to change the procurement schedule. If changes are made, proposers will be notified by the City in the form of an addendum to this RFP, emailed directly to all registered proposers and posted on the City's website <https://www.ci.faribault.mn.us/>.

Procurement Schedule	
April 3, 2023	RFP released
April 26, 2023	Pre-proposal question deadline (4:00 PM CDT) for answers to be handed out at the pre-proposal conference
May 3, 2023	Pre-proposal conference – 11:00 AM (CDT)
May 15, 2023	Last day to accept questions and requests for clarification on the RFP - 4:00 PM (CDT)
May 22, 2023	Answers to submitted questions provided
June 5, 2023	Proposals due – 3:00 PM (CST)
June 26, 2023	Up to three proposers elevated and notified for software demonstrations
Week of July 10, 17, and 24, 2023	Software demonstrations
August 21, 2023	Elevate and notify semifinalist proposers
Week of September 11 and 18, 2023	Discovery sessions completed (1 day per elevated proposer)
December 2023	Complete contract negotiations and Statement of Work (SOW)
January 2024	Award of contract by City Council
March/April 2024	Implementation Begins

- A.11.1** Software demonstrations will be held on-site at City facilities and will cover all functional areas listed in this RFP. The City expects to elevate no more than three (3) proposers for demonstrations under each scope option. To avoid unnecessary delays, the City expects that proposers will be available for software demonstrations and on-site Discovery sessions on the dates identified on the procurement schedule. Discovery session will be 1 full day. Proposers that cannot demonstrate their software during the dates prescribed by the City may be eliminated. The agenda and software demonstration scripts will be distributed to proposers that have been short-listed for software demonstrations approximately two to three weeks in advance of the demonstrations. Software demonstrations will also include a discussion on implementation. The City reserves the right to change the dates as needed.
- A.11.2** Discovery sessions will consist of an additional on-site meeting with elevated proposers to focus on implementation issues. After software demonstrations, it is expected the City will elevate no more than two (2) proposers under each scope option and each elevated proposal team will receive a Request for Clarification (RFC) letter that will ask proposers to clarify any necessary parts of the initial proposal. In addition, the RFC letter will identify a schedule for the on-site Discovery session that will include a detailed discussion of implementation issues. It is the



expectation of the City that all key project team members will be available for the on-site Discovery sessions.

A.12 Evaluation Criteria

The City will review all proposals received as part of a documented evaluation process. For each decision point in the process, the City will evaluate proposers according to specific criteria and will then elevate a certain number of proposers to compete in the next level. Proposers not previously elevated may be elevated at a later date.

The sole purpose of the proposal evaluation process is to determine which solution best meets the City's needs. The evaluation process is not meant to imply that one proposer is superior to any other, but rather that the selected proposer can provide and has proposed the best software and implementation approach for the City's current and future needs based on the information available and the City's best efforts of determination.

The proposal evaluation criteria should be viewed as standards that measure how well a proposer's approach meets the desired requirements and needs of the City. The criteria that will be used to evaluate proposals may include, but are not limited to the following:

- Cost
- Response to Attachment 15 (Functional Requirements)
- Software Demonstrations
- Implementation Approach
- Past Experience with Similar Organizations and References
- Proposed Integration to Other Modules/Systems in RFP Scope
- Technical Compatibility
- Overall Understanding of the City's Needs and Project Risk Mitigation
- Project Management Approach
- Compliance with Contract Terms and Conditions

The City reserves the right to determine the suitability of proposals on the basis of any or all of these criteria or other criteria not included in the above list. Proposals will be scored separately for each of the scope options. The City's evaluation team will then make a recommendation to be approved by the City's steering committee to elevate up to three proposals for software demonstrations within each scope option. For Discovery, the evaluation team will make a recommendation to the steering committee to elevate up to two proposals for each scope option. Decisions made by the steering committee will be considered final.

A.13 Proposal Submission Instructions

A.13.1 Proposals are to be submitted in sealed packages by **June 5, 2023 at 3:00 PM (CDT)**. Late submissions will not be accepted.

Submittal Address: City of Faribault
Attn: Jeanne Schmuck
208 1st Avenue NW
Faribault, MN 55021

A.13.2 Failure to comply with the requirements of this RFP may result in disqualification. Proposals received subsequent to the time and date specified above will not be considered. Please note the following as part of the submittal process.



- A.13.3** Signature of the proposal by the proposer constitutes acceptance by the proposer of terms, conditions, and requirements set forth herein.
- A.13.4** Proposers are required to separate their proposals into two sections, a technical proposal and a price proposal.
- Proposers are required to submit FOUR (4) hard copies and TWO (2) electronic copies of the technical proposal in a sealed package that is clearly labeled with the proposer's company name, the RFP name, and the words "Technical Proposal". Hard copies of the technical proposal must include a submittal letter signed by an authorized agent of each firm involved in the proposal. The letter should include appropriate contact information for each firm.
 - Proposers are required to submit FOUR (4) hard copies and TWO (2) electronic copies of the price proposal in a sealed package, clearly labeled with the proposer's company name, the RFP name, and the words "Price Proposal".
- A.13.5** Emailed proposals will not be accepted.
- A.13.6** Use the Submittal Checklist (Attachment 1) to ensure that all required documents, forms, and attachments have been completed and submitted as instructed.
- A.13.7** By submitting a proposal, the proposer is providing a guarantee to the City that, if chosen, it will be able to provide the proposed products and services during the period of time discussed in the RFP.
- A.13.8** Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. Once the notice of intent to award is issued by the City, all proposals shall be deemed public record in accordance with State of Minnesota Data Practices Statutes. In the event that a proposer desires to claim portions of its proposal exempt from disclosure, it is incumbent upon the proposer to clearly identify those portions with the word "Confidential" printed on the top right-hand corner of each page for which such privilege is claimed. Examples of confidential materials include trade secrets and financial statements. Each page shall be clearly marked and readily separable from the proposal in order to facilitate public inspection of the non-confidential portion of the proposal. The City will consider a proposer's request for exemptions from disclosure; however, the City will make its decision based upon applicable laws. An assertion by a proposer that the entire proposal, or large portions, is exempt from disclosure will not be honored. Prices, makes and models, or catalog numbers of the items offered, deliverables, and terms of payment shall be publicly available regardless of any designation to the contrary.

A.14 Organization of Proposal

The proposal must be organized into the following major sections. Specific instructions for each section are provided in Section B of this RFP. Any required attachments must be included in the proper section as indicated by the instructions.

Section Number	Section
1	Executive Summary and Introductory Material
2	Overview of Proposed System
3	Company Background
4	Client References
5	Functional Requirements



6	Implementation
7	Training
8	Maintenance and Support Program
9	Essay Responses
10	Exceptions to the RFP
11	Additional Documents
12	Price (TO BE SUBMITTED UNDER SEPARATE COVER)

A.15 Format of Electronic Submission

Proposers must provide electronic copies of the following attachments using the following file formats. Attachments not listed in the table below do not have a required file format and may be supplied in either the original file format or PDF.

RFP Section	Attachment/Document	Required File Format
E.12	Attachment 12 (Conversions)	Microsoft Excel (.xls or .xlsx)
E.13	Attachment 13 (Interfaces)	Microsoft Excel (.xls or .xlsx)
E.14	Attachment 14 (Staffing)	Microsoft Excel (.xls or .xlsx)
B.12.1	Sample software licensing agreement	Microsoft Word (.doc or .docx)
B.12.2	Sample maintenance agreement	Microsoft Word (.doc or .docx)
B.12.3	Sample implementation services agreement	Microsoft Word (.doc or .docx)
B.12.4	Sample hosting agreement (if required)	Microsoft Word (.doc or .docx)
B.12.6	Sample third party agreements (if required)	Microsoft Word (.doc or .docx)
E.15	Attachment 15 (Functional Requirements) *	Microsoft Excel (.xls or .xlsx)
E.16	Attachment 16 (Price)	Microsoft Excel (.xls or .xlsx)

*NOTE: Attachment 15 (Functional Requirements) is password protected to prevent responders from making changes to the functional requirements.

Section B: Detailed Submittal Requirements

So that competing proposals can be compared equally, proposers must assemble their proposals in strict adherence to the layout requirements identified in Section A.14. Failure to follow all proposal layout requirements may result in disqualification. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. Proposals must address the following questions and contain the following Sections.

B.1 Executive Summary and Introductory Materials

(Proposal Section 1-1) The introductory material must include a title page with the RFP name, name of the proposer, address, telephone number, the date, a Letter of Transmittal, and a Table of Contents. The executive summary should be limited to a brief narrative (less than 3 pages) summarizing the proposal.



The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

B.1.1 Complete Attachment 1 (RFP Checklist)

B.1.2 Complete Attachment 2 (Signature Page)

B.1.3 Complete



B.1.4 Attachment 3 (Addendum Acknowledgement Form)

B.2 Scope of Services

(Proposal Section 2.0) This section of the proposal should include a general discussion of the proposer's overall understanding of the project and the scope of work proposed including the following:

B.2.1 Complete Attachment 4 (Scope of Proposal)

B.2.2 For each firm identified on Attachment 4 (Scope of Proposal). Explain the following:

- Role of the firm in the project
- Statement about whether the primary proposer's contract will/will not encompass the third-party product/service and/or whether the City will have to contract on its own for the product/service.

B.2.3 List and describe all proposed software modules proposed. Proposer must explicitly state the software module name and versions that are proposed.

- All functional requirements that are responded to with a positive response (anything except "N") will be considered to be in scope. Proposal, including price and staffing requirements, must address all of these requirements.

B.2.4 Complete Attachment 12 (Conversions). City expects proposers to include all conversions listed in the RFP. Also, please specify the proposed services and roles for City and Vendor staff for data conversion. The City's preference is for the Vendor to provide as much of the effort for data conversions as possible.

B.2.5 Complete Attachment 13 (Interfaces). City expects proposers to include an interface to all systems listed in the RFP. If proposers do not include all interfaces, provide an explanation of why that interface was omitted.

B.3 Company Background

(Proposal Section 3.0) Each proposal must provide information about any firm involved with this proposal including the software Vendor, implementation Vendor, and/or any third-party Vendors so that the City can evaluate the proposer's stability and ability to support the commitments set forth in response to the RFP. The City, at its discretion, may require a proposer to provide additional supporting documentation or clarify requested information.

B.3.1 Complete the Attachment 5 (Company Background) for each firm included in the proposal.

B.4 Client References

(Proposal Section 4.0) The City considers references for both the software and implementation services to be an important part of its decision-making process to award a contract. Proposers should supply references that will be available to speak with the City for approximately 30 minutes. The City will not call proposers to tell them that their references will be contacted. Proposers should assume that all provided references will be contacted. Similarly, the City will not work through a proposer's reference manager to complete a reference. The names, phone numbers, and email addresses of the project manager or person with broad knowledge of the project for each reference must be listed. Failure to provide this information may result in the proposer not being elevated. The City reserves the right to contact additional clients for references, if deemed necessary. If the same reference is used to fulfill more than one requirement list below, the Vendor does not need to submit multiple forms.



- B.4.1** Complete Attachment 6 (Software Reference Form). Provide software references for the primary software product/Vendor listed in the proposal. Using the form attached to this RFP in Attachment 6 (Software References), Vendors should provide five (5) references. Ideally, references should be similar in size to the City and have a similar implementation scope.
- B.4.2** Complete Attachment 7 (Implementation Services Reference Form). Provide implementation references for the implementation services listed in the proposal. Using the form attached to this RFP as Attachment 7 (Implementation References), implementation Vendors should provide five (5) references in which they served in a similar role to that proposed for this project. Any differences in project scope or project responsibility should be listed on the reference form. Proposers may use the same references for both software and implementation.
- B.4.3** Complete – If Necessary. Using the form attached to this RFP as Attachment 4 (Third Party References), third-party software firms or implementation firms providing any products or services as part of this RFP should provide five (5) public sector client references. Ideally, references should be similar in size to the City and have a similar implementation scope.

B.5 Proposed Application Software and Computing Environment

(Proposal Section 5.0) The proposer must present, in detail, features and capabilities of the proposed application software and technical environment.

- B.5.1** Describe the proposed level of integration that exists between proposed third-party products and the base software. Specifically, describe the integration between both modules within a scope option (for example, within Finance) and between functionality in different scope options (for example, between Finance and HR/Payroll and Utility Billing). If the proposal does not contain software for both scope options, describe the proposed level of integration between the proposed products and third-party products that would fulfill functions listed in this RFP but not proposed.
- B.5.2** Identify the proposed system architecture. Please identify:
- Number of SQL Server instances in proposed plan
 - Minimum and recommended specifications for memory and storage
 - Expected data growth over time
- B.5.3** Describe any reporting tools that are included with your proposal. Identify how it is expected that the City will use reporting tools and which users will have access to the reporting tools (example: only IT staff, only core users, all managers, etc.).
- B.5.4** Identify any mobile connectivity options. What data protocol is used for mobile connectivity?
- B.5.5** Describe the technical environment necessary for this software if the system were to be hosted by the City by completing Attachment 9 (Technical Specifications). Provide this information even if you are proposing hosted services.
- B.5.6** Complete Attachment 10 (Alternative Delivery Options) (if applicable).
- B.5.7** Describe proposed services for hosting including: (if applicable)
- Information on the specific hosting services provided
 - Service desk support services
 - User Setup, Authentication, and Management processes



- Application support
- Operational support services
- Technology infrastructure services
- Disaster recovery
- Will all products be hosted through the same provider?
- Will the City need to host anything on its servers?

B.5.8 Explain service levels that are used to guarantee performance for the City through the proposed hosting agreement (if applicable).

B.6 Implementation Plan

(Proposal Section 6.0) This section should describe the proposed implementation plan. Proposers should reference Section C.4 for listing of likely City resources devoted to this project.

B.6.1 Provide a detailed plan for implementing the proposed system. This information must include:

- Proposed phasing for roll-out of proposed system
- Explanation of advantages AND risks associated with this plan.

B.6.2 Explain the proposed methodology for implementation. This information must include:

- Overview of key implementation phases or activities
- Listing and description of key deliverables.

B.6.3 Explain the proposed Vendor staffing for the project including:

- How many staff will the Vendor have assigned to the project
- Approximate dedication to the project of each resource and approximate time work will be completed on-site vs. off-site
- Major roles and responsibilities for each key phase and activity for implementation.

B.6.4 Explain proposed project management services including:

- Role of the Vendor project manager
- Role of the City project manager
- On-site presence of the Vendor project manager
- Proposed quality assurance procedures.

B.6.5 Explain the expected City staffing for the project including:

- Number of resources
- Key responsibilities for each resource
- Assumed participation in the project (average portion of FTE). This should include all time spent working on the project (including time spent with and without Vendor consultants)



- Assumptions about prior skills/competencies of resources.

B.6.6 Complete Attachment 14 (Staffing). Refer to Section C of the RFP for project staffing assumptions.

B.7 Training Plan

(Proposal Section 7.0) This section should include the proposed training plan and a description of all products and services proposed to train both the project team and end users.

- B.7.1** Provide an overview of proposed training plan/strategy, specifying how and when training is to be delivered for both on-site and off-site training and web training services for the core project team, end users, and technology personnel (if required).
- B.7.2** Explain any roles and responsibilities the City is expected to provide for the training effort including (but not limited to) training coordination, training material development, training delivery, etc.
- B.7.3** Explain your approach for overcoming resistance among the City's end users and ensuring a successful transition to the new system. While most if not all City staff will welcome a new system, change can still be a difficult process especially when individual's roles and responsibilities are likely to change with changes to business processes.

B.8 Maintenance and Support Program

(Proposal Section 8.0) The proposal must specify the nature of any post-implementation and on-going support provided by the Vendor including:

- B.8.1** Complete Attachment 11 (Maintenance and Support).

B.9 Essay Responses

(Proposal Section 9.0) The City has some unique business process needs that it would like addressed as part of this RFP. Proposers are required to answer the following questions with as much detailed information as possible. Proposers are strongly encouraged to make sure that the response answers the question and is not comprised of marketing material.

- B.9.1** *(scope option #1 and 2)* If you are proposing a hosting option, describe how your implementation services would change if the City were to decide not to use the hosting option. How would this effect workflow planning, staffing patterns, interface options, user training, and system configuration? How would this effect project timing (if applicable)?
- B.9.2** *(scope option #1 and 2)* With the approach proposed for cashiering, would the City have any responsibilities for meeting PCI standards or would this requirement be accommodated through the Vendor? Would this be the same for both web payments and over the counter payments?
- B.9.3** *(scope option #1 only)* Please identify any products you have or any preferred partners for third-party time clocks. The City is interested in exploring time entry devices for a number of departments (example: parks and rec, and public works). Also, please provide responses to the following:
 - If you have successful partnered or integrated with a third-party time clock Vendor in the past on a similar engagement, please identify.
 - Compatibility limitations for third-party time clocks.



B.10 Exceptions to the RFP

(Proposal Section 10.0) All requested information in this RFP must be supplied. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section, and a written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the City, and the description of the advantages or disadvantages to the City as a result of exceptions. Section D of this RFP contains standard contract terms and conditions that the City expects to be part of the final agreements for these services. Please indicate your willingness to comply with each condition by noting any exceptions. The City, at its sole discretion, may reject any exceptions or specifications within the proposal.

B.11 Responses to Functional Requirements

(Proposal Section 11.0) This section describes the scope of the overall project and the requirements for each functional area. Each functional area is identified as being part of Scope Option #1 or Scope Option #2 or “optional” items. Proposers must complete all appropriate functional areas within the appropriate Scope Option. Requirements listed as “System-Wide” apply to all Scope Options.

- Responses to the functional requirements should be completed to identify both the capability of the software and the scope of the implementation.
- Failure to provide some requirements or excluding some requirements from scope will **NOT** eliminate the proposer from contention. The City will evaluate the proposal as a whole including price/value comparisons when evaluating proposals.
- The requirement responses submitted will become attached to the software license and implementation services contract. Proposers are expected to warrant both software and implementation of all positive responses (every response except “N” or “NR”).
- For requirement responses other than “N” or “NR,” proposers must indicate the module or product that is required to meet the requirement.
- For requirement responses other than “N” or “NR,” proposers must indicate the phase of the project that the functionality will be implemented.
- All responses which are marked F, CU, CR, or SR will be considered to be included in the scope, and the cost proposal and staffing matrix submitted in this proposal should reflect this. Furthermore, the module necessary to perform that functionality must be included in the scope and cost of this proposal.
- Proposers must be ready to demonstrate any requirements listed as “F” or “SR,” during software demos.
- If a module is required for only a few functional requirements and it is not cost-efficient to include in the proposal, the proposer should mark the requirement as “N” and indicate accordingly in the comment field that this module is available but not being included in the proposal.
- If functionality is not available, but expected to be available in future versions of the software, the expected release date can be noted in the comment column. The proper response would be “N”.



B.12 Sample Documents

(Proposal Section 12.0) Proposers should include sample copies of the following documents. Although they are sample forms, the documents must contain all material terms so that the City can fairly evaluate the proposer's forms.

- B.12.1** Sample software licensing agreement.
- B.12.2** Sample maintenance agreement.
- B.12.3** Sample implementation services agreement.
- B.12.4** Sample hosting agreement (if applicable).
- B.12.5** Sample implementation project plan.
- B.12.6** Sample agreements from proposed third-party Vendors (if applicable).

B.13 Price Proposal

(Proposal Section 13.0) - TO BE SUBMITTED UNDER SEPARATE COVER. Proposers should submit their price proposal in a separate and sealed packet according to the format provided in Attachment 16 (Cost) to this RFP. Do not cite price anywhere else in the proposal in order to prevent evaluators from viewing this information. The City's Evaluation Team will review price proposals after evaluating the non-price information in the technical proposal and prior to selecting proposers for software demonstrations.

- B.13.1** Identify major milestones as part of the project. It is expected that costs will be invoiced upon completion of major milestones (specific costs for each milestone will be identified during Discovery and/or contract negotiations). (See Section A.11.2).
- B.13.2** Complete and submit Attachment 16 (Cost).
 - It is important that proposers use the format presented in this RFP even if an additional format is provided. Attachment 16 (Cost) should include total price for all software, services, and additional costs to acquire all software and services referenced in the proposal including third-party prices. If third-party products or services are included, do not provide separate version of Attachment 16 (Cost) for each third-party product.
 - Do NOT use "To Be Determined" or similar annotations in the cells for cost estimates. The City is asking proposers to estimate prices and hours for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Proposers may submit additional pricing sheets as an addendum to the cost template; however, the cost template MUST be completed.
 - The City may award a purchase contract, based on initial offers received without discussion of such offers. A proposer's initial offer should, therefore, be based on the most favorable terms available. The City may also request revised pricing offers from proposers, and/or enter into contract negotiations thereafter.
 - Proposers must submit implementation costs as fully loaded rates that include all necessary travel.

The City will require fixed maintenance fees for five (5) years following implementation.



Section C: Scope of Project

C.1 Project Scope

The scope of the project includes the software and implementation services to provide the functions and features defined by the requirements listed in Attachment 15 (Functional Requirements). Proposers may also provide hosting services for the system.

For this RFP, project scope is divided into three categories as listed in the table below. Proposers may select to provide a proposal to meet each one or more of the scope options listed below.

Scope Option 1 (ERP)	Scope Option 2 (Utility Billing)
▶ Core Finance (General Ledger, AP, AR, Fixed Assets) ▶ Projects and Grants Accounting ▶ Purchasing ▶ Contract Administration ▶ Budget ▶ Human Resources ▶ Extended Human Resources (Risk Management, Performance Appraisals, Applicant Tracking) ▶ Timekeeping ▶ Payroll ▶ Cashiering* ▶ Special Assessments*	▶ Utility Billing ▶ Cashiering/Point of Sale* ▶ Special Assessments*
	Optional Scope ▶ Permitting/Inspections ▶ Asset Management ▶ Work Orders ▶ Inventory (used by utilities) ▶ Fleet Maintenance ▶ Public Safety Ticketing

- ▶ *Note: The City would like proposals for both Cashiering and Special Assessments as part of both Scope Option 1 and 2. If a Vendor proposes to both Scope Option #1 and #2, costs for special assessments and cashiering should be in scope option #1.

C.2 Project Staffing

The City will make every effort to staff the project appropriately and understands that staffing a project is key to its success. However, having a small staff, dedicated project team staffing will be difficult. The following table lists resources that the City expects to be available for the project, their applicable areas of knowledge/assumed roles in the project, and the maximum participation levels in the project. Maximum levels of participation will only be possible during key phases of the implementation, not for the entire duration of the project. All resources listed below will have “normal” job responsibilities in addition to the project. The City expects that finance staff will have other significant responsibilities through April to complete work for the City’s fiscal year-end and audit.

Assumed Role	Maximum Participation*
Steering Committee	As Needed
ERP Project Manager/Sponsor	.25 FTE
Project Manager/Financial Lead	.5 FTE
Project Manager/HR Payroll Lead	.5 FTE
Utility Billing Lead	.5 FTE
Data Conversions	.25 FTE
Technical Staff	As Needed



C.3 Statement of Work

The City will require the development of a detailed statement of work, including a high-level project plan, prior to contract signing. The statement of work will include at least the following and may include additional items the City deems necessary:

- Project scope
- Phase details
- Project resources
- Project roles and responsibilities
- Project change control procedures
- Time commitments and project timelines
- High level project plan.

Except as otherwise explicitly stated in the Agreement, the Vendor will furnish all labor, materials, equipment, products, tools, transportation, and supplies required to complete the services. Any additional services not identified in the Agreement will be mutually agreed to in writing by each party through a change order process.

C.4 Project Schedule

The City expects a project start of March 2023. The City is interested in beginning this project as soon as possible and expects that the City's chosen Vendor is ready and able to begin upon contract execution in March 2013. Implementation will be divided into phases as described in the table below. All proposals should facilitate go-live dates as identified or earlier. Proposers providing only scope option #2 should assume a project start of March 2024.

Phase	Start	Go -Live
1) Financials	March 2024	October 1, 2024
2) HR/Payroll	March 2024	January 1, 2025
3) Utility Billing	March 2024	October 1, 2024
4) Optional	January 2025	TBD

C.5 Number of Users

It is difficult for the City to envision exactly who will use the system as implementation of the system will result in a major change for the way that the City does business. Proposers should plan however on having all City departments with access to the system for at least a few users to enter transactions. The following user counts should be used by proposers to appropriately license any proposed modules (if required) and to propose the appropriate training services to prepare all City staff for using the system.

Department	Number of Employees	Number of Core/ Power System Users	Number of Casual System Users
Administrative Services	12	6	6
Community Development	10	2	2
Planning Services	2	0	0
Engineering Services	6	0	1
Police	69	0	2
Public Works	14	0	2
Water and Sewer Utilities	14	0	0



Parks and Recreation	19	0	2
----------------------	----	---	---

Note: The City also has approximately 170 part time employees that also require self-service access.

C.6 Implementation and Training Expectations

Proposers should provide sufficient services to ensure that the City has necessary assistance to complete a timely implementation. The City expects that the Vendor will provide on-site resources to help the City with implementation activities. In addition, the City expects that Vendor staff will be responsible for training all core users of the system. The City will then train departmental end users.

The City's expected implementation schedule includes three concurrent phases all occurring between approximately March 2023 and the end of December 2023. Coordination of activities between phases will be important. The City will have resources focused on each and expects the Vendor to have the same. Additionally, the City expects that the Vendor provides a project manager to coordinate activities between each phase and monitor the overall project.

C.7 Interfaces

Proposers should evaluate the following list of required interfaces. If the interface cost does not include all of the following interfaces, proposers must be very specific about which are not included and provide a detailed explanation of how that functionality will be performed. Proposals that do not include software for all scope options should include effort and cost necessary to interface to the systems included in scope options that are not proposed.

C.7.1 GIS

Database/System:	ESRI
Purpose of Interface:	The City shares a geographic information system (GIS) with the County. The City expects to receive regular updates to GIS information that will be used for Utility Billing System. The City expects that the interface between the ERP system and the ESRI system would reconcile changes to the asset record so that changes in ESRI system update the ERP system for financial reporting.

C.7.2 AMI

Database/System:	City uses Sensus as a long-term partner for AMI.
Purpose of Interface:	The AMI system is a 2-way AMI with on-demand readings. The interface would import meter asset information (example meter number) and meter consumption data for each account to be used in utility billing.

C.7.3 Parks and Rec Software

--	--



Database/System:	CivicRec
Purpose of Interface:	The City will use a web-based software as a service Vendor for parks and recreation payment collection. Payments collected in that system must be loaded into the general ledger on a regular schedule.

C.7.4 Document Management System

Database/System:	The City currently utilizes Laserfiche for document management.
Purpose of Interface:	The expected interface will allow documents to be stored in the document management system and viewed through the ERP system. Documents uploaded through the ERP system will be stored in the document management system.

C.7.5 Other Import/Export

Database/System:	Various
Purpose of Interface:	Import/Export

C.8 Data Conversion

For purposes of determining level of effort for data conversion, proposers should assume that the City wishes to convert the data indicated in Attachment 12 (Conversions). The City expects that the new system will have full data for the current year for any mid-year conversions and three years of summary data for trend information. All proposals should cost and effort to convert data listed in Attachment 12 (Conversions).

C.9 Definition of Success

The City has identified the following factors as essential to a successful project. Vendors will be expected to monitor progress towards these goals and identify any and all risks to achieving these as early as possible. It is expected that the Vendor and the City will create and monitor a success factors “scorecard” that identifies status of each factor.

System Wide:

- Replace current stand-alone systems with an integrated system
- Current financial and budgetary information is available to department managers, supervisors, and program managers
- Establish a foundation for future expansion to support municipal services that currently administer functions with manual processes
- Provides on-line payment options for all modules
- Increased collaboration between departments through the system. Users from finance, HR/payroll, utilities, work orders, etc. will all have access to the same system.

Finance:



- Integrated cash receipting that removes the need for redundant data entry for posting to general ledger
- Development of long-term projections as part of the budget development process
- Empower users to generate transactions through system controlled by system rules.

HR/Payroll:

- Eliminate the use of paper timesheets and need for redundant data entry
- Self-service capabilities allow users to view paychecks and paycheck history online
- Provides for scheduling and integration
- Automated State and Federal reporting
- System allows for automated benefit open enrollment.

Utility Billing:

- System provides customer self-service access to pay bills and request service
- System generates service requests and tracks service request history
- Provides electronic statements.

Section D: Contract Terms and Conditions

Below are standard contract terms and conditions that the City expects to be part of an agreement with the finalist proposer(s). Please indicate your willingness to comply with each condition by noting any exceptions per the instructions in section B.12 of this RFP. Contract terms in the final agreement should include but will not be limited to those listed below.

D.1 Key Personnel

The City requires assurances as to the consistency and quality of Vendor staffing for its project. Key points of the City's key personnel provision include:

- D.1.1** The City shall have the ability to interview and approve key personnel proposed by the Vendor.
- D.1.2** The City shall have the right to unilaterally dismiss key personnel from the project.
- D.1.3** The Vendor key personnel may not be removed from the project without the City's approval.
- D.1.4** The Vendor must provide a no-charge ramp-up period for any replacement key personnel.

D.2 Warranty

- D.2.1** A warranty is sought for both the software and implementation services. The selected software Vendor will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP. That is, the detailed requirements in Attachment 15 (Functional Requirements) as stated in this RFP and responded to with a positive response (anything except for "N") will become part of the selected Vendor's software license and the software Vendor will warrant to the requirements. The selected Vendor must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional requirements as included in this RFP. Furthermore, the warranty, at a minimum, should be valid for the duration of the implementation and through 18 months after final acceptance (as will be defined during the negotiation process) of all modules, suites, and applications included in the implementation.

- D.2.2** The City also requires a warranty for any implementation or professional services (e.g., work



products, developed modifications, and system configurations) for a minimum of 18 months after the final acceptance date (as will be defined during the negotiation process) of the respective modules. The Vendor must ensure that the implemented software conforms to the requirements with a positive response (any except for “N”).

D.3 Warranty Remedy

The City requires that the Vendor commit to repair or replace any function not working in the system during the life of the warranty. In the event a problem cannot be fixed or replaced, the Vendor will be requested to refund 1.5 times the full amount paid for the software plus implementation costs.

D.4 System Acceptance

For purposes of acceptance of the system (or portions thereof), the City intends to use a two-staged acceptance procedure. Key points include:

- D.4.1** “Conditional Acceptance” will essentially occur at go-live. The City will have up to forty-five (45) days to test the system (“pre-live testing”) before going live.
- D.4.2** The City will have a 90-day period after Conditional Acceptance to “live test” the system. Live testing is the City’s opportunity to verify that the system complies with the functional requirements and any other written specifications delivered to the City by the Vendor during the course of the project.
- D.4.3** If, after the live testing, the system performs in accordance with the system specifications (including the design document and functional requirements), the City will issue “Final Acceptance.” The 90-day time frame for Final Acceptance restarts if problems are found in the live test. Specifically, the City expects to document the date the problem is found and the date it is certified as fixed. The clock would restart on the date the problem is certified as fixed. The warranty period shall begin at the time of Final Acceptance.

D.5 Milestones

The City requires that all payments be based on successful completion of milestones. After the City’s acceptance of the milestone, the City will be invoiced for any applicable milestone payments. Milestone payment amount shall be a fixed fee calculated at the amount of time spent by the Vendor at the proposed rate.

D.6 Retention

The City will retain ten per cent (10%) of implementation fees billed at the completion of each milestone until Final Acceptance of the system.

D.7 Additional Users and Modules

The City will require “price protection” for a minimum of two (2) years from the effective date of the software license for additional City users and modules that are listed in the proposal but are not initially purchased.

D.8 Status of Vendor

The Vendor and its employees will be engaged in an independent contractor relationship with the City in performing all work, duties, and obligations under the Agreement. The City will not exercise any control



or direction over the methods by which the Vendor shall perform its work and functions. The City's sole interest and responsibility is to ensure that the work covered by the Agreement is performed and rendered in a competent, satisfactory, and legal manner. No work, act, commission, or omission of the Vendor or its employees pursuant to the Agreement shall be construed to make the Vendor or its employees the agent, employee, or servant of the City.

The Vendor and its employees shall have no power to incur any debt, obligation, or liability on behalf of the City or otherwise act on behalf of the City as an agent. The Vendor shall not, at any time or in any manner, represent that it or any of its agents, servants, or employees, are in any manner agents, servants, or employees of the City.

The Vendor and its employees will not be entitled to receive from the City vacation pay, sick leave, retirement benefits, social security, workers' compensation, disability benefits, unemployment benefits, or any other employee benefit of any kind. Neither party will have any right, power, or authority to create any contract or obligation on behalf of, or binding upon, the other party without prior written consent of such other party.

D.9 Payment of Taxes

The Vendor agrees to file federal and state tax returns and pay all applicable taxes on amounts paid pursuant to this Agreement and shall be solely liable and responsible to pay such taxes and other obligations, including, but not limited to, state and federal income and FICA taxes. The Vendor agrees to indemnify and hold the City harmless from any liability which it may incur to the United States or to the State of Minnesota as a consequence of the Vendor's failure to pay, when due, all such taxes and obligations. In case the City is audited for compliance regarding any withholding or other applicable taxes, the Vendor agrees to furnish the City with proof of payment of taxes on these earnings.

D.10 Records

The Vendor shall keep and maintain full and complete documentation and accounting records concerning all services performed that are compensable under this Agreement and shall make such documents and records available to the City for inspection at any reasonable time. The Vendor shall maintain such records for a period of four (4) years following completion of work hereunder.

D.11 Subcontracting

The Vendor is prohibited from subcontracting the Agreement or any services provided pursuant to the Agreement without the consent of the City.

D.12 Confidential Information

Any written, printed, graphic, or electronically or magnetically recorded information furnished by the City for the proposer's use are the sole property of the City. This proprietary information includes, but is not limited to, customer requirements, customer lists, marketing information, and information concerning City employees, products, services, prices, operations, security measures, and subsidiaries.

The Vendor and its employees will keep this confidential information in the strictest confidence, and will not disclose it by any means to any person except with City approval, and only to the extent necessary to perform the work under the Agreement. This prohibition also applies to the Vendor's employees, agents, and subcontractors. On termination of the Agreement, the Vendor will promptly return any confidential information in its possession to the City.



D.13 Ownership and Disclosure of Work Product

All reports, original drawings, graphics, plans, specifications, exhibits, photographs, images, video files, or other media created, and other data or documents (“documents”), in whatever form or format, assembled or prepared by the Vendor or the Vendor’s subcontractors, consultants, and other agents in connection with this Agreement shall be the property of the City. The City shall be entitled to immediate possession of such documents upon completion of the work pursuant to this Agreement. Upon expiration or termination of this Agreement, the Vendor shall promptly deliver to the City all such documents, which have not already been provided to the City in such form or format, as the City deems appropriate. All documents shall be considered “works made for hire,” and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and other proprietary rights, shall be and remain the property of the City without restriction or limitation upon their use, duplication, or dissemination by the City. The Vendor may retain copies of the above-described documents but agrees not to disclose or discuss any information gathered, discovered, or generated in any way through this Agreement without the express written permission of the City.

D.14 Intellectual Property Rights

The Vendor warrants and represents that it has secured all necessary licenses, consents or approvals to use any instrumentality, thing, or component as to which any intellectual property right exists, including computer software, used in the rendering of the services and the production of any deliverables or other work projects including the configured software (the products) produced under this Agreement, and that the City has full legal title to and the right to reproduce the products. The Vendor shall defend, indemnify, and hold the City, and its elected officials, officers, employees, servants, attorneys, designated volunteers, and agents serving as independent contractors in the role of City officials, harmless from any loss, claim, or liability in any way related to a claim that the City’s use of any of the products is violating federal, state, or local laws, or any contractual provisions, or any laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights and/or interests in products or inventions. The Vendor shall bear all costs arising from the use of patented, copyrighted, trade secret, or trademarked documents, materials, equipment, devices, or processes in connection with its provision of the services and products produced under this Agreement. In the event the use of any of the products or other deliverables hereunder by the City is held to constitute an infringement and the use of any of the same is enjoined, the Vendor, at its expense, shall: (a) secure for the City the right to continue using the products and other deliverables by suspension of any injunction, or (B) by procuring a license or licenses for the City that at a minimum meet all requirements defined in the statement of work and functional requirements; or (c) modify the products and other deliverables so that they become non-infringing while remaining in compliance with the requirements of this Agreement. This covenant shall survive the termination of this Agreement.

D.15 Legal Action

- D.15.1** Should either party to this Agreement bring legal action against the other, the validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of Minnesota. Venue for any such action relating to this Agreement shall be in Rice County District Court.
- D.15.2** If any legal action or other proceeding, including action for declaratory relief, is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default, or misrepresentation in connection with this Agreement, the prevailing party shall be entitled to recover reasonable attorneys’ fees, experts’ fees, and other costs, in addition to any other relief to which the party may be entitled.



D.16 City Property

The use of City property must be approved in advance by the City's project manager. If the City has agreed to provide City owned property, the following special provisions shall apply:

- D.16.1** The amount of City property to be furnished to the Vendor may be increased or decreased by written direction of the City's project manager, and the contract price shall be adjusted to reflect the change pursuant to the stipulations of the "changes" article.
- D.16.2** The Vendor shall insure all City property in its possession or control and shall be liable to the City for the fair market value of any damage or loss to City property, aside from that incurred by normal wear and tear. The Vendor shall maintain the property in operating condition, with the cost being chargeable to the Agreement.
- D.16.3** All City property shall be returned promptly upon completion of the Agreement or otherwise disposed of, as directed in writing by the City. All costs of shipment or disposal are the Vendor's cost.
- D.16.4** City property may be used only for the performance of this Agreement.
- D.16.5** Title to all City property shall remain in the hands of the City at all times. Title to the property acquired by the Vendor for use under the Agreement shall vest in the City upon delivery to the Vendor.
- D.16.6** Any dispute concerning interpretation of the provisions of Agreement shall be subject to the stipulations of the "Disputes" article.

D.17 General Liability

The Vendor shall at all times during the term of the Agreement carry, maintain, and keep in full force and effect, a policy or policies of Commercial General Liability Insurance, with minimum limits of one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) general aggregate for bodily injury, death, loss, or property damage for products or completed operations and any and all other activities undertaken by the Vendor in the performance of this Agreement.

D.18 Professional Liability

The Vendor shall at all times during the term of this Agreement, carry, maintain, and keep in full force and effect a policy or policies of professional liability insurance with a minimum limit of one million dollars (\$1,000,000) per claim and aggregate for errors and/or omissions of the Vendor in the performance of this Agreement.

D.19 Automobile Liability

The Vendor shall at all times during the term of this Agreement obtain, maintain, and keep in full force and effect, a policy or policies of Automobile Liability Insurance, with minimum of one million dollars (\$1,000,000) per claim and occurrence and two million dollars (\$2,000,000) in the aggregate for bodily injuries or death of one person and five hundred thousand dollars (\$500,000) for property damage arising from one incident.

D.20 Worker's Compensation

The Vendor agrees to maintain in force at all times during the performance of work under this Agreement worker's compensation insurance as required by the law. The Vendor shall require any subcontractor similarly to provide such compensation insurance for their respective employees.



D.21 Primary Coverage

The insurance provided by the Vendor shall be primary to any coverage available to the City. The insurance policies (other than workers compensation and professional liability) shall include provisions for waiver of subrogation.

D.22 Indemnification

The Vendor agrees to accept all responsibility for loss or damage to any person or entity, including the City, and to indemnify, hold harmless, and release the City, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including the Vendor, that arise out of, pertain to, or relate to the Vendor's performance or obligations under this Agreement. The Vendor agrees to provide a complete defense for any claim or action brought against the City based upon a claim relating to the Vendor's performance or obligations under this Agreement. The Vendor's obligations under this Section apply whether or not there is concurrent negligence on the City's part, but to the extent required by law, excluding liability due to the City's conduct. The City shall have the right to select its legal counsel at the Vendor's expense, subject to the Vendor's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for the Vendor or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

D.23 Termination

- D.23.1 Termination Without Cause.** Notwithstanding any other provision of this Agreement, at any time and without cause, the City shall have the right, in its sole discretion, to terminate this Agreement by giving five (5) days written notice to the Vendor.
- D.23.2 Termination for Cause.** Notwithstanding any other provision of this Agreement, should the Vendor fail to perform any of its obligations hereunder, within the time and in the manner herein provided, or otherwise violate any of the terms of this Agreement, the City may immediately terminate this Agreement by giving the Vendor written notice of such termination, stating the reason for termination.
- D.23.3 Delivery of Work Product and Final Payment Upon Termination.** In the event of termination, the Vendor, within 14 days following the date of termination, shall deliver to the City all materials and work product subject to Section 9.10 (Ownership and Disclosure of Work Product) and shall submit to the City an invoice showing the services performed, hours worked, and copies of receipts for reimbursable expenses up to the date of termination.
- D.23.4 Payment Upon Termination.** Upon termination of this Agreement by the City, the Vendor shall be entitled to receive as full payment for all services satisfactorily rendered and expenses incurred hereunder, an amount which bears the same ratio to the total payment specified in the Agreement as the services satisfactorily rendered hereunder by the Vendor to bear the total services otherwise required to be performed for such total payment; provided, however, that if services which have been satisfactorily rendered are to be paid on a per-hour or per-day basis, the Vendor shall be entitled to receive as full payment an amount equal to the number of hours or days actually worked prior to the termination times the applicable hourly or daily rate; and further provided, however, that if the City terminates the Agreement for cause pursuant to Section 4.2, the City shall deduct from such amount the amount of damage, if any, sustained by the City by virtue of the breach of the Agreement by the Vendor.
- D.23.5 Authority to Terminate.** The City Council has the authority to terminate this Agreement on



behalf of the City. In addition, the City Administrator or Finance Director, in consultation with the City Attorney, shall have the authority to terminate this Agreement on behalf of the City.

D.24 Non-appropriation of Funds

The complete installation of the financial management system is contingent on budgetary funding from the annual City budget. Funding may be allocated in phases over several fiscal years. In the event sufficient funds are not appropriated for the payments required to be made under the Agreement in future fiscal years, the City has exhausted all funds legally available for payments to become due under this Agreement, funds which have been appropriated for purposes of this Agreement are withheld and are not made available to the City, or an appropriation of funds for the next fiscal years has been made for purposes of this Agreement, but prior to actual release, such appropriation has been withdrawn then the City at its sole discretion may terminate the Agreement at the end of the then current fiscal year, as the case may be without penalty or additional expense of any kind whatsoever. If non-appropriation occurs, the City agrees to deliver written notice to the Vendor of such early termination at least 15 days prior to the end of the then current fiscal year.

D.24.1 Notwithstanding anything in the Agreement to the contrary, this Non-appropriation provision shall survive termination of the Agreement.

D.25 Assignment

Neither this Agreement nor any part thereof shall be assigned by the Vendor without the prior written consent of the City. Any such purported assignment without written consent shall be null and void, and the Vendor shall hold harmless, defend, and indemnify the City and its officers, officials, employees, agents and representatives with respect to any claim, demand or action arising from any unauthorized assignment.



Section E: Attachments

E.1 Attachment 1 (RFP Submittal Checklist)

Submittal Checklist		
Section	Item	Submitted
B.1	Executive Summary and Introductory Materials	
E.1	Attachment 1 (RFP Submittal Checklist)	
E.2	Attachment 2 (Signature Page)	
E.3	Attachment 3 (Addendum Acknowledgement Form)	
B.2	Scope of Services	
E.4	Attachment 4 (Scope of Proposal)	
E.12	Attachment 12 (Conversions)	
E.13	Attachment 13 (Interfaces)	
B.3	Company Background	
E.5	Attachment 5 (Company Background)	
B.4	Client References	
E.6	Attachment 6 (Software Reference Form)	
E.7	Attachment 7 (Implementation Services Reference Form)	
E.8	Attachment 8 (Third-Party Reference Form/Hosting Partner)	
B.5	Proposed Application Software and Computing Environment	
E.9	Attachment 9 (Technical Specifications)	
E.10	Attachment 10 (Alternative Delivery Options)	
B.6	Implementation Plan	
E.14	Attachment 14 (Staffing)	
B.7	Training Plan	
B.8	Maintenance and Support Program	
E.11	Attachment 11 (Maintenance and Support)	
B.9	Essay Responses	
B.10	Exceptions to the RFP	
B.11	Responses to Functional Requirements	
E.15	Attachment 15 (Functional Requirements)	
B.12	Sample Documents	
B.13	Price	
E.16	Attachment 16 (Cost)	



E.2 Attachment 2 (Signature Page)

The undersigned proposer having examined this RFP and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that the proposer will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that the proposer will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as proposed.

Submitting Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Authorized Representative (print): _____ Title: _____

Authorized Signature: _____ Date: _____

Contact Information:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone # ____ (____) - _____

Cell Phone # ____ (____) - _____

Fax # ____ (____) - _____



E.3 Attachment 3 (Addendum Acknowledgement Form)

This page is used to acknowledge any and all addenda that might be issued. Any addendum issued within five (5) days of the solicitation due date, will include a new due date to allow for addressing the addendum's issues. Your signature indicates that you took the information provided in the addendums into consideration when providing your complete response.

Please sign and date

ADDENDUM NO. 1 Acknowledgement

Signature

Date

ADDENDUM NO. 2 Acknowledgement

Signature

Date

ADDENDUM NO. 3 Acknowledgement

Signature

Date

ADDENDUM NO. 4 Acknowledgement

Signature

Date

ADDENDUM NO. 5 Acknowledgement

Signature

Date

If no addenda were issued, indicate below, sign the form and return with your response.

Firm

Authorized Signature



E.4 Attachment 4 (Scope of Proposal)

Identify the scope of the proposal and if the proposal contains software and services for each scope option. Scope options are defined in the RFP in section A and Section C.

Scope Option #1 - ERP

Software and Implementation Services:

- ☐ Proposed
☐ Not Proposed

Primary Software Firm _____

Software Product Proposed _____ Version _____

Primary Implementation Firm _____

Hosting Services:

- ☐ Proposed
☐ Not Proposed

Hosting Firm _____

Scope Option #2 – Utility Billing

Software and Implementation Services:

- ☐ Proposed
☐ Not Proposed

Primary Software Firm _____

Software Product Proposed _____ Version _____

Primary Implementation Firm _____

Hosting Services:

- ☐ Proposed
☐ Not Proposed

Hosting Firm _____

Optional Items

Software and Implementation Services:

- ☐ Proposed
☐ Not Proposed

Primary Software Firm _____

Software Product Proposed _____ Version _____

Primary Implementation Firm _____

Hosting Services:

- ☐ Proposed
☐ Not Proposed

Hosting Firm _____



E.5 Attachment 5 (Company Background)

Complete one form for each firm included in the proposal.

Company Background	
Company Name:	
Location of corporate headquarters:	
Location of nearest office/location to the City:	
Proposer Experience	
# of years in business:	
# of years providing systems/services to public sector:	
Customer Base:	
# of public sector clients	
# of local government clients	
# of clients on current version (specify version)	
# of public sector clients in Minnesota	
Market Focus:	
Identify other industries serviced	
User Group:	
Identify national and regional user groups	
Explain the purpose and function of user groups	
Organization Characteristics:	
Number of Employees: If Proposer is a subsidiary, identify # of employees in proposing company/division Total Revenue: If Proposer is a subsidiary, identify revenues of proposing company/division Ownership: Privately held? Publicly traded? Parent Company?	



E.6 Attachment 6 (Software Reference Form)

Please provide at five (5) public sector references for the software that most closely reflect consulting projects that are similar to the City's scope of work. Please use the following format in submitting references.

GENERAL BACKGROUND

Name of Client: _____

Project Manager/Contact: _____ Title: _____

Phone: _____ E-mail: _____

Software Program/Version: _____

Summary of Project: _____

Number of Employees: _____ Size of Operating Budget: _____

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- | | |
|--|--|
| ☐ Core Finance | ☐ Utility Billing |
| GL, AP, AR, Proj/ Grants, | |
| Fixed Assets, Purchasing | |
| ☐ Core HR/Payroll | |
| HR, Payroll, Leave, Scheduling | |
| ☐ Time Entry | |

TECHNOLOGY INFORMATION

Hosted using ASP? Yes _____ No _____ If yes, hosting provider _____

Hardware Platform: _____

Database Platform: _____

Operating System: _____

OTHER INFORMATION

Date of initial go-live: _____

Current version: _____

Date of go-live for current version: _____



E.7 Attachment 7 (Implementation Services Reference Form)

Please provide at least five (5) references for implementation services that most closely reflect consulting projects that are similar to the City's scope of work. Please use the following format in submitting references.

GENERAL BACKGROUND

Name of Client: _____

Project Manager/Contact: _____ Title: _____

Phone: _____ E-mail: _____

Software Program/Version: _____

Summary of Project: _____

Number of Employees: _____ Size of Operating Budget: _____

Go-Live Date: _____ Project Duration (months): _____

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

PROJECT ROLES

Please indicate (by checking box)

- ☐ Served as prime
implementation firm
- ☐ Served as sub to different firm

Prime implementer _____

Please indicate (by checking box)

- ☐ New installation of software
- ☐ Upgrade

Old version _____

TECHNOLOGY INFORMATION

Hosted using ASP? Yes _____ No _____ If yes, hosting provider _____

Hardware Platform: _____

Database Platform: _____

Operating System: _____ -



E.8 Attachment 8 (Third-Party Reference Form/Hosting Partner)

Please provide at least five (5) references that most closely reflect consulting projects that are similar to the City's scope of work. Please use the following format in submitting references.

GENERAL BACKGROUND

Name of Client: _____

Address: _____

Project Manager/Contact: _____ Title: _____

Phone: _____ E-mail: _____

Summary of Project: _____

Number of Employees: _____ Size of Operating Budget: _____

Go-Live Date: _____ Project Duration (months): _____

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

PROJECT ROLE/RESPONSIBILITY

Please indicate the role/responsibility held for the project:

OTHER FIRMS

Please list other firms working on this project

Primary Software Firm _____ Software product/ version _____

Primary Implementation Firm: _____

Other Firms Providing Products/Services

Firm: _____ Role: _____

Firm: _____ Role: _____



E.9 Attachment 9 (Technical Specifications)

Technical Specifications	
Technology Architecture	
Is the system available to be hosted by the City?	Yes/No
Platforms supported	
Optimal and minimum network requirements	
Optimal and minimum database requirements	
Optimal and minimum server requirements	
Optimal and minimum desktop (client) requirements	
Can servers be virtualized? If so, which virtual platforms are supported?	
If SQL can be used, can the DB exist in an existing instance of SQL or does it require a named instance?	
Can the database name be changed to conform to our naming convention?	
What is the expected size of the database, both initially and 1-5 years of growth?	
What is stored in the database? Any large binary objects?	
Will the database be in Full or Simple Recovery Mode?	
Is content delivered through a web browser (which browsers supported)?	
Administration Toolsets/Skills	
What application toolsets are included in software?	
What programming languages and skills required to maintain software?	
What tools are available to customize/modify software and database (example: add fields, change forms)?	



Security	
What security tools are provided in software?	
How is security profile defined?	
Does system support active directory?	
Does system support single sign on?	
Workflow	
Does system have workflow tools?	
Can workflow rules be applied to proposed third party solutions?	
Network Bandwidth	
What are bandwidth requirements?	



E.10 Attachment 10 (Alternative Delivery Options)

*Attach additional pages if necessary

Alternative Delivery Options	
Options	
Is system available through ASP model? (City owns license)	Yes/No
Is the system available through SaaS model? (City pays monthly service fee)	Yes/No
Where is the data center and disaster recovery data center located?	
Contract	
Describe any minimum contract periods (example: Minimum of 5 year).	
After contract period, is it possible to transition to self-hosted model? Describe what is required for transition and cost.	
Proposed Services	
Number of users	
Number of database instances (please list)	
Describe proposed disaster recovery services.	
Describe proposed application availability service level.	
Security	
Describe security including firewalls, authentication, and architecture of data center.	
Describe network level security.	
Describe physical security of data center.	
Describe data center security policies including background checks on employees and other measures to protect confidentiality and sensitivity of City's data.	
Support	
Describe operations support.	
Describe back up procedures and testing of backups and other quality assurance processes to ensure the backup is working correctly.	
Describe process for installing patches and updates.	
Describe process for roll-back of patches and updates if major functionality is broken as a result of the patch and/or update.	



E.11 Attachment 11 (Maintenance and Support)

Proposed Maintenance and Support	
Post-implementation Support:	
Days of on-site support after go-live	
Other on-site support after go-live (month end, quarter end, year-end, open enrollment, etc.)	
Support Options:	
Support Packages Offered (Bronze, Silver, Gold, etc.)	
Support Package Proposed	
Other Support:	
Remote desktop support	
Additional on-site support	
Telephone Support:	
Hours available (and time zone)	
Problem Reporting and Resolution Procedures	
Response time for various levels of severity	
User Groups:	
Local User Group	
User Group Members (number)	
Third Parties:	
Support provided for third party products?	
Upgrades/Patches:	
Upgrade Frequency (major and minor releases)	
How are upgrades delivered?	
Are upgrades required?	
How many versions are currently supported?	



E.12 Attachment 12 (Conversions)

(See Separate Excel Spreadsheet)

E.13 Attachment 13 (Interfaces)

(See Separate Excel Spreadsheet)

E.14 Attachment 14 (Staffing)

(See Separate Excel Spreadsheet)

E.15 Attachment 15 (Functional Requirements)

(See Separate Excel Spreadsheet)

E.16 Attachment 16 (Cost)

(See Separate Excel Spreadsheet)



Attachment 12 (Conversions)

Instructions: Complete yellow shaded cells

					Effort		
Functional Area	Data	Type	In Scope?	Comments	Government Hours	Vendor Hours	Govt %
Conversion Scope in RFP							
General Ledger	Accounts	Open Items					#DIV/0!
General Ledger	Trial Balance by Fund	Active Accounts					#DIV/0!
General Ledger / Budget	Budget	Active Accounts					#DIV/0!
Purchasing	Purchase Orders	Current Year and					#DIV/0!
Contracts	Contracts	Current Year					#DIV/0!
Accounts Payable	Vendors	Active					#DIV/0!
Accounts Payable	Invoices	Current Year					#DIV/0!
Accounts Payable	Checks	Current Year					#DIV/0!
Accounts Payable	Payables	Active					#DIV/0!
Accounts Receivable	Customers	Active					#DIV/0!
Accounts Receivable	Receivables	Active					#DIV/0!
Accounts Receivable	Invoices	Current Year					#DIV/0!
Fixed Assets	Assets	Active					#DIV/0!
Human Resources	Employees	Active					#DIV/0!
Human Resources	Employees	Past 5 Years					#DIV/0!
Benefits	Benefit Deductions by Employee	Past 5 Years					#DIV/0!
Payroll	Accrual Balances	Current					#DIV/0!
Payroll	Accumulators	Current					#DIV/0!
Payroll	Check History	Past 1 Year					#DIV/0!
Payroll	Earning History	All History					#DIV/0!
Special Assessments	Special Assessments	All History					#DIV/0!
Utility Billing	Account Information	Current					#DIV/0!
Utility Billing	Customers	Current					#DIV/0!
Utility Billing	Property Data	Current					#DIV/0!
Utility Billing	Consumption History	Past 1 Year					#DIV/0!
Additional Conversions							
							#DIV/0!
							#DIV/0!
							#DIV/0!
							#DIV/0!
							#DIV/0!
Total					0	0	

Attachment 13 (Interfaces)

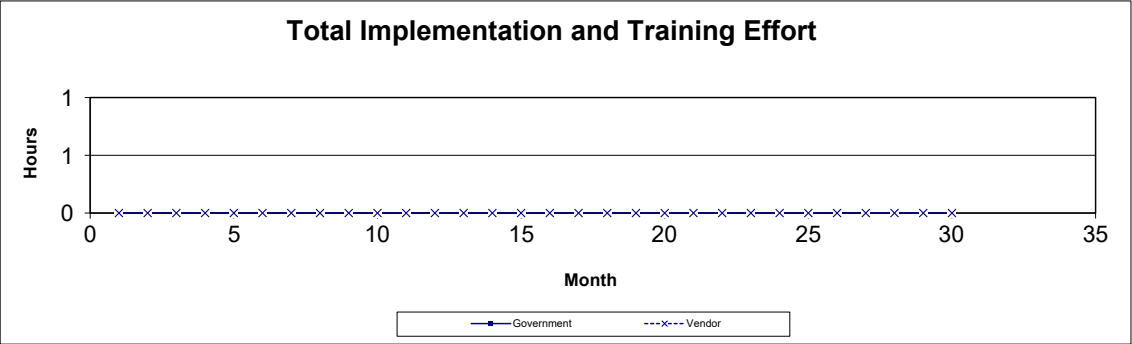
Instructions: Complete yellow shaded cells

				Effort		
Interface / System	Type of Interface	Expected Interface	In Scope?	Government Hours	Vendor Hours	Govt %
Required Interfaces						
GIS	TBD	Described in RFP Section C.7.1				#DIV/0!
Assets	TBD	Described in RFP Section C.7.2				#DIV/0!
AMI	TBD	Described in RFP Section C.7.3				#DIV/0!
Parks and Rec Software	TBD	Described in RFP Section C.7.4				#DIV/0!
Document Management	TBD	Described in RFP Section C.7.6				
Import Export		Described in RFP Section C.7.7				
Benefit Changes (Export)						#DIV/0!
Bank Reconciliation (import)						#DIV/0!
P-Card (Import)						#DIV/0!
PERA of MN (retirement)						#DIV/0!
* ERP						#DIV/0!
* Utility Billing						#DIV/0!
* Cashiering						#DIV/0!
						#DIV/0!
						#DIV/0!
			Total	0	0	

* Proposers not providing both scope options must propose interfaces to systems that would provide functionality listed in those scope options. Provide a detailed explanation including assumptions of interfaces to other systems.

Attachment 14 (Staffing)
Estimated Total Project Staffing

	Month																													
	Month 1 =																													
Phase/Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Hours																														
City	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vendor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Schedule 2
Estimated Government Staffing Levels

Indicated Date for Month 1																																		
Month																																		
PROJECT ROLL-OUT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Cross Phase																																		
SCOPE OPTION #1 (ERP)																																		
SCOPE OPTION #2 (Utility Billing)																																		
OPTIONAL ITEMS																																		
Month																																		
Resource/Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
CROSS-PHASE Implementation (Project Management)																																		
List City Resources required																																		
Refer to available staff in RFP Section C.3																																		
ERP Project Manager/Sponsor																																		
CROSS-PHASE Technology Support																																		
List project resources required for technical staff																																		
Technical Resource (List)																																		
Add more if necessary....																																		
Total Cross-Phase Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCOPE OPTION #1 (ERP)																																		
List City Resources required																																		
Refer to available staff in RFP Section C.3																																		
Financials Lead																																		
HR/Payroll Lead																																		
Other Resources Required?																																		
Total for Scope Option #1 Implementation Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SCOPE OPTION #2 (Utility Billing)																																		
List City Resources required																																		
Refer to available staff in RFP Section C.3																																		
Utility Billing Lead																																		
Other Resources Required?																																		
Total for Scope Option #2 Implementation Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPTIONAL ITEMS																																		
List City Resources required																																		
Refer to available staff in RFP Section C.3																																		
Total for Scope Option #3 Implementation Hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Government Implementation Hours By Month	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

All Hours should be identified as either off-site or on-site hours

Month

Page 82 of 224

List of Proposed Software

Directions:

- 1 Enter the name of each module included in your proposal. Definitions what is included in each scope option is included in the RFP.
- 2 Complete the following tables. You can create an abbreviation in column D for each module. This abbreviation will be used to identify the module(s) required to satisfy each requirement.

Complete each worksheet by identifying the correct response for each functional requirement, the module(s) required, and the phase the functionality is planned to be implemented. Also confirm that the module and requirement is in scope for implementation.

[illegible]

Functional Category: System-Wide (ALL SCOPE OPTIONS)			Summary Statistics					
			97					
Available Response Codes			Code		Count			
F	Provided with standard functional that is available with configuration options (no custom development)		F	0	0			
CU	Customization/Software Enhancement/Modifications (Any custom development)		CU	0	0			
SR	Provided with Standard Report		SR	0	0			
CR	Custom Report Development Required		CR	0	0			
N	Not Included in this Proposal		N	0	0			
NR	No Response		NR	1	97			
Reference Number	Functional Requirements		Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements		Comments	IMP Scope	Phase
		SYSTEM TOOLSETS						
SW	1	System Toolsets are available for the following: (specify name of toolset in comment field)						
SW	2	Workflow						
SW	3	Security Administration						
SW	4	Report writing						
SW	5	Audit Log (turn on / turn off)						
SW	6	Query builder						
SW	7	Adding/changing fields						
SW	8	Data import/export						
SW	9	Software release / patch tools						
		ATTACHMENT OF DOCUMENTS AND NOTES						
SW	10	System allows attachment of documents (example: PDF, Excel, Word, JPEG) and export in information in same manner						
SW	11	System allows same document to be attached or linked to/from multiple places (without storing the document multiple times)						
SW	12	System allows attached documents to be stored directly in system						
SW	13	System allows documents to be stored in document management system and referenced in ERP (City will be implementing document management system)						

SW	14	System provides an indicator to inform user that there is an attachment					
		SECURITY CAPABILITIES					
SW	15	System uses role based security where security profiles are tied to users					
SW	16	Users					
SW	17	Group of users					
SW	18	System links multiple security roles to form security profile					
SW	19	Security roles provide access/permission to:					
SW	20	Log on					
SW	21	Log on Times - for example - Late night after 12:00 AM not allowed					
SW	22	Add data					
SW	23	Delete data					
SW	24	Change data					
SW	25	View data					
SW	26	Complete process/transactions					
SW	27	Access modules					
SW	28	System permits/restricts users to only access data by chart of account information for:					
SW	29	Processing transactions					
SW	30	Viewing data					
SW	31	Generating reports					

SW	32	Security integrates with:					
SW	33	Microsoft Active Directory					
SW	34	All suites/modules/applications can be accessed with one universal sign-in or log-in					
SW	35	System prompts users for log-in to system (even if logged on to network)					
SW	36	Sensitive/private data can be masked (hidden from user)					
SW	37	All data has capability of being encrypted when stored					
SW	38	All data is encrypted when accessed via:					
SW	39	Internet					
SW	40	Intranet					
SW	41	System administrator can set a role based security profile to define a user's authorization to:					
		WORKFLOW					
SW	42	Workflow can be routed to the following for approval:					
SW	43	User					
SW	44	Role					
SW	45	Supervisor / Organizational Hierarchy					
SW	46	Workflow approval can be:					
SW	47	Sequential (person B can't approve before person A)					
SW	48	Concurrent (person A and person B can approve at the same time - approval from both required)					
SW	49	Group approval (approval required from person A or person B -or anyone with similar role)					

SW	50	Workflow approval process can include both reviewer and approver (approver must approve requisition to move forward. Reviewer is notified, but lack of action does not hold up process- notify only)					
SW	51	Approver notified of workflow items through:					
SW	52	Email					
SW	53	Email with direct link to system where approval action is required					
SW	54	System notification through dashboard/work list					
SW	55	Approver (can be different by each approver) can identify preference for how workflow notifications are received					
SW	56	Approver can perform the following actions during review process:					
SW	57	Approve					
SW	58	Deny					
SW	59	On Hold					
SW	60	Send back					
SW	61	Forward to additional approver/reviewer					
SW	62	Enter notes to be seen by requestor					
SW	63	Enter notes to be seen by subsequent approvers/reviewers					
SW	64	Users can view status of workflow approval path					
SW	65	System records date and time of when approval reaches approver and when approver approves workflow item					
SW	66	Workflow approvals can be re-routed to secondary approver without having to re-initiate the workflow from the beginning if:					
SW	67	Primary approver is out (example: on vacation, sick)					
SW	68	Primary approver does not respond in pre-defined period of time					

SW	69	Approver to designate alternate approver using effective start and end date					
SW	70	If one approver has multiple approval roles, system does not require duplicate approvals					
SW	71	Workflow approval process can be set to be different for each department/division (different departmental approvers, number of approvers, thresholds, etc.)					
		HELP					
SW	72	On-line "help" aids. Include the ability to do full text search on help by word, phrase or subject.					
SW	73	System contains help features to guide users through transactions					
SW	74	System allows users (with security access) to change text of help to make help text specific to business processes					
		AUDIT TRACKING					
SW	75	System creates audit log that tracks all:					
SW	76	Changes to existing record					
SW	77	Creation of new record					
SW	78	Deletion of existing record					
SW	79	Audit log tracks the following information					
SW	80	User making change					
SW	81	Time					
SW	82	Date					
SW	83	Old value					
SW	84	New value					
SW	85	Audit log can be turned on / turned off for each					

SW	86	Module					
SW	87	Field					
SW	88	Screen/Page/Form					
SW	89	Transaction					
SW	90	User					
SW	91	Chart of Account segment (audit log on for department)					
		REPORTING					
SW	92	System allows ad-hoc query on any field in system					
SW	93	System allows web based report distribution (select user or group of users to make report available to - or send report to)					
SW	94	System allows users to subscribe to reports (user selects report and is notified when report is updated)					
SW	95	Queries can be saved					
SW	96	For individual					
SW	97	For group of users / roles					
SW	98	For entire organization					
SW	99	Information available on report is consistent with security profiles					
SW	100	System report writer provides capabilities for:					
SW	101	Creating reports with multiple:					
SW	102	Colors					
SW	103	Fonts					

SW	104	Images / charts					
SW	105	Performing calculations (Column A + Column B = Column C)					
SW	106	Grouping and Summarizing Data					
SW	107	System reports off of live / production database					
		DASHBOARDS					
SW	108	System provides dashboard views to give all users easy view of key information					
SW	109	Dashboard view can be configured to meet individual needs of each user (each user can have different dashboard)					
SW	110	System allows user to configure own dashboard					
SW	111	Dashboards show real time data					
SW	112	Dashboard views utilize graphs and charts of visual display of information					
SW	113	Users can drill down from dashboard to view detail					
SW	114	Users can access information from other systems or web on dashboard					

Functional Category: General Ledger (SCOPE OPTION #1)			Summary Statistics		
			119		
Available Response Codes			Code		
F	Provided with standard functional that is available with configuration options (no custom development)		F	0	0
CU	Customization/Software Enhancement/Modifications (Any custom development)		CU	0	0
SR	Provided with Standard Report		SR	0	0
CR	Custom Report Development Required		CR	0	0
N	Not Included in this Proposal		N	0	0
NR	No Response		NR	1	119
Reference Number	Functional Requirements		Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements	
				Software Comments	
		GENERAL REQUIREMENTS			
GL	1	Provides all procedural functions of a fund accounting system in conformity with GAAP and GASB accounting standards			
GL	2	Supports the following basis of accounting:			
GL	3	Cash			
GL	4	Modified Accrual			
GL	5	Full Accrual			
GL	6	System supports all City of Chaska depratments along with the following units			
GL	7	Economic Development Authority - Housing Redevelopment Authority (EDA-HDA)			
		CHART OF ACCOUNT DESIGN			
GL	8	System allows organization to use the following segments for a chart of account structure:			
GL	9	Fund			
GL	10	Department			
GL	11	Program			
GL	12	Object			
GL	13	Project			
GL	14	System contains the following indicators for accounts:			

GL	15	Active (available for posting)					
GL	16	Active (available for budgeting)					
GL	17	Inactive (not available for posting)					
GL	18	Inactive (not available for budget entry)					
GL	19	Accounts can be made active or inactive with effective dating					
GL	20	System maintains history of changes to accounts to enable as-of-date reporting (reports on past data using past organizational structures)					
GL	21	System allows for reporting on past data using current organizational structures					
GL	22	System only allows transactions to post to active accounts within any open period					
GL	23	System restricts certain types of activity from posting to accounts (for example: can't use PO against salary account)					
GL	24	System prevents accounts from being deleted if any activity is posted to them without proper security					
GL	25	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies					
GL	26	Object codes in chart of accounts contain description and key words that allow users to search for appropriate code					
GL	27	System provides short cut key functionality to allow users to not enter full account characters					
		JOURNAL ENTRY					
GL	28	System allows journal entries to be entered by departments and routed through workflow for approval					
GL	29	Journal entries are posted:					
GL	30	In real time					
GL	31	Batch					
GL	32	System assigns journal entry numbers					
GL	33	Automatically with prefix to indicate fiscal year of effective transaction date					

GL	34	Manually					
GL	35	System supports multiple line items for journal entries (please indicate any limitations in the notes column)					
GL	36	Journal entries record the source of the transaction (e.g., manual entry or automated entry from another module)					
GL	37	Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date)					
GL	38	Journal entries are validated against:					
GL	39	Chart of Account structure					
GL	40	Available funds (budget check)					
GL	41	Balancing entries (make sure all entries balance)					
GL	42	System creates appropriate due to/due forms					
GL	43	Users can import journal entries from spreadsheet (e.g., Microsoft Excel)					
GL	44	Imported transactions from spreadsheets are validated using the same business rules as transactions made in the system					
GL	45	System allows creation of a journal entry from previously entered journal entry format (copy journal), by:					
GL	46	Line item					
GL	47	Entire journal entry					
GL	48	System allows users to reverse journal entry with proper security and approvals					
GL	49	System allows to schedule accrual auto-reversals.					
GL	50	Journal entries support "required" data fields and prevents transaction from posting until all "required" fields are completed					
GL	51	System provides templates and notifications for recurring journal entries					
GL	52	With the same dollar value					
GL	53	With varying dollar amounts					

GL	54	That occur at regular frequency (can set start and stop dates)					
GL	55	System allows journal entries to be scheduled (example: lease/debt schedules)					
GL	56	Users can attach files for documentation to journal entry					
GL	57	Users can create and process transactions against statistical and memo accounts in addition to financial accounts					
GL	58	Users can save journal entries that have not yet been posted or cleared for all validation errors online					
GL	59	System allows user to view impact of pending journal entries without posting					
GL	60	System allows posting of transactions for multiple fiscal years at the same time					
GL	61	When working in multiple fiscal years the detail transactions are maintained for each year.					
GL	62	System restricts accounts that user can post journal entries to					
		CLOSING					
GL	63	System allows 13 accounting periods					
GL	64	System allows 14 accounting periods					
GL	65	System allows more than 14 accounting periods (please specify)					
GL	66	Supports year-end processing at any point in time, as well as multiple times, after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day)					
GL	67	System rolls encumbrances to next year carrying forward:					
GL	68	Budget					
GL	69	Encumbrance					
GL	70	Budget carried over to the next fiscal year is identified separately from adopted budget for next fiscal year					
GL	71	System closes at end of period by:					
GL	72	Fund					

GL	73	Chart of Account Segment (example: Project)					
		BUDGET CONTROL					
GL	74	Budget control can be set to:					
GL	75	Soft (Warn user but allow)					
GL	76	Hard (Do not allow)					
GL	77	Off					
GL	78	System tracks encumbrances (purchase orders)					
GL	79	System tracks pre-encumbrances (purchase requisitions)					
GL	80	System calculates available budget as: Current budget - expenditures - encumbrances - pre-encumbrances					
GL	81	Budget check performed at the following levels					
GL	82	Fund					
GL	83	Department					
GL	84	Project					
GL	85	Contract					
GL	86	System allows for budgeting at one level and controlling at a different level (Example: budget by account/object butt conduct budget control at program level)					
GL	87	System allows budget control at summary roll up of account/object					
GL	88	Budget control warnings can be set differently based on chart of accounts					
GL	89	Budget control warnings can be sent through workflow or email to other users (supervisor)					
		TREASURY					
		System supports use of pooled cash					

CASH	56	System accounts for and distributes earnings from pooled cash to appropriate accounts					
CASH	57	Track various types of financial instruments					
CASH	98	Provide the following reports					
CASH	99	Investment Earnings Reports					
CASH	100	Cash flow Projection Report					
CASH	101	Payment Report					
CASH	102	Cash Reconciliation Report					
		FINANCIAL REPORTING					
GL	89	Produce the following financial reports on a consolidated or non-consolidated basis					
GL	90	Budget variance / budget to actual report					
GL	91	Detail or summary level					
GL	92	Trial balance by project or fund					
GL	93	Cash flow					
GL	94	Fund balance report					
GL	95	Balance sheet					
GL	96	Statement of Revenues and Expenditures					
GL	97	System produces the following CAFR reports:					
GL	98	Government-Wide Statements:					
GL	99	Statement of Net Assets					
GL	100	Statement of Activities					

GL	101	CAFR reports compare most recent and prior fiscal year activity with variance (comparative reports)					
GL	102	Fund Financial Statements:					
GL	103	Balance Sheet - Governmental Funds					
GL	104	Reconciliation of Balance sheet - Governmental funds to statement of net assets.					
GL	105	Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds					
GL	106	Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities					
GL	107	Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - by Governmental Funds					
GL	108	Statement of Net Assets - Proprietary Funds					
GL	109	Statement of Revenues, Expenses, and changes in net assets - proprietary funds by fund					
GL	110	Statement of Revenues, Expenses, and changes in net assets - proprietary funds by function					
GL	111	Statement of Cash Flows - Proprietary Funds					
GL	112	Statement of Net Assets					
GL	113	Statement of Activities by function					
GL	114	System produces interim financial statements at month end for all types of funds (example: enterprise, general, special revenue, etc.)					
GL	115	System will produce reports for any fiscal period, open or closed, e.g. month, quarter, year.					

Functional Category: Project Accounting (SCOPE OPTION #1)				Summary Statistics			
Available Response Codes				82			
F	Provided with standard functional that is available with configuration options (no custom development)	Code		Count			
CU	Customization/Software Enhancement/Modifications (Any custom development)	F	0	0			
SR	Provided with Standard Report	CU	0	0			
CR	Custom Report Development Required	SR	0	0			
N	Not Included in this Proposal	CR	0	0			
NR	No Response	N	0	0			
		NR	1	82			
Reference Number	Functional Requirements	Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements	Software Comments	IMP Scope	Phase	
	GENERAL REQUIREMENTS						
PROJ	1 Supports multiple-year projects						
PROJ	2 Supports parent/child relations for projects and sub-projects (list any limitations in the comments column)						
PROJ	3 System interfaces with GIS to record location of each project						
	PROJECT PLANNING						
PROJ	4 Tracks proposed projects by:						
PROJ	5 Budget						
PROJ	6 Type						
PROJ	7 Proposed Funding Sources						
PROJ	8 Prioritization						
	CREATE PROJECT						
PROJ	9 Maintains the following general financial project information:						
PROJ	10 Project budget						
PROJ	11 Encumbrances						
PROJ	12 Expenditures						
PROJ	13 Revenues						

PROJ	14	Funding Sources (multiple funding sources for each project)					
PROJ	15	Amendments/Change orders					
PROJ	16	Budget control can be set for					
PROJ	17	Fiscal year					
PROJ	18	Other organization fiscal year (federal government					
PROJ	19	Calendar year					
PROJ	20	Month					
PROJ	21	Entire Life of Project (multi-Year)					
PROJ	22	Tracks the following dates:					
PROJ	23	Start date for project					
PROJ	24	Start date for phase (for determining eligible expenditures)					
PROJ	25	End date for phase (for determining eligible expenditures)					
PROJ	26	Planned project completion date					
PROJ	27	Actual project completion date					
PROJ	28	Substantial completion date					
PROJ	29	Milestone completion dates					
PROJ	30	Projects can be established across multiple funds and departments					
PROJ	31	Projects identify source of revenue (funding)					
PROJ	32	Projects can have multiple sources of revenue					
PROJ	33	System will identify and track phases of a project (e.g. design, pre construction, construction, post construction, completed)					

		PROJECT BUDGET DEVELOPMENT					
PROJ	34	Project budgets can be entered and displayed by:					
PROJ	35	Fiscal Year					
PROJ	36	Other organization fiscal year					
PROJ	37	Calendar Year					
PROJ	38	Month					
PROJ	39	Entire Life of Project (multi-Year)					
PROJ	40	Project budgets populate CIP budget totals in budget module					
PROJ	41	System contains project budget forecasting capabilities					
PROJ	42	System provides cash flow projections for projects using anticipated revenue, project expenditures, and milestone payment dates					
PROJ	43	Accommodates multiple fiscal year schedules (projects can be budgeted and tracked across more than one fiscal year)					
PROJ	44	System will track changes against initial project.					
		ACTIVITY TRACKING					
PROJ	45	System allows for tracking direct costs to project through:					
PROJ	46	Purchasing system					
PROJ	47	Payroll (actual salary and benefit costs) - From Interface					
PROJ	48	Accounts payable					
PROJ	49	Journal entries					
PROJ	50	Work Order Systems					
PROJ	51	Permitting Sytsem					

PROJ	52	System allocates indirect costs to projects based on pre-determined cost drivers and allocation schedules					
PROJ	53	Direct and indirect costs allocated using different calculations for different costs/projects					
PROJ	54	Direct and indirect costs allocated differently for internal vs. external projects					
PROJ	55	System identifies eligible expenses for reimbursement based on criteria identified for each project					
PROJ	56	System tracks project activity against deposits					
		PROJECT REVENUE / FUNDING SOURCES					
PROJ	57	System will split the cost of projects across various funding sources by					
PROJ	58	Percentage (e.g. 70% grant, 30% bond)					
PROJ	59	Dollar amount					
PROJ	60	Bond authorization (multiple -levels)					
PROJ	61	System will track the prioritization of funding sources for projects (e.g. grants, ad valorem - example: charge grant first, then other sources)					
PROJ	62	System allows revenue source to be split across multiple projects					
PROJ	63	System can assign multiple revenues sources to be used for single project					
PROJ	64	System allows multiple revenue sources to be split across multiple projects (each project has multiple sources)					
PROJ	65	System tracks project cash in City pooled cash fund					
PROJ	66	System tracks deposits (develop deposits) as revenue source					
PROJ	67	System applies interest earned to project					
		PROJECT BILLING					
PROJ	67	System can generate invoice to bill for any project costs (bill to contractor, citizen, or grant)					
PROJ	68	System can automatically generate invoice for appropriate billable expenses at:					

PROJ	69	End of project					
PROJ	70	Completion of milestone / phase					
PROJ	71	Any point (bill current charges)					
PROJ	72	Project billing based on:					
PROJ	73	Actual expenses (using current salary information)					
PROJ	74	Actual expenses plus percentage					
		PROJECT CLOSE					
PROJ	75	Prevents deletion of a project or project account which has activity associated with it					
PROJ	76	Closes project using effective dating					
PROJ	77	Effective dating for closing project phases or sub projects					
PROJ	78	Updates the following types of accounts during a close:					
PROJ	79	Capital Assets					
PROJ	80	Expenditures					
PROJ	81	Close of projects does not lose detailed history of project					
PROJ	82	Close each phase of a project separately e.g. close design but leave construction open.					
PROJ	83	Allow soft close to project that doesn't allow new expenditures but does allow final cost adjustments					
PROJ	84	System generates project profit and loss statement (could occur at any time during project)					
		PROJECT CAPITALIZATION					
PROJ	85	Expenditures for capital project can be identified as capitalized expenses					
PROJ	86	System will separate one project into multiple categories when added to fixed assets.					

PROJ	87	System will move a project to Fixed Assets but allow for any subsequent expenditures to be charged to that project.					
PROJ	88	Transfers construction-in-progress accounts to fixed asset accounts at project close or completion					
PROJ	89	System allows creation of asset before project close					
PROJ	90	One project can be converted into multiple assets					
PROJ	91	System allows users to determine what costs should be capitalized					

Functional Category: Grants (SCOPE OPTION #1)			Summary Statistics		49			
Available Response Codes			Code		Count			
F	Provided with standard functional that is available with configuration options (no custom development)		F	0	0			
CU	Customization/Software Enhancement/Modifications (Any custom development)		CU	0	0			
SR	Provided with Standard Report		SR	0	0			
CR	Custom Report Development Required		CR	0	0			
N	Not Included in this Proposal		N	0	0			
NR	No Response		NR	1	49			
Reference Number	Functional Requirements		Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements		Software Comments	IMP Scope	Phase
		AWARD / SET UP						
GA	1	System allows dividing grant into multiple sub grants						
GA	2	Establish reimbursable budgets for:						
GA	3	Total grant						
GA	4	Grant phase						
GA	5	Monthly / Quarterly						
GA	6	Fiscal year						
GA	7	Grantor fiscal year (other fiscal year)						
GA	8	Grant budgets can tie to projects						
GA	9	System allows creating milestones/phases within a grant						
GA	10	Each milestone/phase can be set with different						
GA	11	Budget						
GA	12	Eligible expenditures						
GA	13	Contact person						
GA	14	Eligibility dates						
GA	15	System validates transactions posted to grant against						

GA	16	Eligible dates					
GA	17	Eligible expenditure types					
GA	18	Grant identifies portion of grant subcontracted to third party					
GA	19	Ability to charge overhead on subcontracted portion of the grant					
		ACTIVITY TRACKING					
GA	20	Tracks and reports grant activity by:					
GA	21	Active fiscal year and all years within the grant contract					
GA	22	Inception to date, life of grant (over multiple fiscal years)					
GA	23	Sponsor's/Grantor fiscal year					
GA	24	Type of grant					
GA	25	City Contract Number					
GA	26	Grantor's contract Number					
GA	27	Supports multi-year tracking process for expenditures					
GA	28	Calculates indirect costs associated with any grant based on:					
GA	29	Percentage					
GA	30	Fixed Amount					
GA	31	No indirect Costs					
GA	32	Percentage of eligible expenditures					
GA	33	Interest earnings are calculated and allocated to the grant as required					
GA	34	Identifies whether interest can be spent or must be remitted					

GA	35	System will track multiple types of program revenue per grant (example: principal and interest and program income)					
GA	36	System will track advance payments on grants.					
GA	37	System alerts when actual expenditures exceed grant terms (period, phase, expense category, etc.).					
GA	38	Prohibits processing of grant-related expenditure transactions not within grant service dates (with override capability based on security)					
GA	39	Prohibits processing of grant-related revenue and expenditure transactions outside of the grant service dates (with override capability based on security)					
GA	40	The system must roll over the following from one grant year to the next for multi-year grants, until the grant expires:					
GA	41	Appropriations					
GA	42	Revenue sources					
GA	43	Encumbrances					
GA	44	Expenditures					
GA	45	System allows users to pre-commit grant funds and create an encumbrance					
GA	46	When grant funds are pre-committed, creating a purchase order for pre-committed funds does not double commit funds					
GA	47	System calculates interest earning on advanced payment grants					
		BILLING					
GA	48	The system must interfaces with Accounts Receivable to provide all billing, aging, and tracking capabilities.					
GA	49	Generates revenue/receivable transactions from grants expenditure data					
GA	50	Reimbursable budgets control expenditures available for grant billing					
GA	51	Produces an invoice based on the direct and indirect costs					
GA	52	Reports and bills different types of costs for providing a service against revenue for that service such as:					
GA	53	Actual costs					

GA	54	Billable costs					
GA	55	Invoiced costs					
GA	56	System supports FEMA reimbursement billing where revenue is received multiple years after costs incurred					

Functional Category: Purchasing (SCOPE OPTION #1)				Summary Statistics		95	
Available Response Codes				Code		Count	
F	Provided with standard functional that is available with configuration options (no custom development)			F	0	0	
CU	Customization/Software Enhancement/Modifications (Any custom development)			CU	0	0	
SR	Provided with Standard Report			SR	0	0	
CR	Custom Report Development Required			CR	0	0	
N	Not Included in this Proposal			N	0	0	
NR	No Response			NR	1	95	
Reference Number	Functional Requirements			Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements		Software Comments
		CREATE A PURCHASE REQUISITION					
PO	1	Each department initiates purchasing process through requisition entry into the system					
PO	2	System accommodates the following type of purchase requisitions / orders:					
PO	3	Discrete purchase orders (purchase order for specific quantity of good or service)					
PO	4	Blanket purchase order (purchase order with vendor for specified dollar amount)					
PO	5	Requestor can attach files to requisition at header level, files can be individually printed or printed with document					
PO	6	Requestor can attach files to requisition at line item level					
PO	7	System limits accounts that requestor is available to charge to by role/department					
PO	8	Allow purchase requisition templates to be created for routine purchases					
PO	9	Allows creation of purchase requisition from existing purchase requisition					
PO	10	System allows copying and duplicating lines on a purchase requisition					
PO	11	When purchase requisition is submitted, system provides budget check					
PO	12	System routes purchase requisition for approval/notification according to:					
PO	13	Total dollar amount					
PO	14	Chart of Account Information					
PO	15	Requesting department					

PO	16	Type of purchase (emergency)					
PO	17	System allows users to cancel requisition before it is approved					
PO	18	Cancelled requisitions or cancelled requisition line items release pre-encumbrance					
PO	19	System stores discount information per vendor and item and applies to purchase requisition					
		CREATE A PURCHASE ORDER					
PO	20	System allows creation of purchase order directly (no purchase requisition)					
PO	21	Purchase orders are created and sent to vendors from each department (decentralized)					
PO	22	System provides for approval process for purchase order prior to being sent to vendor:					
PO	23	Approval process can be routed by:					
PO	24	Type of purchase (account code used)					
PO	25	Dollar amount					
PO	26	System creates encumbrance for purchase order amount when released					
PO	27	System allows for encumbrance of shipping and freight					
PO	28	User can attach files to purchase order at header level, files can be individually printed or printed with document					
PO	29	Requestor can attach files to requisition at line item level					
PO	30	When purchase order is created, system provides budget check					
PO	31	Purchase order sent to vendor through:					
PO	32	Email					
PO	33	Vendor self service portal					
PO	34	Hard copy					

PO	35	Purchase order identifies originator of PO and contact information					
PO	36	System allows purchase orders to be re-printed or re-sent					
PO	37	System identifies re-printed purchase orders as duplicates					
		MODIFY AN EXISTING PURCHASE ORDER					
PO	38	System allows opening of closed PO					
PO	39	System re-applies encumbrance equal to remaining balance on PO when PO is re-opened					
PO	40	Any open purchase order can be modified by change order					
PO	41	Departments can initiate request for a change to purchase order for					
PO	42	Increase quantity or amount					
PO	43	Decrease quantity or amount					
PO	44	Cancel line items					
PO	45	Cancel entire PO					
PO	46	Add line items					
PO	47	Change of chart of account string					
PO	48	Request to change purchase order pre-encumbers funds					
PO	49	Approval of change to purchase order encumbers funds or releases encumbrance of funds					
PO	50	Printing of modified purchase order clearly labels that purchase order has been changed					
PO	51	Purchase order identifies information that was changed on header and line item					
PO	52	System identifies revised purchase orders and indicates all changes that have been made					
PO	53	When printing modified purchase order, all information and comments on original purchase order are reproduced on modified purchase order					

		VENDOR FILE					
PO	54	Vendor file for AP and purchasing are shared or are linked (please specify in comments if vendor file is shared or linked)					
PO	55	System prevents duplicate vendors by preventing duplicate vendor:					
PO	56	Tax ID					
PO	57	Name					
PO	58	Address					
PO	59	System stores attachments for certificates of vendor preference category					
PO	60	System allows users (with security access) to temporarily deactivate a vendor separately from the purchasing and AP process.					
PO	61	System allows users (with security access) to merge two vendors and maintain history (example: duplicate vendor, or one vendor buys another)					
		PURCHASING CARDS					
PO	62	System provides automatic transfer of information from bank with purchasing card transaction details					
PO	63	System will itemize the credit card purchase with account distribution.					
PO	64	System will track cardholder by name or employee ID.					
PO	65	System accommodates the flagging of individual credit card purchases as 1099 eligible.					
PO	66	System tracks credit card purchases for 1099 statement to vendor					
PO	67	System will alert user when purchasing card transaction covers item under contract					
PO	68	System allows user to manually link p-card transaction to:					
PO	69	Vendor					
PO	70	Chart of Account Information					
		END OF YEAR PROCESSING					

PO	71	Select open purchase orders can be carried over to the next fiscal year					
PO	72	Purchase requisitions can be applied to next fiscal year					
PO	73	Rolled purchase orders carry over encumbrance to next fiscal year					
PO	74	After end of fiscal year or beginning of next fiscal year, open purchase orders can be paid in old fiscal year					
PO	75	System allows purchase orders to be closed prior to end of fiscal year and re-opened (new PO) in new fiscal year					
PO	76	Closed purchase orders at end of year release encumbrance on budget and contract					
		CONTRACTS					

Functional Category: Accounts Payable (AP) (SCOPE OPTION #1)			Summary Statistics		89			
Available Response Codes			Code		Count			
F	Provided with standard functional that is available with configuration options (no custom development)		F	0	0			
CU	Customization/Software Enhancement/Modifications (Any custom development)		CU	0	0			
SR	Provided with Standard Report		SR	0	0			
CR	Custom Report Development Required		CR	0	0			
N	Not Included in this Proposal		N	0	0			
NR	No Response		NR	1	89			
Reference Number	Functional Requirements		Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements		Software Comments	IMP Scope	Phase
		VENDOR FILE						
AP	1	System uses one vendor file for purchasing and accounts payable						
AP	2	Vendor file is shared with customer file used for accounts receivable						
AP	3	Supports Parent/Child relationships for vendor records						
AP	4	Maintains multiple location addresses for each vendor						
AP	5	System can accommodate foreign addresses						
AP	6	System identifies default payment remittance address						
AP	7	System identifies 1099 vendors						
AP	8	System identifies one time vendors						
AP	9	System allows vendors to set up alternate vendor for payment (example: payment received by bank rather than vendor)						
AP	10	System allows placing all payments to vendor on hold						
AP	11	System allows garnishment to invoices (example garnishment on attorney payment)						
AP	12	System generate notice to vendor identifying garnishment						
AP	13	Vendor file stores vendor payment preference (ACH or check)						
AP	14	Vendor files stores terms and conditions that are applied to invoices:						
AP	15	Discounts						

AP	16	Payment terms (days to pay)					
AP	17	Payment retention					
AP	18	Vendor file stores discounted payment terms for vendor					
		INVOICE PROCESSING					
AP	19	System fills information for invoice from purchase order					
AP	20	System allows entering of direct claims without purchase order					
AP	21	Sytsem allows user to add use tax amount to invoice					
AP	22	Use tax amount posted to liability account for remittance to state					
AP	23	System provides workflow approval path for:					
AP	24	Invoices from POs					
AP	25	Invoices without POs					
AP	26	Invoices routed through workflow for approval based on:					
AP	27	Amount					
AP	28	Chart of Account Infomration					
AP	29	Original PO requestor					
AP	30	After approval, schedule invoices for payment based on:					
AP	31	Invoice date (example: 45 days after invoice date)					
AP	32	Vendor discount date					
AP	33	Date entered by AP clerk					
AP	34	Grouping of invoices (example: employee reimbursement)					

AP	35	Supports partial payments (partial payment of invoice)					
AP	36	System supports applying credit memo to invoice for incorrect invoices					
AP	37	System supports creation of template for recurring AP invoices with pre-defined account distribution					
AP	38	Allow payment of multiple purchase orders from one invoice					
AP	39	Allow multiple invoices to be received and processed for one purchase order					
AP	40	System will automatically check for and prevent duplicate invoices numbers for the same vendor (don't pay same invoices twice)					
AP	41	System allows files to be attached in the system to the invoice (scanned image of invoice)					
		REFUNDS					
AP	42	System allows checks to be processed for City refunds					
AP	43	Decentralized users can create refund request for centralized check printing					
AP	44	Vendors / Citizens added to vendor file for refunds are added as "one-time" vendor or "refund" vendor with minimal data entry					
		MATCHING					
AP	45	Supports 2 way matching (purchase order, invoice)					
AP	46	System allows matching method to be applied based on:					
AP	47	Chart of accounts (example: department)					
AP	48	Matching occurs at:					
AP	49	Header/Summary level on PO/receiving document/invoice					
AP	50	Line item detail level					
AP	51	System allows tolerance on PO price and invoice price for matching based on:					
AP	52	Percentage (example: invoice can't be greater than 110% of purchase order)					

AP	53	System provides notification when match does not occur					
		MODIFYING PROCESSED INVOICE					
AP	54	System allows user to change account code to apply payment during invoice processing					
AP	55	Encumbrance are released properly and expenditure applied to accounts when chart of account code is changed by A/P					
AP	56	Encumbrance against contracts are adjusted when chart of account code is changed by A/P					
AP	57	If a partial payment is made and A/P changes the account, remaining encumbrance will be re-applied to the new account					
AP	58	AP is able to apply invoice payment to contract					
		PAYMENT PROCESS					
AP	59	The system must create checks with the following items on blank check stock:					
AP	60	MICR encoding					
AP	61	Electronic signatures					
AP	62	System will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats (ctx).					
AP	63	The system must print checks according to the following timeframes:					
AP	64	Scheduled					
AP	65	On-demand					
AP	66	The system creates checks based upon:					
AP	67	Chart of Account information					
AP	68	Vendor					
AP	69	Payment type (employee reimbursement, one time vendors, etc.)					
AP	70	The system allows the use of multiple banks with multiple accounts for EFTs.					

AP	71	System sends electronic remittance advice for EFT payments to vendor through					
AP	72	Email					
AP	73	Vendor self service					
AP	74	Fax					
AP	75	System permits users to select to pay one invoice per check (issue multiple checks to one vendor in a single check run).					
AP	76	System combines multiple invoice payments onto one check (issue one check for multiple invoices in a single check run)					
AP	77	System itemizes invoices (including the vendor invoice number) on the remittance advice					
AP	78	System allows users to place a payment on hold					
AP	79	Enter broadcast messages which appears on all AP check stubs					
AP	80	Enter broadcast messages which appears on AP check stubs for a user defined group					
AP	81	Users may enter a message for one specific vendor which appears on that specific check stub					
AP	82	System supports Positive Pay					
		RETENTION					
AP	83	System automatically calculates retention amount and removes from invoice					
AP	84	Retention amount needs to be booked to a Liability Account and deducted from the payment amount and released when paid. The retention amount must be deducted from the Purchase Order/Contract balance when invoiced.					
AP	84	System remits retention to trustee account					
AP	85	System automatically applies retention amounts to invoice payments from:					
AP	86	Vendor file					
AP	87	Contract					
AP	88	Purchase Order					

AP	89	System can release retention by selected payments					
AP	90	System can release retention by amount					
		VOID and CANCEL					
AP	91	System allows user to cancel warrant and system makes all correct accounting entries to reverse payment, including contract balances					
AP	92	System allows user to void check and re-issue replacement check					
AP	93	System allows users to cancel current and prior fiscal year checks and have the system automatically credit back designated accounts					
AP	94	Allow users to place a "stop payment" on checks and automatically generate the appropriate general ledger transaction					
		TAX PROCESSING					
AP	95	Monitors cumulative payments to 1099 vendors					
AP	96	System combines cumulative payments from system with payments made in other systems to create one 1099 for each vendor					
AP	97	On-demand 1099 form generation					
AP	98	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file)					
AP	99	System to print collected 1099 payments into appropriate reporting boxes, i.e., rent, non-employee compensation, etc					
AP	100	System can produce electronic file to send 1099 related forms to IRS					

Functional Category: Fixed Assets (SCOPE OPTION #1)				Summary Statistics			
Available Response Codes				43			
F	Provided with standard functional that is available with configuration options (no custom development)			Code	Count		
CU	Customization/Software Enhancement/Modifications (Any custom development)			F	0	0	
SR	Provided with Standard Report			CU	0	0	
CR	Custom Report Development Required			SR	0	0	
N	Not Included in this Proposal			CR	0	0	
NR	No Response			N	0	0	
				NR	1	43	
Reference Number	Functional Requirements	Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements	Software Comments	IMP Scope	Phase	
	GENERAL REQUIREMENTS						
FA	1 The system is compatible with all GASB 34 requirements						
FA	2 System is used to track:						
FA	3 Capitalized items						
FA	4 Non-capitalized items						
FA	5 Identifies assets based on capitalization threshold						
FA	6 Differently for each asset type						
FA	7 Override threshold to identify as capitalized / non-capitalized						
FA	8 System tracks donated assets (developer donated land and infrastructure)						
FA	9 System allows upload of multiple assets at once						
FA	10 System interfaces with GIS						
	ASSET TRACKING						
FA	11 Assets in fixed asset system match assets listed in GIS system						
FA	12 Asset can have multiple account distributions						
FA	13 System must link component units (parent/child relationship) whereby each component maintains its own financial and historical information and depreciable life.						
FA	14 System accommodates parent child relationships for assets						

FA	15	System tracks property being accounted for on a lease purchase.					
FA	16	System maintains online maintenance history and cost information and warranty/service agreement information for assets					
FA	17	If asset is replacement of other asset, it references old asset					
		ASSET ACQUISITION					
FA	18	Allows effective date posting for asset acquisition					
FA	19	System assigns asset number(s)					
FA	20	Automatically					
FA	21	Manually					
FA	22	System identifies potential fixed assets from purchasing module by					
FA	23	Chart of Accounts					
FA	24	Dollar					
FA	25	Manually					
FA	26	System identifies potential fixed assets from accounts payable module by					
FA	27	Chart of Accounts					
FA	28	Dollar					
FA	29	System allows creation of asset that does not flow through purchasing or accounts payable					
FA	30	Asset below purchasing dollar threshold					
FA	31	Donated asset					
FA	32	System is able to copy an asset record to create a similar asset record					
FA	33	System allows templates for creation of many assets					

FA	34	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset					
FA	35	System allows uses to identify/classify costs as capitalized costs / non capitalized costs					
FA	36	System captures activity/costs incrementally resulting from several government departments working concurrently on a project					
FA	37	System can recognize fixed/capital assets when they are completed, regardless of whether the project has been completed/closed					
		ASSET RETIREMENT					
FA	38	Upon disposal, system calculate partial period depreciation and generate appropriate profit/loss calculation					
FA	39	Tracks estimated useful life for asset					
		DEPRECIATION					
FA	40	System provides the following depreciation functionality:					
FA	41	Provide depreciation schedules on fixed assets					
FA	42	Automatically calculate depreciation in accordance with the depreciation method and convention designated for an asset					
FA	43	Automatically charge depreciation to multiple chart of accounts for split-ownership assets					
FA	44	System can simulate depreciation calculations without being required to post the results					
FA	45	System provides the straight line depreciation method					
FA	46	System prevents the depreciating of an asset's value below zero					
FA	47	Depreciation calculated at:					
FA	48	End of Year					
FA	49	End of Month					
FA	50	System calculates pro-rated depreciation for assets sold mid-year or mid-month					
FA	51	System can designate some assets as non-depreciable (i.e., land, assets not in use)					

Functional Category: Accounts Receivable (AR) (SCOPE OPTION #1)		Summary Statistics	34
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	34

Reference Number	Functional Requirements	Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements	Software Comments	IMP Scope	Phase
	CUSTOMER FILE					
AR	1 Customer file is shared with vendor file used for purchasing and accounts payable					
AR	2 System links all open receivables city-wide to single customer file					
AR	3 System accommodates parent/child relationships on the customer file					
AR	4 Single customer master is used for all receivables					
	CREATING A RECEIVABLE					
AR	5 System automatically creates receivable for:					
AR	6 Miscellaneous receivables					
AR	7 Grant billing					
AR	8 Project billing					
AR	9 Bills related to utility billing					
AR	10 Work order billing					
AR	11 Bills generated by third party systems					
AR	12 System stores multiple receivable types with default information					
AR	13 Different receivable types have different business rules for:					
AR	14 Fee schedules					

AR	15	Dunning (aging) procedures with option to generate late payment letters, etc.					
		BILLING					
AR	16	Departments will use system to create bills for various charges					
AR	17	System accommodates:					
AR	18	One-time invoices					
AR	19	Recurring invoices (regular invoices to occur at set dates or duration) (example: rent)					
AR	20	System allows users to create invoices for each type by:					
AR	21	Entering dollar amount					
AR	22	Entering non-financial parameter and having system calculate appropriate fees according to pre-defined business rules					
AR	23	Identifying expenseses to reimburse					
AR	24	Expense billings include:					
AR	25	Purchasing expenses					
AR	26	Salary and benefit expenses					
AR	27	Overhead expenses					
AR	28	System allows recurring invoices to be set up to handle:					
AR	29	Invoices scheduled at set dates for same amount					
AR	30	Invoices scheduled at set dates for different amounts					
AR	31	System allows invoices to be categorized by type (example: permit, building rent, etc.)					
AR	32	System allows invoices to be categorized by chart of account segment (example: department or program)					
AR	33	System saves templates for generating invoices (different template for each AR type)					

AR	34	Invoice prints with balance information					
AR	35	AR links to AP information and supports net payments					
AR	36	System allows adding costs to existing receivable					
		RECEIVABLE TRACKING - AGING					
AR	37	System provides receivable tracking and aging reporting capabilities					
AR	38	System generates statement to customer that identifies all open receivables					

Functional Category: Budget Preparation (SCOPE OPTION #1)				Summary Statistics		68	
Available Response Codes				Code		Count	
F	Provided with standard functional that is available with configuration options (no custom development)			F	0	0	
CU	Customization/Software Enhancement/Modifications (Any custom development)			CU	0	0	
SR	Provided with Standard Report			SR	0	0	
CR	Custom Report Development Required			CR	0	0	
N	Not Included in this Proposal			N	0	0	
NR	No Response			NR	1	68	
Reference Number	Functional Requirements			Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements		Software Comments
		GENERAL REQUIREMENTS					
BUD	1	Budget system uses the financial system's Chart of Accounts.					
BUD	2	System supports biennial budgeting that requires:					
BUD	3	Departments submit 2-year budget					
BUD	4	City adopts 2 year budget					
BUD	5	Departments have opportunity to revise 2nd year of budget					
BUD	6	System supports creating 6 year financial plan through budget development process (3 cycles of biennial budget					
		BUDGET REQUEST					
BUD	6	Budgets preparation system accommodates entering budget detail for:					
BUD	7	Department budget					
BUD	8	Project budget (over multiple years - up to life of project)					
BUD	9	System pre-populates budget entry fields with past budget version					
BUD	10	System used to prepare budgets for:					
BUD	11	Expenses					
BUD	12	Revenues					
BUD	13	Departments enter budget requests through system including following information:					

BUD	14	Requested budgeted amounts					
BUD	15	Changes/additions/deletions of positions					
BUD	16	Notes/Comments					
BUD	17	Attach documents					
BUD	18	When entering in budget request, departments can view and perform calculations on the following information:					
BUD	19	Previous year requested budget					
BUD	20	Previous year recommended budget					
BUD	21	Previous year adopted budget					
BUD	22	Previous year revised budget					
BUD	23	Previous year projected expenses/revenues					
BUD	24	System allow users to create different budget projections/scenarios (example: what if 5% cut)					
BUD	25	System allows department to budget by projecting activity levels and apply cost drivers to create budget					
BUD	26	Users can flag one-time budget events and the system automatically removes them from the next years' budget					
BUD	27	System prevents budgeting in excess of pre-determined spending limit set by Chart of Account segment (example: public works department budget can't exceed \$10,000,000)					
BUD	28	Pre determined budget limit can be calculated as a percentage of last year's:					
BUD	29	Previous year adopted budget					
BUD	30	Previous year revised budget					
BUD	31	Projected actual expenses					
BUD	32	Users can create multiple versions of a budget request for "what if" scenario simulation					

		CENTRAL BUDGET PREP					
BUD	33	System creates an initial version of the budget (for use by departments to submit requests) using any of the following:					
BUD	34	Zero balances in all accounts					
BUD	35	Current year's original budget					
BUD	36	Last year's budgeted total					
BUD	37	Last year's actual					
BUD	38	Current year's budget plus/minus a percentage					
BUD	39	Projection based on percentage of last year's actual					
BUD	40	Projection based on estimated actuals from current year					
BUD	41	System accommodates calculation of internal service charges and allocates to department budgets based on cost drivers					
BUD	42	System calculates internal service charges and pre-populates budget for departments					
BUD	43	Department worksheets are automatically rolled into organization-wide master budget					
		BUDGET APPROVAL					
BUD	44	System maintains history of the following budgets					
BUD	45	Requested Budget					
BUD	46	Recommended Budget					
BUD	47	Adopted Budget					
BUD	48	Final Budget					
BUD	49	Revised Budget					

		CAPITAL BUDGETING					
BUD	50	Capital budgets prepared by:					
BUD	51	Project					
BUD	52	Revenue Source					
BUD	53	Department					
BUD	54	Program					
BUD	55	Project budgets created roll up to create department capital budget and overall City capital improvement plan					
BUD	56	System allows individual capital project budgets created in project module to feed budget module					
BUD	57	Capital budgets can be created for following time periods:					
BUD	58	Fiscal Year					
BUD	59	Calendar Year					
BUD	60	Grant Sponsor Year					
BUD	61	Month					
BUD	62	Capital budgets able to capture lifetime project budgets					
BUD	63	System supports narrative capital project description at the project and department levels					
BUD	64	Supports current year forecasting and carry over projections into future capital improvement plan years					
		SALARY AND POSITION BUDGETING					
BUD	65	Budget system gest data on actual salaries and benefits and vacant or filled positions, including incumbent data.					
BUD	66	System allows user to propose new position in proposed budget					

BUD	67	System provides ability to propose changing position status as part of budget development:					
BUD	68	Funded / Unfunded					
BUD	69	Filled / Vacant					
BUD	70	Continuation / New - Proposed					
BUD	71	System allows uses to propose changes to salary amounts as part of budgeting process					
BUD	72	With changes to salary amounts, system automatically adjusts any benefits/tax amounts					
BUD	73	Identifies funding sources for positions					
BUD	74	System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e. organizational codes, programs, projects, grants, etc.)					
		BUDGET ADJUSTMENTS (REVISIONS)					
BUD	75	System allows departments to propose budget transfers within department authority with workflow approval					
BUD	76	System stores attachments for each budget amendment					
BUD	77	System validates and enforces rule that all budget amendments and transfers must balance					
BUD	78	System provides funds availability check when entering budget amendments					

Functional Category: Human Resources (SCOPE OPTION #1)		Summary Statistics	65
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	65

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS					
HR	1 System will maintain employee number from applicant through retirement/separation					
HR	2 System allows formation of groups of employees					
HR	3 System allows documents to be scanned and attached to:					
HR	4 Employee records					
HR	5 Personnel transactions					
	EMPLOYEE DATA					
HR	6 System calculates and tracks the following seniority information					
HR	7 Time employed by City					
HR	8 Time in bargaining unit					
HR	9 Time in position					
HR	10 System tracks seniority time by calendar days in position					
HR	11 System tracks seniority by time worked (not including unpaid leave)					
HR	12 System tracks time in position/job classification when employee is working out of grade as time in his/her original position					
HR	13 System allows users to add time earned with another organization (other government)					
HR	14 System tracks probationary period for new employees and promoted employees					
HR	15 Probationary period based on class and position					
HR	16 System records equipment issued to each employee such as:					
HR	17 Items that would need to be returned upon termination					
HR	18 Items that have been issued to employee (example: uniform)					
HR	19 System tracks information on non-employees:					
HR	20 Volunteers					
HR	21 Vendors / Contractors					
	PERSONNEL ACTIONS					
HR	22 Effective dating for employee transactions (example: add employee, remove employee, promote, etc.)					
HR	23 All personnel actions can be effective dated forward or backward					
HR	24 System maintains history of all personnel actions					
HR	25 System supports multiple types of personnel actions each with pre-defined business rules, including:					
HR	26 New hire					
HR	27 Separation					
HR	28 Change of Address/Phone					
HR	29 Leave Of Absence (LOA)					

HR	30	Promotion					
HR	31	Demotion:					
HR	32	Transfer					
HR	33	Salary change					
HR	34	Status Change					
HR	35	Each personnel action type can have different workflow approval type					
HR	36	System allows multiple personal actions, including changes to salary, in one day					
HR	37	Upon approval of the personnel action, changes are automatically made to the employee record.					
HR	38	All personnel actions are submitted electronically via workflow and approved by electronic signature. Documents needed are scanned in and attached to the transaction record.					
HR	39	For personnel actions that require notification to be sent to third party (benefit changes, name change, etc), system provides notification.					
		NEW HIRE					
HR	40	System tracks completion of important tasks in hiring process (on boarding checklist).					
HR	41	System automatically populates the employee record with the applicant's information upon hire.					
HR	42	Provides on-line completion and auto processing of W-4 form to payroll.					
HR	43	Automate new hire offer process including offer templates (varies according to position) and new hire letters.					
HR	44	System supports EEO and ADA analysis prior to hiring.					
		SEPARATION					
HR	45	Upon separation, workflow notifies all appropriate departments (example:HR, Payroll, IT) of employee separation					
HR	46	System provides separation checklist that identifies key steps for each job classification that can differ by:					
HR	47	Type of separation (termination-voluntary/involuntary, layoff, retirement)					
HR	48	Employee Type (FT vs. PT vs. Temp/Seasonal vs. Project)					
HR	49	System updates benefit carriers/TPAs with termination of benefit information.					
		SELF SERVICE					
HR	50	System provides web interface for employees make changes to the following:					
HR	51	Contact information (e.g., address, phone number, etc.)					
HR	52	Name change					
HR	53	Marital status					
HR	54	Emergency contacts					
HR	55	All changes/requests made by employees via the self-service module are routed to the appropriate approver/supervisor for review and approval via workflow before the change is posted.					
HR	56	When change requires documentation to be submitted, the system notifies employee that further action is required and change won't occur until that occurs					
HR	57	System provide FAQs and tutorials/training to help employees use self service capabilities					
		POSITION DATA					
HR	58	All positions are tied to job classification					
HR	59	Job classification identified as					
HR	60	Classified / Unclassified					
HR	61	Exempt / Non-exempt					

HR	62	System allows creation of positions within each job classification					
HR	63	Positions tied to funding source / chart of account information					
HR	64	System allows split funded position (funded from multiple accounts/departments/programs)					
HR	65	System tracks history for the following position changes:					
HR	66	Reclassification (moving position to different classification)					
HR	67	Change in incumbent					
HR	68	Change in chart of account					
HR	69	Change in status					
		POSITION CONTROL					
HR	70	System requires each employee to be placed in a position					
HR	71	One employee can have multiple positions					
HR	72	System can set FTE limit for position (not always 1)					
HR	73	System prevents FTE limit from being exceeded without proper approval					
HR	74	FTE counts					
HR	75	Headcounts					

Functional Category: Benefits (SCOPE OPTION #1)		Summary Statistics		96
Available Response Codes		Code	Count	
F	Provided with standard functional that is available with configuration options (no custom development)	F	0	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0	0
SR	Provided with Standard Report	SR	0	0
CR	Custom Report Development Required	CR	0	0
N	Not Included in this Proposal	N	0	0
NR	No Response	NR	1	96

Reference Number	Functional Requirements	Response	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS						
BEN	1 System maintains multiple benefit plans each having multiple options		NR				
BEN	2 System maintains following benefit plans:						
BEN	3 Medical		NR				
BEN	4 Dental		NR				
BEN	5 Vision		NR				
BEN	6 Life		NR				
BEN	7 Short Term / Long Term Disability		NR				
BEN	9 Employee Assistance Program		NR				
BEN	10 Retirement		NR				
BEN	11 Deferred Compensation		NR				
BEN	12 Benefit plan eligibility determined by:						
BEN	13 Bargaining Unit		NR				
BEN	14 City contribution for benefit plans determined by:		NR				
BEN	15 Bargaining Unit		NR				
BEN	16 System maintains both employee and employer cost for each plan		NR				
BEN	17 System supports cafeteria plan		NR				
BEN	18 If total employee costs exceed provided cafeteria plan amount, additional amount is deducted from employee paycheck		NR				
BEN	19 System requires employees to participate in certain plans (life)		NR				
	BENEFIT PLAN ELIGIBILITY						
BEN	20 System automatically determines employee eligibility by:						
BEN	22 Employment status (full time, part time)		NR				
BEN	23 Scheduled hours worked		NR				
BEN	24 Job class (for retirement benefits)		NR				
BEN	25 System allows employees to make voluntary elections of additional benefit plans (with additional deductions)		NR				
BEN	26 Employees eligible for benefits:						
BEN	27 Start at beginning of next month		NR				
BEN	28 Immediately		NR				
BEN	29 Retroactive (City gets 30 days after hire to make elections. Coverage effective as of date of hire)		NR				
	BENEFICIARIES AND DEPENDENTS						
BEN	30 System tracks history of all beneficiaries and dependents changes		NR				
BEN	32 System does not allow duplicate entries of same dependents		NR				
BEN	33 System allows for split beneficiary		NR				
BEN	34 System allows for secondary beneficiary		NR				

		BENEFIT PLAN COSTS					
BEN	35	System maintains premium or contribution rate history (employee and employer costs) on-line by:					
BEN	37	Plan		NR			
BEN	38	Employee		NR			
BEN	39	Provider		NR			
BEN	40	Job Classification		NR			
BEN	41	Effective Date (Start date and end date with tracking of history)		NR			
BEN	42	System tracks current and historical benefit costs including:					
BEN	43	Employer cost		NR			
BEN	44	Employee cost		NR			
BEN	45	Taxable Benefits		NR			
BEN	46	Pre-Tax Benefits		NR			
BEN	47	System will produce a total compensation package benefits statement					
BEN	48	For each employee		NR			
BEN	49	Department		NR			
		BENEFIT DEDUCTIONS					
BEN	50	System allows benefit deductions to occur					
BEN	52	At the beginning of the year		NR			
BEN	53	At the beginning of each month		NR			
BEN	54	At the end of each month		NR			
BEN	55	For each pay period		NR			
BEN	56	1st pay period of the month		NR			
BEN	57	2nd pay period of the month		NR			
BEN	58	3rd pay period of the month		NR			
BEN	59	For off cycle pay cycles		NR			
BEN	60	System allows user to select each period individually (example: 1st and 2nd of month, but not 3rd.)		NR			
BEN	61	System collects administrative fee from employees		NR			
BEN	62	System deducts employer paid amount and transfers funds to internal service funds		NR			
BEN	63	System allows users to identify which pay codes are included in calculation when deducting a percentage of pay including:					
BEN	64	Base pay (hourly, bi-weekly, monthly, annually)		NR			
BEN	65	Add to pays / premiums		NR			
BEN	66	Special pays		NR			
BEN	67	Working out of grade pays		NR			
BEN	68	Other deductions and garnishments (each could be treated separately)		NR			
BEN	69	Taxable Benefits		NR			
BEN	70	Taxes		NR			
BEN	71	System automatically calculates retro-adjustments to benefits (e.g. back dating benefits effective beginning of the month)		NR			
BEN	72	System allows employee to select amount to be deducted for certain plans		NR			
BEN	73	Rate can be set as a					

BEN	74	Flat amount		NR				
BEN	75	Percentage of eligible pay		NR				
BEN	76	System tracks maximum deduction amounts and tracks deduction totals against maximum allowed						
BEN	77	Maximum pay period		NR				
BEN	78	Maximum per month		NR				
BEN	79	Maximum per year		NR				
BEN	80	System allows ability to override maximum amounts for "catch up" provisions allowed by employee contract or state or federal law		NR				
BEN	81	System alerts users who are taking voluntary deduction near the max		NR				
BEN	82	System tracks accumulated payments across multiple plans when comparing against a maximum amount		NR				
BEN	83	System allows benefit premiums (deductions) to be calculated based on:						
BEN	84	Benefit plan		NR				
BEN	85	Age		NR				
BEN	86	Salary		NR				
BEN	87	Smoker / Non-smoker		NR				
BEN	88	Employee/Employer percentage based on bargaining unit contracts		NR				
		BENEFIT PLAN ADMINISTRATION						
BEN	89	System allows all changes to benefit plans, rates, and eligibility be made through effective dating		NR				
BEN	91	System allows changes in premium amounts to be made with effective dating		NR				
		COBRA						
BEN	92	Upon new elections of employee/dependents during the year, initiate new hire COBRA notice.		NR				
BEN	94	When a qualified event occurs (e.g. termination, divorce) system would automatically issue the following:						
BEN	95	COBRA/HIPAA notification		NR				
BEN	96	Group Term Life conversion/portability notices		NR				
BEN	97	Notify carriers of coverage termination		NR				
BEN	98	Notify appropriate staff through workflow		NR				
BEN	99	COBRA new hire notices are issued to employee and qualified family member (mailed to home address).		NR				
BEN	100	System tracks initial COBRA payments.		NR				
BEN	101	System tracks COBRA duration.		NR				
BEN	102	System tracks COBRA justification.		NR				
BEN	103	System notifies the recipient of the proximity to expiration of COBRA coverage.		NR				
		ENROLLMENT/OPEN ENROLLMENT - SELF SERVICE						
BEN	104	System determines employee eligibility and only offers eligible benefit packages to employees through self service		NR				
BEN	106	Employees using self service can:						
BEN	107	Re-select all benefit elections		NR				
BEN	108	Confirm existing benefit elections (selections from previous year are carried over)		NR				
BEN	109	Employees not entering self service have previous selections applied to next year (		NR				
BEN	110	System capable of enforcing that all employees re-enroll during open enrollment		NR				
BEN	111	Employees can make changes to the following through self service:						
BEN	112	Benefits elections		NR				

BEN	113	Beneficiaries		NR				
BEN	114	Dependents (add, change)		NR				
BEN	115	Contact information (addresses) and prompt if all dependents' contact information should be updated		NR				
BEN	116	Enter qualifying life changes		NR				
BEN	117	Add/update/remove dependent and spouse information		NR				
BEN	118	Changes made through self service are routed through workflow for approval by bHR		NR				
BEN	119	Employees are able to attach documentation if necessary to benefit elections, dependent information, or qualifying life events (example: birth certificate)		NR				

Functional Category: Extended HR (SCOPE OPTION #1)		Summary Statistics	86
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	1
			86

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	IMP Scope	Phase
	PERFORMANCE APPRAISALS					
E-HR	1 System used by all employees and supervisors to complete performance appraisals online					
E-HR	2 System tracks performance appraisal questions and evaluations (scores) for each question					
E-HR	3 System accommodates scoring of criteria on evaluation using:					
E-HR	4 Numeric scale					
E-HR	5 Categorical Scale (bad, ok, good)					
E-HR	6 System allows attachment of documents to performance appraisals					
E-HR	7 System stores all performance appraisal information					
E-HR	8 System can use different performance appraisal forms for:					
E-HR	9 Managerial employees vs. non managerial employees					
E-HR	10 Job class					
E-HR	11 System maintains schedule of performance evaluation and by:					
E-HR	12 Anniversary date (of hire into current position)					
E-HR	13 Set number of months after promotion (probation period)					
E-HR	14 System tracks requirements to achieve during probationary period					
E-HR	15 System notifies employee, supervisor and other department staff (example: department head, payroll clerk) of upcoming evaluation					
E-HR	16 System allows unique performance appraisal form that rates employees on pre-determined goals and objectives					
E-HR	17 Performance appraisals are electronically routed to the appropriate users for approval via workflow and electronic signature.					
	SKILLS/COMPETENCIES AND LICENSES/CERTIFICATIONS					
E-HR	18 System tracks employee skills and competency information including:					
E-HR	19 Skill type					
E-HR	20 Skill description					
E-HR	21 Proficiency level (in either numerical or alphabetical format)					
E-HR	22 System track an employee's memberships to professional organization, including:					
E-HR	23 Type					
E-HR	24 Name of organization					
E-HR	25 Effective date					
E-HR	26 Expiration date					
E-HR	27 Comments					
E-HR	28 System tracks employee awards/honors, including:					
E-HR	29 Type					
E-HR	30 Awarding organization					

E-HR	31	Issue date					
E-HR	32	System provides notification for employees with expiring certifications					
		GRIEVANCES					
E-HR	33	System accommodates and tracks multiple grievance and appeals procedures based on:					
E-HR	34	Job classification					
E-HR	35	Department (chart of accounts)					
E-HR	36	System facilitates a multi-step grievance tracking process					
E-HR	37	System provides notification for key dates in grievance process					
E-HR	38	System tracks employee actions and activities completed for grievance :					
E-HR	39	Date					
E-HR	40	Employee					
E-HR	41	Task / Activity					
E-HR	42	Result					
E-HR	43	System allows attachment of documents to grievance					
E-HR	44	Track the following data regarding responses to grievances:					
E-HR	45	Date of Response					
E-HR	46	Action taken					
E-HR	47	Preparer					
E-HR	48	Communication method					
E-HR	49	Suit filed by employee					
		DISCIPLINARY ACTIONS					
E-HR	50	System allows workflow and process for disciplinary actions to be different for each job classification (bargaining unit)					
E-HR	51	System tracks the following:					
E-HR	52	Event, Policy that was violated					
E-HR	53	Cause					
E-HR	54	Discipline					
E-HR	55	Multiple events in appeal process with outcome					
E-HR	56	Overall outcome					
E-HR	57	System accommodates a multi-step disciplinary process					
E-HR	58	System allows users to enter comments and track other actions taken as a result of the disciplinary action					
E-HR	59	System provides reports of disciplinary actions:					
E-HR	60	By category					
E-HR	61	By person					
		INJURY / INCIDENT					
E-HR	62	System is used to monitor all work related incidents and cases					
E-HR	63	Case types include:					
E-HR	64	Incident					

E-HR	65	Claim (Medical Only and Indemnity)					
E-HR	66	Incidents can become claims or an incident can be linked to a claim					
E-HR	67	Claims can be linked together for an occurrence					
E-HR	68	System tracks incidents and claims for all:					
E-HR	69	Full time employees					
E-HR	70	Part time and seasonal employees					
E-HR	71	Volunteers					
		JOB APPLICATION					
E-HR	72	Job applications include:					
E-HR	73	Use of standard job application for the organization					
E-HR	74	Additional qualifying questions specific to application / job classification					
E-HR	75	System provides ability to upload documents					
		APPLICANT SELF SERVICE					
E-HR	76	System allows users to apply for positions through the web					
E-HR	77	System sends automatic notification when application is completed, submitted by applicant and received. Allows customization of notifications for different openings.					
E-HR	78	Users can upload files to web application (resume, certification, etc.)					
E-HR	79	System allows user to create profile and apply to multiple jobs without re-entering information					
E-HR	80	System stores basic information so that information doesn't need to be re-keyed including					
E-HR	81	Contact information					
E-HR	82	Personal information					
E-HR	83	Qualifications					
E-HR	84	Skills					
E-HR	85	Interested Positions					
E-HR	86	System notifies potential applicant of positions that match skills, qualifications, or interests					
E-HR	87	System allows employees to view "internally" posted positions					
E-HR	88	Prospective applicants can view status of job announcement					
E-HR	89	System identifies applicants that already have profiles (to prevent applicant from adding duplicate profile)					
E-HR	90	System provides notification for applicants not meeting key requirements (CDL, degree, etc.)					
		APPLICANT TRACKING					
E-HR	91	System pre-screen applicants to determine eligibility to key questions					
E-HR	92	System scores / evaluates applicants responses to questions (qualifying questions)					
E-HR	93	Qualified applicants can be viewed by hiring departments (only certified applicants' names)					
E-HR	94	System tracks process for application (checklist of steps)					
E-HR	95	System must have ability to rank applicants based upon:					
E-HR	96	Scores obtained on selection procedures (interview, physical test, etc.)					
E-HR	97	Weighted criteria					
E-HR	98	System identifies qualified applicants even if applicant does not apply for specific position					

E-HR	99	System can identify and provide preference for select groups (veterans)					
E-HR	100	System identifies applicant as past employee					
E-HR	101	System hides EEO information from users (age, gender, etc.)					
E-HR	102	System only allows authorized users to view confidential information (criminal history, medical info, etc.)					

Functional Category: Time Entry		Summary Statistics	62
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	1
			62

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS					
TE 1	Time and attendance transactions, including leave requests, occur in real-time and update all appropriate records (e.g., leave balances).					
	TIME ENTRY					
TE 2	Accommodate entering and submitting time information by:					
TE 3	Daily					
TE 4	Week					
TE 5	Month					
TE 6	Bi-Weekly (every two weeks)					
TE 7	Semi-monthly (15th and last day of month)					
TE 8	Employees can enter time by:					
TE 9	Hours worked					
TE 10	Start time / Stop time					
TE 11	Exceptions to scheduled hours					
TE 12	Start time / Stop time entered in HH:MM (Example: Start at 8:15, end at 13:15)					
TE 13	Hours worked entered in hours and hundredths of any hour (Example: 8.75 hours)					
TE 14	Employees working over midnight will enter hours on date of shift start					
TE 15	System allows employees to enter comments for each shift worked					
TE 16	System allows employees to enter time in any of the following methods:					
TE 17	Enter detail of hours worked with proper account, grant, project, or activity code					
TE 18	Exception based time entry - employee has default entry and only enters if different than default					
TE 19	Time allocated to multiple accounts based on actual hours					
TE 20	Time allocated to multiple accounts based on percentage. (example 50% in each department)					
TE 21	Regular time entered on time sheet is capable of being split between multiple accounts					
TE 22	Employee time is tracked to multiple accounts based on actual hours worked and employee pay is distributed to multiple accounts based on pre-determined percentage					
TE 23	Employees can enter time against					
TE 24	Pay code					
TE 25	Position (when employee has multiple positions)					
TE 26	Project					
TE 27	Activity/Program					
TE 28	Timesheet format and business rules set by					
TE 29	Job classification					
TE 30	Chart of Accounts (Department)					

TE	31	System provides notification to employees that timesheets are due					
TE	32	System allows employees to enter time for future pay periods					
TE	33	System allows employees to self identify shift differentials or other special pay assignments on time sheet					
TE	34	System allows for entering time for equipment					
TE	35	System accumulates hours worked on certain equipment. When hour threshold reached, system creates notification to move employee to next step in job classification					
		TIMESHEET BUSINESS RULES					
TE	36	System provides workflow for review and approval of timesheets					
TE	37	Workflow approval of timesheets could be different by:					
TE	38	Chart of accounts (Department / Division)					
TE	39	Job classification					
TE	40	Provide the ability to allocate special pay (e.g., shift differential, on call pay, etc.) codes by various combinations, including:					
TE	41	Work schedule					
TE	42	Employee group					
TE	43	Position					
TE	44	Job classification					
TE	45	Business rules in timesheet automatically apply correct:					
TE	46	Shift differential					
TE	47	Overtime					
TE	48	Holiday pay					
TE	49	Comp time					
TE	50	Accruals					
TE	51	Overtime is applied to any hours worked in excess of:					
TE	52	Scheduled hours for the day					
TE	53	40 hours for the week					
TE	54	80 hours for a two week period					
TE	55	System accommodates 27 day fire FLSA period					
TE	56	System maintains holiday schedule and automatically applies holiday pay rules and updates employee timesheet based on eligibility rules					
TE	57	Accommodates multiple holiday schedules					
TE	58	System provides holiday pay for number of hours scheduled for holiday. (10 hour shifts get 10 hours of holiday pay; 8 hour shifts get 8 hours of holiday pay)					
TE	59	System provides holiday pay for set number of hours even if scheduled hours exceed holiday hours (employees work 10 hour shifts and use 8 holiday hours and 2 vacation hours)					
TE	60	System provides warning when submitting leave request or entering time on timesheet for leave if leave maximum is exceeded					
TE	61	System performs all FLSA monitoring and overtime calculations					
		WORK SCHEDULES					
TE	62	System allows creation of flexible work schedules by defining hours worked per day by:					
TE	63	Week					
TE	64	2-Week period					

TE	65	Month					
TE	66	System allows schedules with user defined number of hours per day (8,9,10,11,12,13,etc.)					
		INTERFACE TO EXTERNAL TIME ENTRY SYSTEMS					
TE	67	System accommodates and excepts time entry information from external systems					
TE	68	System performs all business rule calculations on imported time to apply correct:					
TE	69	Overtime					
TE	70	Special Pay					
TE	71	Leave accruals					
TE	72	Update leave balances					
TE	73	Charge hours to correct account					

Functional Category: Payroll		Summary Statistics	200
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	1
			200

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS					
PAY 1	System will handle all aspects of Fair Labor Standards Act (FLSA)					
PAY 2	City provides retiree medical subsidy payment to retirees					
PAY 3	System allows upload of tax tables each year					
	SALARY ADMIN					
PAY 4	Pay plan on job classification					
PAY 5	Changes to salary information made with effective dating					
PAY 6	Tracks the following data within each pay plan:					
PAY 7	Salary Range					
PAY 8	Pay Steps/Grades					
PAY 9	Longevity steps (steps within each grade)					
PAY 10	System allows for unlimited number of steps/grade in pay plan					
PAY 11	System will track pre-determined salary ranges by position					
PAY 12	System will store pay rates for parks and recreation (part time) employees by:					
PAY 13	Amount per class					
PAY 14	Number of attendees in a class					
PAY 15	System will perform mass salary changes to					
PAY 16	All pay plans					
PAY 17	Select pay plans					
PAY 18	All employees					
PAY 19	Group of employees					
PAY 20	Individual employees					
PAY 21	Mass salary changes validated against maximum salary for position (no one off of pay plan)					
PAY 22	Base rate can be recorded in the following ways:					
PAY 23	Per annum					
PAY 24	Per hour					
	DEDUCTIONS and GARNISHMENTS					
PAY 25	System allows for deduction calculations to accommodate the following types of deductions:					
PAY 26	Pre-Tax:					
PAY 27	Federal					
PAY 28	State					
PAY 29	Post-Tax:					

PAY	30	Federal					
PAY	31	State					
PAY	32	Imputed Income:					
PAY	33	Federal					
PAY	34	State					
PAY	35	System accommodates deductions based upon:					
PAY	36	Declining balances					
PAY	37	Hours worked					
PAY	38	Deduction classifications/groups					
PAY	39	Ascending limit with the ability to do a mass reset each calendar year					
PAY	40	Fiat amount					
PAY	41	Percent of gross					
PAY	42	Percent of net					
PAY	43	Percent of taxable gross					
PAY	44	Percentage of any combination of salary and age (e.g., life insurance)					
PAY	45	Percentage of regular pay					
PAY	46	Percentage of multiple pay types					
PAY	47	System must be able to handle the following deduction frequencies:					
PAY	48	One time only					
PAY	49	Every pay period					
PAY	50	First Pay of the Month					
PAY	51	Second Pay of the Month					
PAY	52	Third Pay of the Month					
PAY	53	Off cycle pay					
PAY	54	System tracks effective dated start and stop dates for benefit deductions					
PAY	55	System tracks limit to deductions by year					
PAY	56	Allow for negative earnings for items that are owed back					
PAY	57	System will adjust deduction when the following is (not) reached:					
PAY	58	Minimums					
PAY	59	Maximums					
PAY	60	Life to Date maximums					
PAY	61	Year to Date maximums					
PAY	62	System will maintain arrears for employees with deductions and garnishments greater than compensation					
PAY	63	System will provide invoice to employees with deductions and garnishments greater than compensation (could bill if amount is never made up)					
PAY	64	Allow one-time deduction and earnings overrides					
PAY	65	System will alert and track for employees with net pay less than benefit deductions					

PAY	66	System will process multiple garnishments per employee and assign pre-defined priorities.					
PAY	67	System will apply garnishments to multiple vendors					
PAY	68	System will set cap for garnishments and voluntary deductions so that a certain total amount is not exceeded.					
PAY	69	Deductions and garnishments can be prioritized					
PAY	70	System integrates to accounts payable and generates checks for deductions					
PAY	71	System allows for hold period between when deduction is taken and accounts payable check is created (example: child support payments held in liability account for up to 45 days)					
PAY	72	System allows users to release held deduction for payment					
		SPECIAL PAY					
PAY	73	System calculates add-to-pays and special pay amounts:					
PAY	74	Every pay period					
PAY	75	Monthly					
PAY	76	On Anniversary Date					
PAY	77	At beginning of Calendar Year					
PAY	78	System applies special pays differently for:					
PAY	79	Taxable wages/earnings					
PAY	80	Retirement earnings					
PAY	81	Overtime calculations					
PAY	82	Additional pay is applied in the following ways:					
PAY	83	Flat amount					
PAY	84	Percentage of base					
PAY	85	Percentage of other eligible pay					
PAY	86	Amount Per hour					
PAY	87	Amount Per day					
PAY	88	User entered amount					
PAY	89	System automates the inclusion of additional earnings types other than regular pay based on employee profile.					
PAY	90	Supports the ability to generate additional pay based on circumstances as follows:					
PAY	91	Pay type					
PAY	92	Job classification					
PAY	93	Position					
PAY	94	Duties performed/work location					
PAY	95	Shift worked					
PAY	96	Skills, certificates, and degrees (e.g., bilingual)					
PAY	97	System calculates overtime according FLSA regulations taking into account:					
PAY	98	Special pays earned					
PAY	99	Different positions worked					
PAY	100	System automatically applies imputed income for employees receiving non-cash benefits					

PAY	101	System allows authorized users to adjust imputed income for employees receiving non-cash benefits					
		HOLIDAY PAY					
PAY	102	System pays all employees for 8 hours of holiday (example: if scheduled for 10 hours, get 8 hours of holiday pay)					
PAY	103	System allows employees working on holiday to earn regular salary for all hours worked plus holiday pay (earn double pay)					
		LEAVE ACCRUALS					
PAY	104	Leave accruals can be different for employees with different:					
PAY	105	Job Classification					
PAY	106	Position					
PAY	107	Years of service					
PAY	108	Employees leave accrual rate based on: (earn X hours of leave per _____)					
PAY	109	Calendar year					
PAY	110	Anniversary year					
PAY	111	Paid hours worked					
PAY	112	Leave accruals earned in:					
PAY	113	Hours					
PAY	114	Full days					
PAY	115	System tracks comp time for employees					
PAY	116	Comp time can be earned at rate:					
PAY	117	Equal to 1.5 time hours worked (1 hour of overtime worked = 1.5 hours of comp time)					
PAY	118	Straight Time (Police training)(non-union employee choosing to work extra and use later in week.					
PAY	119	1.75 (detective on call					
PAY	120	2 (holiday or Sunday)					
		LEAVE BALANCES					
PAY	121	Leave balances can be set to roll over depending on leave type at end of:					
PAY	122	Calendar year					
PAY	123	Fiscal year					
PAY	124	Anniversary Year					
PAY	125	Leave balances can be set to not roll over depending on leave type at end of:					
PAY	126	Calendar year					
PAY	127	Fiscal year					
PAY	128	Anniversary Year					
PAY	129	Balances can be capped at maximum amount					
PAY	130	At any time					
PAY	131	At anniversary date					
PAY	132	At end of fiscal year					
PAY	133	At end of calendar year					

PAY	134	Balances can be capped at:					
PAY	135	Fixed Amount (example: 80 hours)					
PAY	136	Leave balances can be capped at different amounts at different times (example: cap at 80 at end of year, but 120 at anytime.)					
PAY	137	When leave balance cap is reached:					
PAY	138	Leave is paid out					
PAY	139	Employee stops accruing leave					
PAY	140	All leave balances are printed on pay stub					
PAY	141	System allows users to enter beginning balance for leave (example: bring in service from other organization)					
		FMLA MANAGEMENT					
PAY	142	System tracks FMLA leave					
PAY	143	System tracks FMLA leave taken on rolling 12 month calendar					
PAY	144	System accommodates forward and backward rolling calendars					
PAY	145	System tracks multiple leave periods (multiple FMLA periods within rolling calendar)					
PAY	146	System allows employees to take FMLA leave and sick leave (or other leave type) at the same time					
		LEAVE REQUEST					
PAY	147	Leave requests can be entered online through employee self service and forwarded to supervisor for approval through workflow					
PAY	148	System allows leave requests for:					
PAY	149	Hours (and partial hours)					
PAY	150	Full Days					
PAY	151	Leave request validates for available leave balance and does not allow request of balance to go below zero					
PAY	152	System updates employee timesheet with approved leave once it is approved					
PAY	153	System prevents employee for requesting or taking vacation time while on probation					
PAY	154	System does not allow employee to change approved leave on timesheet (request vacation and then change back to hours worked) without supervisor approval					
		PAYROLL PROCESSING					
PAY	155	System will handle different payroll cycles:					
PAY	156	Weekly					
PAY	157	Bi-weekly					
PAY	158	Monthly					
PAY	159	Off cycle (on demand)					
PAY	160	Bi-Monthly					
PAY	161	System will process pay for one employee with multiple jobs and employee will receive one paycheck					
PAY	162	System will run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.					
PAY	163	System will cut special or immediate (on-demand) checks.					
PAY	164	System allows posting new adjustments/corrections for a prior period for tax reporting					
		PAY CALCULATIONS					
PAY	165	System calculates all pay from timesheet data applying all applicable					

PAY	166	Base pay					
PAY	167	Special pay					
PAY	168	Deductions/Garnishments					
PAY	169	Overtime					
PAY	170	Other adjustments to pay					
PAY	171	All pay types can be prioritized (example: apply \$dollar adjustment before percentage)					
PAY	172	Overtime rate applied to					
PAY	173	Actual hours worked in excess of overtime limit					
PAY	174	Average of all hours worked in FLSA period					
PAY	175	System applies holiday pay based on pre-defined holiday calendar					
PAY	176	System correctly calculates pre and post tax deductions					
		RETRO PAY CALCULATIONS					
PAY	177	Retro pay calculation used to back date and correct for the following					
PAY	178	Personnel actions					
PAY	179	Contract signing (union)					
PAY	180	Benefit rate changes					
PAY	181	Corrections to errors					
PAY	182	Changes to timesheet					
PAY	183	Back pay					
PAY	184	System accommodates calculator for "make whole" payments in the case of litigation (what would have employee A made if he/she would have been employed)					
PAY	185	Calculate retro pay without FLSA adjustments					
PAY	186	Retro pay will automatically correct:					
PAY	187	Salaries					
PAY	188	Tax deductions (additional income tax withheld)					
PAY	189	Benefit deductions					
PAY	190	Garnishments					
PAY	191	FLSA Calculations (Overtime)					
PAY	192	Leave balances					
PAY	193	System accommodates multiple compound retro pay adjustments					
PAY	194	System will retain previous salary and hours and days worked data and effective dates for use when calculating retroactive pay adjustments					
		CHECK PRINTING					
PAY	195	System supports positive pay for payroll checks					
PAY	196	System supports positive pay for vendor checks					
PAY	197	System support direct deposit for payroll					
PAY	198	System provides set up to provide direct deposit to multiple bank accounts based on:					
PAY	199	Amount					

PAY	200	Percentage					
PAY	201	Pay type (overtime pay goes to separate account)					
PAY	202	Amount and Percentage					
PAY	203	System produces electronic files to send to bank for direct deposit					
PAY	204	Sytsem produces electronic file to multiple banks for direct deposit					
PAY	205	The system must create checks with the following items on blank check stock:					
PAY	206	MICR encoding					
PAY	207	Post Office approved bar codes					
PAY	208	Electronic signatures					
PAY	209	System allows broadcast messages which appears on all check stubs					
PAY	210	System allows broadcast messages which appears on check stubs for a defined group					
		REPORTING					
PAY	211	Sytsem provides report by employee identifying:					
PAY	212	Earnings by month					
PAY	213	Earnings by month by type					
		SELF SERVICE					
PAY	214	Provide the capability for employees to setup direct deposit to multiple bank accounts based on:					
PAY	215	Amount					
PAY	216	Percentage					
PAY	217	Pay type (overtime pay goes to separate account)					
PAY	218	Amount and Percentage					
PAY	219	Employees can use self service to view:					
PAY	220	Compensation package					
PAY	221	W-2, including history					
PAY	222	W-4					
PAY	223	Pay stub					
PAY	224	Payment history					
PAY	225	Leave balances					
PAY	226	Employees use self service to perform following actions:					
PAY	227	Make changes to withholding					
PAY	228	Self service includes "what if" benefit calculator that shows impact of changes to withholding on net pay:					
PAY	229	All changes made by employees via the self-service module is routed to the appropriate approver/supervisor for review and approval via workflow before the change is posted.					
PAY	230	System meets federal requirements for accepting online W-4					
		END OF YEAR PROCESSING					
PAY	231	System will produce W-2s (and to reprint single W-2)					
PAY	232	System will store W-2s					

PAY	233	System will produce quarterly Form 941 report (IRS)					
PAY	234	System will produce amended W-2 for multiple years					
PAY	235	System will produce a report showing FICA wages, by individual, W-2 Plan, and in total					
PAY	236	System produces electronic files for social security and IRS					
PAY	237	System provides social security verification file					

Functional Category: Special Assessments (SCOPE OPTION #1+2)			Summary Statistics		36			
Available Response Codes			Code		Count			
F	Provided with standard functional that is available with configuration options (no custom development)		F	0	0			
CU	Customization/Software Enhancement/Modifications (Any custom development)		CU	0	0			
SR	Provided with Standard Report		SR	0	0			
CR	Custom Report Development Required		CR	0	0			
N	Not Included in this Proposal		N	0	0			
NR	No Response		NR	1	36			
Reference Number	Functional Requirements		Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements		Software Comments	IMP Scope	Phase
		SPECIAL ASSESSMENTS						
SA	1	System identifies type of assessment						
SA	2	Pending assessment						
SA	3	Current assessment						
SA	4	Deferred Assessment						
SA	5	Closed Assessment						
SA	6	System generates notices to property owners for						
SA	7	Pending assessments						
SA	8	Upcoming public hearings						
SA	9	System records special tax assessments (principal amount to be collected at set interest rate). Residents pay annual amount per year through County.						
SA	10	When assessment invoiced by the County, system reduces outstanding assessment amount by 1 year						
SA	11	Special assessments linked to property by parcel number						
SA	12	System identifies customer (contact information) for each assessment (if applicable)						
SA	13	Assessments grouped by project						
SA	14	System allows mass change of assessments by project (change interest, change term, etc.)						
SA	15	Each assessment can be for multiple properties						

SA	16	Each parcel can have multiple assessments					
SA	17	Special assessments identify					
SA	18	Parcel number					
SA	19	Original principal amount					
SA	20	Payment amount					
SA	21	Principal Payment					
SA	22	Interest Payment					
SA	23	Rate					
SA	24	Term					
SA	25	Days of Additional Interest					
SA	26	Remaining Principal					
SA	27	System supports deferred assessments					
SA	28	Interest only payments					
SA	29	No payments, interest accrues					
SA	30	System identifies when deferred assessments becomes active (year)					
SA	31	System generates statement identifying outstanding assessment for each property					
SA	32	System generates statement identifying no assessment for property					
SA	33	System generates amortization schedule for each assessment					
SA	34	System allows customer to view outstanding assessment online and print statements					

Functional Category: Cashiering/Point of Sale (SCOPE OPTION #1+2)		Summary Statistics		43
Available Response Codes		Code	Count	
F	Provided with standard functional that is available with configuration options (no custom development)	F	0	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0	0
SR	Provided with Standard Report	SR	0	0
CR	Custom Report Development Required	CR	0	0
N	Not Included in this Proposal	N	0	0
NR	No Response	NR	1	43

Reference Number	Functional Requirements	Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements	Software Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS					
CASH	1 System records payments against:					
CASH	2 Receivables					
CASH	3 Point of sale transactions					
CASH	4 Deposit accounts (take customer deposit)					
CASH	5 System allows decentralized payments for any receivable in system					
CASH	6 System recognizes payment on customer account in real time for all payments including:					
CASH	7 Utility Payments					
CASH	8 Misc AR Payments					
CASH	9 Permitting (If if scope)					
	RECORDING PAYMENT					
CASH	10 Credit card payments are PCI compliant					
CASH	11 Identify Payments/credits by type (i.e., cash payment, adjustment, returned check, etc.).					
CASH	12 System applies one payment to multiple receivables / point of sale transactions					
CASH	13 System allows using multiple payment types to pay for one invoice (example: cash and credit card)					
CASH	14 When processing payment, system provides capability to look up the customer master file by:					

CASH	15	Customer name					
CASH	16	Invoice number					
CASH	17	Partial customer name					
CASH	18	Address					
CASH	19	Apply payments according to the following:					
CASH	20	Partial payments against individual line items on a receivable					
CASH	21	Partial payments against funds and/or accounts					
CASH	22	Overpayments against individual line items on a receivable					
CASH	23	Maintain open receivable until all items are satisfied					
CASH	24	System can prioritize payments for partial payments (example: pay electric before water)					
CASH	25	System provides (short cut keys) for quick data entry of GL accounts					
CASH	26	System used to record donations to City					
		POINT OF SALE					
CASH	27	System stores multiple point of sale transaction types with:					
CASH	28	Chart of accounts					
CASH	29	Fees					
CASH	30	System correctly applies sales tax to point of sale purchases					
CASH	31	System supports splitting one transaction type between multiple chart of accounts					
CASH	32	Provide the following cashiering functions:					

CASH	33	Generate receipt to payee					
CASH	34	Provide a deposit slip					
CASH	35	Balance daily cash receipts to bank deposit					
CASH	36	Balance daily cash receipts by					
CASH	37	Drawer					
CASH	38	General ledger code					
CASH	39	Produces report listing total of all transactions processed by cashier during shift (z-tape report)					
		WEB PAYMENTS					
CASH	40	System allows customers to create an account and make web payments for					
CASH	41	Any accounts receivable					
CASH	42	Other purchases (over the web)					
CASH	43	System accepts the following for web payments:					
CASH	44	Credit cards					
CASH	45	Direct Debit from checking account					
		BANK DEPOSIT					
CASH	46	Balance daily cash receipts by:					
CASH	47	User / Cashier					
CASH	48	General ledger code					
CASH	49	Automatically generate general ledger distribution entries needed to record receipts					
CASH	50	The system can post cash receipts to multiple GL's					

CASH	51	Interface cashiering module with the general ledger					
CASH	52	The system downloads (by batch) automated cash receipts and collections data from remote sites					

Functional Category:Utility Billing(SCOPE OPTION #2)		Summary Statistics	136
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	136

Reference Number	Functional Requirements	Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements	Software Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS					
UB 1	System used to bill for multiple utility services using user driven rate tables including:					
UB 2	Water					
UB 3	Wastewater					
UB 4	Stormwater					
UB 5	Electric					
UB 6	Chaska.Net					
UB 7	Community Center					
UB 8	System does not limit number of service types per customer account (please specify any limits)					
UB 9	System does not limit number of miscellaneous charges per customer account (please specify any limits)					
	CUSTOMER ACCOUNT					
UB 10	System tracks customer information for					
UB 11	Multiple types of accounts (electric, water, wastewater, etc)					
UB 12	Multiple properties					
UB 13	History (open / closed account history)					
UB 14	System allows user to search for account by:					

UB	15	Name					
UB	16	Address					
UB	17	Phone number					
UB	18	Email					
UB	19	Meter number					
UB	20	Account Number					
UB	21	System provides check to see if new customer is already in system by identifying					
UB	22	Duplicate data for					
UB	23	Phone Number					
UB	24	Email					
UB	25	Similar data for:					
UB	26	Name					
UB	27	System provides flags or notes on customer records for delinquent payments					
UB	28	System tracks deposit for service					
UB	29	System refunds deposit upon closing account					
UB	30	With interest					
UB	31	Without interest					
UB	32	System supports transfer of service where one account is closed and another opened without loss of data on customer history					
		ACCOUNT INFORMATION					
UB	33	System tracks account for each premise receiving service					

UB	34	Accounts support multiple service types					
UB	35	Accounts linked to customer					
UB	36	System creates parent/child relationship with accounts/customers (landlord/tenant)					
		PREMISE INFORMATION					
UB	37	System tracks history of all accounts at premise					
UB	38	Premise linked to City's GIS for parcel/ property data (City shares GIS with Carver County)					
		METER READ INFORMATION					
UB	39	System interfaces with AMI for electric and water consumption data					
UB	40	System interfaces with AMI to record meter asset information for each premise/ account					
		GENERAL BILLING REQUIREMENTS					
UB	41	System maintains multiple rate tables that can determine charges by:					
UB	42	Type of Service					
UB	43	Type of Customer (residential / industrial)					
UB	44	Consumption					
UB	45	Equipment Rental					
UB	46	Flat fee					
UB	47	Service Charge					
UB	48	System provides for unlimited number of charges per customer or bill					
UB	49	Rate tables can be set to:					
UB	50	Tiered rate tables with consumption charged at marginal rate for each unit of consumption					

UB	51	Consumption charged one rate depending on total usage					
UB	52	Flat fee (service charge)					
UB	53	Tables can accommodate negative rates					
UB	54	Sytsem can apply multiple rates to same unit of consumption					
UB	55	System provides option to consolidate all of the following on one bill					
UB	56	Multiple types of service					
UB	57	Multiple accounts (different premise)					
UB	58	System provide bills					
UB	59	Monthly					
UB	60	Quarterly					
UB	61	System has option to determine who receives bills:					
UB	62	System generates bill to multiple recipients (tenant gets bill, landlord gets notice					
UB	63	Third party recieves bill instead of account owner					
UB	64	System supports generating one time charges for bills (example: pass utility charges for construction on to owner)					
UB	65	System supports electronic billing					
UB	66	Email copy of bill to customer					
UB	67	Customer access bill from online portal					
UB	68	System supports estimated billing (monthly billing with bi-monthly meter read)					
UB	69	System supports multiple billing cycles within each month					
UB	70	System provides option to consolidate some of accounts on single bill while providing separate bills for others					

UB	71	Multiple types of service					
UB	72	Multiple accounts (different premise)					
UB	73	System prints bill with:					
UB	74	Consumption amount					
UB	75	Bar code					
UB	76	Graphical display of usage					
UB	77	Notes / Special Instructions to Customer					
UB	78	System provides capability to print bill from City printer (individual bills on demand)					
UB	79	System supports enrollment in City voluntary plans					
UB	80	Heat Share (additional charge donation to Salvation Army)					
UB	81	Green Power Program (additional charge to support green power)					
UB	82	System provides file for third party bill printer					
UB	83	System generates statement with the following per customer across multiple accounts:					
UB	84	Usage history					
UB	85	Outstanding charges					
UB	86	Penalties / Interest					
UB	87	Collection / Turn off notices					
UB	88	Ability to discount bills based on special conditions					
UB	89	Provides consumption reports prior to generating the billing. Reports would include:					
UB	90	Proof list					

UB	91	Meter change-out					
UB	92	Possible misreads (major exception to past history of consumption)					
UB	93	Unread meters					
UB	94	System applies sales tax to services for:					
UB	95	Electric					
UB	96	Commercial Water					
UB	97	System provides sales tax exemption for:					
UB	98	Amount of sales tax					
UB	99	Percentage of tax (manufacturing industry where water is used in part of product and not taxed)					
		CHASKA.NET					
UB	100	Rate table identifies type (level) of service					
UB	101	System identifies equipment rental and bills based on rate table					
UB	102	Chaska.NET charges in rate table are flat amount by customer type					
UB	103	Residential					
UB	104	Commercial					
UB	105	Small business					
UB	106	City employee					
UB	107	System records types of equipment rented and equipment number for each account					
		WATER					
UB	108	Water billed by consumption using tiered rate struture by:					

UB	109	Type of Customer					
UB	110	Meter size					
		WASTEWATER					
UB	111	Tiered rate structure using water consumption					
UB	112	System supports wastewater meter for industrial users					
UB	113	System supports irrigation meter (reduce wastewater charge by irrigation use)					
UB	114	System caps waste water charge with "summer sewer max" Sewer charges for May-October capped at 105% of November-April billing					
		STORMWATER					
UB	115	Tiered rate structure based on acreage for parcel					
UB	116	Parcel acreage maintained by County GIS					
		COMMUNITY CENTER MEMBERSHIPS					
UB	117	System used to bill community center memberships (monthly flat amount bill)					
UB	118	Rate table based on type of membership (youth, adult, family)					
		ELECTRIC					
UB	119	System supports time of use metering					
UB	120	System supports deduct metering					
UB	121	Sytsem identifies rates by:					
UB	122	Peak/Non-Peak					
UB	123	Seasonal Adjustments					
UB	124	Type of Metering / Type of Use					

UB	125	Type of Customer					
UB	126	System supports customer enrollment in load shedding (discount for voluntary curtailment program compliance)					
UB	127	System supports 2-way (net) metering					
UB	128	System supports 3-phase demand meter calculation					
UB	129	System monitors power factor for each account and applies non-power penalty					
UB	130	System calculates power factor based on meter information					
		ACCOUNT CLOSE					
UB	131	Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation.					
UB	132	Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing/transfer of a customer account.					
UB	133	Permit off-cycle billing for accounts that have been disconnected in order to get final bills to customer's as soon as possible.					
		COLLECTIONS					
UB	134	System automatically applies late penalties to any overdue payments					
UB	135	Sytsem generates reminder notices for late payments					
UB	136	System provides statement with all outstanding payments and late charges					
UB	137	Sytsem supports budget billing where annual estimated charges are identified and bills are equalized across months					
UB	138	System will automatically maintain a reserve account for level billing enrollees.					
		METER INFORMATION					
UB	139	System tracks meter inventory					
UB	140	System tracks meter change-out history					
UB	141	System tracks Chaska equipment					

		SELF SERVICE					
UB	142	System allows customer to request service online					
UB	143	Complete service application					
UB	144	Provide required documents					
UB	145	Provide deposit					
UB	146	System allows customers to provide service request / cancellatin of service online					
UB	147	System allows users access online payment portal to:					
UB	148	View current and past bills					
UB	149	Review consumption information					
UB	150	View payment history					
UB	151	Make payment					
UB	152	System allows customer to make payment thorough:					
UB	153	Credit card					
UB	154	Direct withdrawl from checking account					
UB	155	Customer can set up automatic payments on website through					
UB	156	Credit card					
UB	157	Bank					

Functional Category: Permitting (Optional)		Summary Statistics	78
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	1
			78

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS					
PER 1	System tracks all permit applications, review tasks, inspections, and final decisions for all City permits.					
PER 2	System integrated to accounts receivable and cashing systems for payment tracking and collection					
	LAND MANAGEMENT					
PER 3	System integrates to City GIS system.					
PER 4	System information available for display in GIS system					
PER 5	Allows system to visually represent data and property information on map					
PER 6	System links all permits, code enforcement records, land use changes, etc. to land record					
	APPLICATION					
PER 7	System links any pre-application activity to formal application					
PER 8	System tracks customer information for application					
PER 9	System support application where applicant is different than property owner (example: contractor)					
PER 10	System allows reviewers to record the following on application:					
PER 11	Comments					
PER 12	Conditions to be resolved by applicant					
PER 13	Meetings or communications with the applicant					
PER 14	Result					
PER 15	System stores history of all applications by:					
PER 16	Property					
PER 17	Customer					
PER 18	System used to generate notices of expiring permits to customers					
	FEES					
PER 19	Provide for calculation of standard fees with effective dates using user provided formulas or tables.					
PER 20	Set variable rates by business type or category.					
PER 21	Set rates by occupancy type, construction type, square footage and project categories. Allow tiered rates within those parameters.					
PER 22	Ability to assess multiple fees including plan check fee and all permit types; building, fire, etc.					
PER 23	Allows for funds to be posted for a contractor/realtor and "drawn down" as applications/permits are issued.					
PER 24	Allows for pre-payments on deposit for contractor/realtors.					
PER 25	Allow for waiver of fees in special condition.					
PER 26	System used to collect fees for state					

PER	27	System used to provide reports on pass-through fees for the state					
		INSPECTION					
PER	28	System used to schedule and track inspections including:					
PER	29	Milestone inspection					
PER	30	Partial inspection					
PER	31	Requested inspection					
PER	32	Re-inspection					
PER	33	Final Inspection					
PER	34	System records information related to inspections completed by:					
PER	35	City employees					
PER	36	External contractors					
PER	37	System maintains schedule of inspections for each inspector					
PER	38	System creates inspection list for inspector depending on type of permit/inspection					
PER	39	System used to record result of inspection including:					
PER	40	Inspection fees					
PER	41	Conditions of inspection					
PER	42	Notes/comments					
PER	43	Re-inspection dates					
PER	44	Inspector can create inspection record out in field on tablet or mobile device					
PER	45	System used to attach images or other files related to inspection					
PER	46	System schedules re-inspection for unresolved conditions for inspection failures.					
PER	47	System automatically assigns re-inspection fees based on defined fee schedule					
PER	48	System used to generate notice to customer of inspection result					
		PLAN REVIEW					
PER	49	System stores electronic plans for review					
PER	50	System links to document management system with electronic plans for review					
PER	51	System tracks review checklists including:					
PER	52	Assigns plans to reviewer for review					
PER	53	Tracks multiple reviewers that need to review plans					
PER	54	Schedule and assign Preliminary Plan Review appointments					
PER	55	System allows reviewers to comment / mark up plans					
PER	56	System tracks all history of plan review comments					
PER	57	Allows users to create conditions of approval and tracking actions related to condition resolution					
		FIELD/MOBILE CAPABILITIES					
PER	58	Allow inspectors to access the system using wireless technology. Including acceptance of payments.					

PER	59	Allows for easy access and printing permit information, application information and current inspections for field inspectors.					
PER	60	Have a mobile solution for work out in field so inspectors can generate tickets and record information on the job site.					
PER	61	Print correction notices from the field.					
		SELF SERVICE					
PER	62	The system provides the following on-line capabilities:					
PER	63	Complete and submit applications					
PER	64	Pay fees					
PER	65	View existing applications or permits and comments					
PER	66	View plan review status					
PER	67	Request inspections and view inspection results					
PER	68	Submit code enforcement or zoning complaints					
		LICENSES					
PER	69	System generates license application that identifies all relevant license types (example: liquor license) and fee schedules for new business					
PER	70	System generates renewal notice to business with existing license (all licenses are renewed in December)					
PER	71	Renewal notice provides current information on business license including:					
PER	72	Fee paid					
PER	73	Calculation of fee (for example: square feet of retail space X fee)					
PER	74	Renewal notice identifies any past due amounts and penalties charged					
PER	75	System allows applicant to apply for and have multiple licenses for the same location					
PER	76	System allows applicant to apply for and have multiple licenses for the same business					
		CALCULATING FEES					
PER	77	System stores license fees from City's fee schedule					
PER	78	System automatically calculates correct business license fee from fee schedule					
PER	79	System allows for partial payment of fees for licenses purchased mid-year (pro-rated quarterly)					
PER	80	System allows fee schedules to be changed with effective dating					
		SELF SERVICE					
PER	80	System provides online access for customers to:					
PER	81	View current business license status					
BL	82	Change business contact information					
BL	83	Apply for license					
BL	84	Renew license					
BL	85	Provide payment					
		LICENSES					
BL	86	System used to print business license certification					

Functional Category: Work Order (optional)		Summary Statistics	27
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	1
			27

Reference Number	Functional Requirements	Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS					
WO	1 Work Orders can have unlimited tasks (provide limitations)					
	CREATING A SERVICE REQUEST (WORK REQUEST)					
WO	2 Allow users to directly input a service request into the system.					
WO	3 System provides web interface to public to input service requests					
WO	4 Identifies duplicate service requests for user review.					
WO	5 Routes the service request to the appropriate reviewer based on pre-defined roles.					
WO	6 Allows requester to review the status of the service request and make additional comments.					
WO	7 Notifies requester whether the service request has been rejected or approved and converted into a work order.					
	GENERATING A WORK ORDER					
WO	8 Default information from the service request to the work order.					
WO	9 Override default information that is carried over from service request to work order					
WO	10 Generate a work order from a service request.					
WO	11 Generate a work order without a service request					
WO	12 Template to generate common work orders					
WO	13 Copy old work order to create new work order					
WO	14 Create template from old work order					
WO	15 Generate multiple work orders from one service request.					
WO	16 Consolidate multiple service requests into one work order.					
	TRACKING					
WO	17 Prioritize the work order based on user-defined thresholds and available resources.					
WO	18 Assign the work order to one employee, multiple employees, or groups of employees.					
WO	19 Assign work order to non-employees, or groups of non employees					
WO	20 Work orders can be assigned to/ linked to:					
WO	21 Purchase orders					
WO	22 Projects					
WO	23 Grants					
WO	24 Contracts					
	BILLING					
WO	25 Costs for work order can be billed by:					

WO	26	Actual costs (salary, benefits, supplies, etc.)					
WO	27	Actual plus percentage					
WO	28	Standard rate * hours + cost of supplies (standard rate can include a percentage of actual employee benefits based on hours being billed/total hours worked/paid)					
WO	29	Billing for work order can be completed prior to completion of entire work order					

Functional Category: Inventory		Summary Statistics	22
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
TP	Third-party Software Required to Fully Provide Requirement (Standard Functionality)	TP	0
TP-CU	Customization/Software Enhancements/Modifications to Third Party Product Required	TP-CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	1
			22

Reference Number	Functional Requirements	Software Capability	Module(s)/Sub-module(s) Required to Fulfill Requirements	Software Comments	IMP Scope	Phase
	GENERAL REQUIREMENTS					
INV 1	Accommodate multiple warehouses					
	RECEIPT OF INVENTORY					
INV 2	Inventory can be entered manually or imported from other applications					
INV 3	System can accommodate items with zero dollar value and/or zero quantity					
INV 4	System allocates purchases and stock to the following:					
INV 5	Expense to Chart of Accounts					
INV 6	Warehouses					
INV 7	System allows defective goods that have been received and placed in inventory to be taken out					
INV 8	Track donated items					
	REQUISITION / USE OF INVENTORY					
INV 9	System provides on-line requisition form for items in inventory					
INV 10	System processes partial pick/issue tickets of reserved items while keeping the remaining balance of items on reserve					
INV 11	System generates trip/delivery tickets					
INV 12	System can bundle items into "carts" or "kits" (A cart or kit consists of items which are always ordered together - For example: all supplies needed for an oil change)					
INV 13	System provides an automatic reorder process for all, or selected, stock items including electronic request and approval - (integration with purchasing module)					
INV 14	System tracks item usage					
INV 15	User can define, by item, the variables used in determining reorder points and reorder quantities					
	TRACK INVENTORY					
INV 16	Generate and print labels with bar coding					
INV 17	System allows users to merge multiple inventory items to a new or existing inventory item with an audit trail					
INV 18	System indicates stock on hand for each location					
INV 19	System indicates stock on hand for multiple locations					
INV 20	Identify inventory items as critical spare					
	COST ALLOCATION FOR INVENTORY					
INV 21	System must allow users to specify uniform mark-up or overhead costs for inventory item					
INV 22	System calculates and allocates cost of inventory by:					
INV 23	Average price (calculated value)					
INV 24	FIFO					

Functional Category: Asset Management (optional)		Summary Statistics	21
Available Response Codes		Code	Count
F	Provided with standard functional that is available with configuration options (no custom development)	F	0
CU	Customization/Software Enhancement/Modifications (Any custom development)	CU	0
SR	Provided with Standard Report	SR	0
CR	Custom Report Development Required	CR	0
N	Not Included in this Proposal	N	0
NR	No Response	NR	1
			21

Reference Number		Functional Requirements		Response	Module(s)/Sub-module(s) Required to Fulfill Requirements	Comments	IMP Scope	Phase
		GENERAL REQUIREMENTS						
AM	1	System used to generate work orders and service requests for City:						
AM	2	Assets						
AM	3	Facilities						
AM	4	Equipment/Vehicles						
AM	5	Land/Locations						
AM	6	Infrastructure						
AM	7	Events						
AM	8	System supports parent/child relationships to group all assets in one location						
AM	9	System supports parent/child relationships to associated component units of asset with overall asset (example: air conditioner as part of building)						
		ASSET INFORMATION						
AM	10	System integrates with GIS to store asset location in system						
AM	11	System integrates with GIS to provide system data to GIS system.						
AM	12	System provides the ability to record insurance information for asset						
AM	13	System is able to maintain online maintenance history for assets including:						
AM	14	All work performed internally by City						
AM	15	All work performed externally by contract						
AM	16	Track comments / notes on asset						
AM	17	Changes to asset value / condition / useful life						
AM	18	System maintains warranty/service agreement information for assets						
AM	19	Authorized staff should be able to inquire on maintenance and service information through the entry of a property tag / inventory control number.						
AM	20	System is able to record and track regular/preventive maintenance performed on selected assets.						
AM	21	System generates preventative maintenance work orders						
AM	22	Generate preventative maintenance work orders based on user-defined schedules.						
AM	23	Run times (mileage, hours, etc.)						
AM	24	Calendar (monthly, annually, etc.)						

Schedule 1: Summary
Summary of Total Costs

Cost Categories	TOTAL Proposed Cost	Scope Option #1 (Finance)	Scope Option #2 (Utility Billing)	Optional Items	Explanation/Notes (if necessary)**
Software License Fees (Schedule 2)	\$ -	\$ -	\$ -	\$ -	
Professional Services (Schedules 3):					
Implementation Services (Schedule 3)	\$ -	\$ -	\$ -	\$ -	
Training Services (Schedule 3)	\$ -	\$ -	\$ -	\$ -	
Data Conversion Costs (Schedule 3)	\$ -	\$ -	\$ -	\$ -	
Customizations/Interfaces/Custom Reports (Schedule 3)	\$ -	\$ -	\$ -	\$ -	
Other Costs (Schedule 5)	\$ -	\$ -	\$ -	\$ -	
Total Cost During Project Period	\$ -	\$ -	\$ -	\$ -	
Total 5 Year Maintenance & Support Costs (Schedule 2)	\$ -	\$ -	\$ -	\$ -	
Total 5 Alternative Delivery Costs (Schedule 4)	\$ -	\$ -	\$ -	\$ -	
5 Year Total Cost of Ownership	\$ -	\$ -	\$ -	\$ -	

Assumptions/Additional Comments
Please check all cell formulas!!

Schedule 2: Licensing Fees
Detailed Licensing Fees By Module

Module Name	Functionality/Description	Proposed Cost	Type of License / (# of Licenses)	Year 1 Maintenance and Support	Maintenance and Support (Total of Years 2-5)	Explanation/Notes (if necessary)**
SCOPE OPTION #1 (ERP)						
<i>Please list licensed modules. If modules are licensed as as a group, proposers can list group, however vendors must indicate what functional areas are included in group</i>						
Subtotal of Scope Option #1		\$ -		\$ -	\$ -	
SCOPE OPTION #2 (Utility Billing)						
<i>Please list licensed modules. If modules are licensed as as a group, proposers can list group, however vendors must indicate what functional areas are included in group</i>						
Subtotal of Scope Option #2		\$ -		\$ -	\$ -	
OPTIONAL						
<i>Please list licensed modules. If modules are licensed as as a group, proposers can list group, however vendors must indicate what functional areas are included in group</i>						
Subtotal of Scope Option #3		\$ -		\$ -	\$ -	
Total License Fees		\$ -		\$ -	\$ -	

**Attach additional notes (if needed) to provide full explanation.

Assumptions/Additional Comments

List all other assumptions here.

Please check all cell formulas!!

Schedule 3: Professional Services
Estimated Professional Services By Activity

1. Estimated Vendor Hours and Cost

Functional Area	Implementation Services			Training			Data Conversion			Customizations/ Interfaces / Custom Reports			Total	
	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Rate*	Cost	Hours	Cost
SCOPE OPTION #1 (ERP)														
Project Management			\$ -			\$ -			\$ -			\$ -	0	\$ -
Technical			\$ -			\$ -			\$ -			\$ -	0	\$ -
General Ledger			\$ -			\$ -			\$ -			\$ -	0	\$ -
Projects			\$ -			\$ -			\$ -			\$ -	0	\$ -
Grants			\$ -			\$ -			\$ -			\$ -	0	\$ -
Purchasing			\$ -			\$ -			\$ -			\$ -	0	\$ -
Accounts Payable			\$ -			\$ -			\$ -			\$ -	0	\$ -
Fixed Assets														
Accounts Receivable			\$ -			\$ -			\$ -			\$ -	0	\$ -
Budget			\$ -			\$ -			\$ -			\$ -	0	\$ -
Human Resources			\$ -			\$ -			\$ -			\$ -	0	\$ -
Benefits			\$ -			\$ -			\$ -			\$ -	0	\$ -
Extended HR			\$ -			\$ -			\$ -			\$ -	0	\$ -
Time Entry			\$ -			\$ -			\$ -			\$ -	0	\$ -
Leave			\$ -			\$ -			\$ -			\$ -	0	\$ -
Payroll			\$ -			\$ -			\$ -			\$ -	0	\$ -
Cashiering			\$ -			\$ -			\$ -			\$ -	0	\$ -
Special Assessments			\$ -			\$ -			\$ -			\$ -	0	\$ -
			\$ -			\$ -			\$ -			\$ -	0	\$ -
			\$ -			\$ -			\$ -			\$ -	0	\$ -
			\$ -			\$ -			\$ -			\$ -	0	\$ -
Sum of Scope Option #1	0		\$ -	0		\$ -	0		\$ -	0		\$ -	0	\$ -
SCOPE OPTION #2 (Utility Billing)														
Project Management			\$ -			\$ -			\$ -			\$ -	0	\$ -
Technical			\$ -			\$ -			\$ -			\$ -	0	\$ -
Utility Billing			\$ -			\$ -			\$ -			\$ -	0	\$ -
Cashiering			\$ -			\$ -			\$ -			\$ -	0	\$ -
Special Assessments			\$ -			\$ -			\$ -			\$ -	0	\$ -
Sum of Scope Option #2	0		\$ -	0		\$ -	0		\$ -	0		\$ -	0	\$ -
OPTIONAL														
Project Management			\$ -			\$ -			\$ -			\$ -	0	\$ -
Technical			\$ -			\$ -			\$ -			\$ -	0	\$ -
Permitting			\$ -			\$ -			\$ -			\$ -	0	\$ -
Work Orders			\$ -			\$ -			\$ -			\$ -	0	\$ -
Asset Management			\$ -			\$ -			\$ -			\$ -	0	\$ -
Inventory			\$ -			\$ -			\$ -			\$ -	0	\$ -
			\$ -			\$ -			\$ -			\$ -	0	\$ -
Sum of Optional	0		\$ -	0		\$ -	0		\$ -	0		\$ -	0	\$ -
Total														
	0		\$ -	0		\$ -	0		\$ -	0		\$ -	0	\$ -

Schedule 6: Alternative Delivery Costs

Hosting / Software as a Service Costs

Scope Option #1 (Finance)

Cost Categories	One-time Costs	Ongoing Costs	Total Annual Cost	Explanation/Notes (if necessary)**
Year 1	\$ -	\$ -	\$ -	
Year 2	\$ -	\$ -	\$ -	
Year 3	\$ -	\$ -	\$ -	
Year 4	\$ -	\$ -	\$ -	
Year 5	\$ -	\$ -	\$ -	
Total Cost			\$ -	

****Attach additional notes (if needed) to provide full explanation.**

Scope Option #2 (Utility Billing)

Cost Categories	One-time Costs	Ongoing Costs	Total Annual Cost	Explanation/Notes (if necessary)**
Year 1	\$ -	\$ -	\$ -	
Year 2	\$ -	\$ -	\$ -	
Year 3	\$ -	\$ -	\$ -	
Year 4	\$ -	\$ -	\$ -	
Year 5	\$ -	\$ -	\$ -	
Total Cost			\$ -	

****Attach additional notes (if needed) to provide full explanation.**

<i>Optional</i>

Cost Categories	One-time Costs	Ongoing Costs	Total Annual Cost	Explanation/Notes (if necessary)**
Year 1	\$ -	\$ -	\$ -	
Year 2	\$ -	\$ -	\$ -	
Year 3	\$ -	\$ -	\$ -	
Year 4	\$ -	\$ -	\$ -	
Year 5	\$ -	\$ -	\$ -	
Total Cost			\$ -	

****Attach additional notes (if needed) to provide full explanation.**

Additional Questions				
Are these costs required to use sytsem?		Yes/No		
Describe what is included in this price:		Please explain		

Schedule 6: Other Costs

Description	Cost
Scope Option #1 (Finance)	
Total for Scope Option #1	\$0
Scope Option #2 (Utility Billing)	
Total for Scope Option #2	\$0
OPTIONAL	
Total for OPTIONAL	\$0
Total	\$ -

Assumptions/Additional Comments
--

Please check all cell formulas!!



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: John Sherwin, Chief of Police
MEETING DATE: March 7, 2023
SUBJECT: Faribault Police Department Contract Employment for Non-Profit Organizations, Fundraisers, and Community Events

Discussion:

The Faribault Police Department is seeking policy guidance from the City Council regarding how we staff events and fundraisers that benefit non-profit organizations, such as car cruises, motorcycle rallies, running events, and other community gatherings. Historically, the Police Department has fielded multiple requests, particularly during the summer, for assistance using on-duty (tax payer funded) officers in controlling intersections, temporarily diverting or restricting traffic, and ensuring the safety of participants during authorized events. This has proven to be a challenge as on-duty staffing does not always allow for a suitable number of officers to be present at these events. During parades/rallies this past summer, intersections were left uncontrolled when call volume required a priority response to other areas of the city from on-duty officers.

For larger events, the Department has used our overtime budget to supplement staffing out of necessity. This presents somewhat of a conflict as, by default, budgeted overtime money from the general fund is supporting fundraisers for select non-profit organizations.

The Police Department is seeking a consistent approach and equal treatment in how we respond to such requests. In seeking guidance from the Council, several options are up for consideration:

- Staff events using on-duty officers, despite staffing concerns as outlined above.
- Support the use of general fund call-back overtime to adequately staff events.
- Modify the department's existing "Contract Employment Policy", Policy #211, to include non-profit organizations. Non-profit organizations in need of contracted police services would agree to hire officers at the 2023 contract employment rate of \$75 per hr/per

officer. Essentially, we would charge non-profits for staffing at events that charge a fee or are a fundraiser.

- A blend of the above depending on the nature of the event, request from the organization, and approval of the City Council.

Attachments:

1. 211- Off Duty - Contract and Outside Employment

Faribault Police Department

Policy #: 211	Subject: Off Duty / Contract Employment
Issued by: Chief Daniel Collins	
Personnel: All Personnel	Date Issued: November 23, 2010

Purpose

This policy describes the procedures authorized by the Faribault Police Department to monitor policies relating to off duty employment and requests from outside organizations for department personnel.

Policy

As a primary public safety employer, the Faribault Police Department requires staff to be operating at peak efficiency. The department also retains the right to control contract employment to ensure that it does not conflict with the department standards of conduct or city policy.

Contract Employment

All requests made by organizations, whether public or private, for department personnel to act in their capacity as peace officers for special outside employment, must be made to the Operations Captain. Officers providing contract services must be in Faribault Police uniform (detectives may be in plain clothes with their badge and official identification visible), and must use department equipment. Officers will have complete police powers and will be considered on-duty during the assignment. The contract for special outside employment shall be between the City of Faribault and the requesting organization. There shall be no contracts for services between organizations and individual members of the Department.

A. General Contract Employment Regulations

When considering a request for contract employment, the Operations Captain must ensure a conflict with the public's interest does not exist prior to the assignment of officers. Contract employment requests will not be approved when:

1. A labor dispute is involved;
2. The requestor would, in any way, restrict the officer from performing his or her duties as a peace officer.
3. The officer would be involved in pictures or advertising endorsing commercial products where he or she is identified as a Faribault Police Officer;
4. The request for contract employment would have an adverse impact on the reputation of the department;
5. The request is for security for events where alcohol or alcoholic beverages are being sold or given away;

6. The location is outside the City of Faribault; or
7. The request does not help accomplish the objectives of the department.

B. Requests for Contract Employment

All requests made to the department for contract employment of police officers / reserve officers must be made to the Operations Captain for processing. The Operations Captain will determine the desirability, the nature of the requesting organization, and the conditions under which the work will be performed.

C. Assignment of Personnel

When contract employment opportunities are received, the Operations Captain will notify the appropriate staff. A written notice, indicating the date(s), hours and nature of the assignment, will be posted in the Memo Book, which will be located in the Patrol briefing room. Officers wishing to participate in these opportunities shall sign up on the notice. Assignment of personnel will be made by the Operations Captain and will follow provisions listed in the union contracts.

D. Applicability of Department Policies, Regulations and Procedures

All department policies, regulations and procedure will apply to contract employment as they would if an officer was on regular assigned duty.

E. Responsibility for Compensation

Organizations wishing to use Faribault Police Department personnel – licensed or reserve officers – shall enter in to a contract with the City of Faribault for these services. This contract must be signed by an agent of the organization that can legally enter into contracts on behalf of the organization. The contract must identify the cost of department personnel and equipment. The contract must specify the dates of the services along with the start and end times the personnel will be working on each day.

Off Duty Employment

Personnel may engage in off-duty employment activities within defined guidelines. Where the application of the guidelines is not clear, the more restrictive interpretation will be used. The rules of the department do not apply to an employee who is engaged in self-employment activities such as agriculture or craftsmanship, except to the extent that such activity may affect his or her performance, or are prohibited elsewhere in this policy.

A. General Off-duty Regulations

1. Any officer engaged in off-duty employment must have the written approval of the Chief of Police before starting the work. Officers must complete the “Off-Duty Employment Request” form and submit it to the Chief of Police.
2. Officers while engaged in off-duty employment are subject to the department’s rules of professional conduct.

3. Officers that have had their off-duty employment approved by the Chief of Police shall submit a report to their Captain in January of each year, and at any other time there are any changes in the nature and conditions of the employment. The report must include the average hours worked per week, the type of work completed and the officer's intent wish to continue with the employment. The Captain will review the desirability of permitting the officer's employment to continue. If the Captain determines, for any reason, that it is not in the best interest of the department to permit an officer to continue the off-duty employment, the Captain must notify the officer of this fact. The Captain shall report to the Chief of Police the reasons for this determination. The affected officer will have the opportunity to respond to these concerns. If the Chief of Police determines that the continued off-duty employment is not in the best interest of the police department, the Chief shall order the employee to terminate the off-duty employment.
4. Officers engaged in off-duty employment shall not use any city owned vehicles or equipment.

B. Employment Status

All employees engaged in any kind of off-duty employment are not to be considered employees of the city or its police department. Therefore, the city does not assume worker's compensation liability.

C. Prohibited Off-Duty Work

Employees may not engage in off-duty employment that is generally regarded as incompatible with police work. This would include, but is not limited to, any role in:

1. The dispensing, sale or distribution of alcoholic beverages;
2. The collection of debts or repossession of personal property;
3. The operation of an adult entertainment business;
4. The towing of vehicles;
5. The ownership of an establishment that has a business relationship with the police department or the City of Faribault, except in compliance with conflict of interest requirements.

Other exceptions will be considered by the Chief of Police on a case by case basis.

Faribault Police Department
Off Duty Employment Request

Request for authorization for off duty employment at the following:

Name of Employer: _____

Address: _____

Phone Number: _____

Contact Person: _____

Approximately number of hours per week: _____

Brief summary of duties:

By signing this, I certify that I have read and agree to abide by Faribault Police Department Policy 211.

Signature of requesting party

Date

Approved by Chief of Police

Date approved



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: David Wanberg, Community and Economic Development Director
MEETING DATE: March 7, 2023
SUBJECT: Review Draft City Public Art Policy Update

Discussion:

The City Council approved Resolution 2016-088, Adopting Mural Policy Guidelines, on April 26, 2016. The guidelines responded to a request from the Faribault Mural Society for murals at various locations in the City. The policy addresses murals in a manner that clearly differentiates them from advertising signs.

The policy guidelines focus on murals and do not fully address other types of public art. The City and others encourage public art as a means to beautify and draw people to an area.

The City is seeing increasing interest in all forms of public art in the community. With the increased interest in public art, the City's Development Review Committee (DRC) is recommending an update to the approved guidelines to more clearly address other forms of public art in addition to murals.

Staff requests that the Council provide feedback and direction on the attached draft updated guidelines. Based on the City Council direction, staff will prepare a new resolution to adopt the updated guidelines at an upcoming Council meeting.

Attachments:

1. Res. 2016-088 Establishing Mural Policy Guidelines
2. Staff Memo Outlining Updates
3. Draft Update - Mural / Public Art Policy Guidelines

CITY OF FARIBAULT

RESOLUTION 2016-088

**ADOPTING THE CITY OF FARIBAULT
MURAL POLICY GUIDELINES**

WHEREAS, the City Council of the City of Faribault (City Council) supports public art as a means to bolster tourism and thereby support the City's economy, and

WHEREAS, the City Council finds that public art murals build community pride by preserving and honoring the unique history of the community in art, and

WHEREAS, the City Council finds that public art can add value, beauty and visual interest by using community oriented themes, further increasing community pride, and

WHEREAS, the City Council finds that it is appropriate to establish mural policy guidelines including approval criteria and an approval process for public art murals in the City to ensure that the murals being installed contributes to the City's visual character, enhances the area in which it is located.

NOW, THEREFORE BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF FARIBAULT, MINNESOTA AS FOLLOWS:

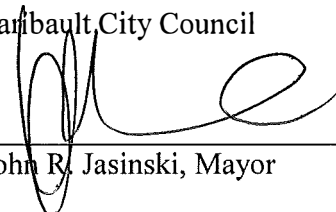
Section 1. Incorporation of Recitals and Exhibits. The recitals set forth in this Resolution and the Exhibits attached hereto are incorporated into and made a part of this Resolution.

Section 2. Approval of the Mural Policy Guidelines. The Faribault Mural Policy Guidelines (attached as Exhibit A) are hereby approved.

Section 3: This resolution shall become effective immediately upon its passage and without publication.

Date Adopted: April 26, 2016

Faribault City Council



John R. Jasinski, Mayor

ATTEST:



Brian J. Anderson, City Administrator

Faribault Mural Policy Guidelines

Purpose:

The intent of this administrative policy is to provide guidelines for approval of public art in the City of Faribault and to ensure that the public art being installed contributes to the City's visual character, enhances the area in which it is proposed to be located and creates a unique sense of place.

Definitions:

Mural. A large scaled painting or artwork applied to and made integral with the surface of an exterior or interior wall or other large permanent surface, which depicts a scene or event of natural, social, cultural, or historical significance.

Public Art. Any visual works of art including but not limited to, murals, sculptures, monuments, fountains, paintings, frescoes, stained glass or ceramics, which are located on public or private property and open to the view of the public at no charge. Public art does not include that which contains characteristics of an advertising sign, or identify or draw attention to an existing, business, industry, club, organization, or profession. Any private sculpture as a visual work of art (not open to the view of the public) may be defined and regulated as an accessory structure.

Policy:

A. Applicability

A permit must be obtained from the City to install, erect, construct, enlarge, relocate, or structurally modify public art or cause the same to be done in the City of Faribault, based on the following guidelines and standards.

1. **Guidelines.** The mural application will be reviewed to ensure that it is consistent with the intent of this policy and meets the following guidelines.
 - To employ public art as a means to bolster tourism and thereby the economy of Faribault and the Faribault Area
 - To build community pride by preserving and honoring the unique history of our community in art
 - To employ public art to add value, beauty and visual interest using community oriented themes further increasing community pride
2. **Standards.** The public art mural application will be reviewed to ensure that it meets the following standards for approval.
 - a. **Private visual works of art.** Any visual work of art not defined as Public Art may be regulated as sign or an accessory structure pursuant to requirements of the Unified Development Ordinance.
 - b. **Murals.**
 - (1) **Intent.** The intent of this Paragraph is to regulate the location, design, and maintenance of murals in the City of Faribault
 - (2) **Application and permits.** Due to the large size of murals and the importance that murals have on the overall image of the community, no mural shall be painted or affixed to a building until the building owner has first received a permit for the proposed mural from the City. A mural, if proposed to be located on a structure designated as historic, will require the approval of Heritage

Preservation Commission and issuance a certificate of appropriateness pursuant to City of Faribault Ordinances and Heritage Preservation District Guidelines where applicable.

- (3) **Design, installation, and maintenance standards.** All murals shall comply with the following standards:
- a) Prior to painting or affixing a mural to the building, the surface of the building must be fully repaired and/or deemed suitable for the proposed mural. The City Building Inspector or other Authorized Agent shall check the surface of the structure for general suitability. However, the City and/or its Designated Authorized Agents shall not be responsible for any potential future failures associated with the structure or the mural.
 - b) A sealer shall be applied to the surface of the mural to extend the life of the mural and to make it easier to clean and maintain.
 - c) The placement or erection of ladders, scaffolding, lifts, or other construction equipment as part of the mural project must be done in compliance with all applicable codes and regulations.
 - d) Work performed within, or that which may pose a hazard to, the public right- of-way shall be approved through a Right-of-Way Permit by the Public Works Director or Designated Authorized Agent to ensure adequate measures are taken to protect pedestrians, the public infrastructure, and to address parking impacts.
 - e) Murals shall meet all applicable standards pursuant to these guidelines and all other applicable standards identified with the approval or permit.
 - f) The property owner shall be responsible for ongoing maintenance and cleaning of the mural. The property owner may contract with the mural artist, or others for basic maintenance.

B. Review Process

1. **Optional pre-application meeting.** The applicant or their designated agent, requiring a public art permit may request a pre-application meeting with the City Planner or Designated Authorized Agent to review the proposed work and clarify the requirements for obtaining a public art permit.
2. **Initiation.** Initiation of a public art permit may be made upon application of the property owner or their designated agent.
3. **Application submittal.** A complete application shall be submitted to the City Planner or Designated Authorized Agent and shall contain the following information:
 - a. The name, address, and telephone number of the public art owner, the property owner where the public art is or shall be located, and the artist or contractor of the proposed public art.
 - b. Clear and legible scale drawings showing the construction, size, dimensions, materials to be used, and the location of the proposed public art and any existing public art on the parcel.
 - c. Calculations or evidence showing that the structure and design comply with the provisions of these Guidelines.
 - d. A Historic Preservation Certificate of Appropriateness, if required.
 - e. Such other information as the City Planner or Designated Authorized Agent may

require showing full compliance with the provisions of the City Ordinances as may be applicable.

- f. Signature of the applicant.
- g. Payment of all required fees.

4. Application review. The City Planner or Designated Authorized Agent shall complete the following tasks:

- a. Determine if the application is complete pursuant to these guidelines.
- b. Review the application, considering the criteria for approval, and submit the application to the Development Review Committee (DRC) for their review and comment.
- c. The Development Review Committee (DRC) shall provide review comments to the applicant and, forward the application to the City Council to take action to approve, approve with conditions, or deny the request for public art permit.

C. Approval Criteria. The mural application will be reviewed to ensure that it is consistent with these guidelines and intent of the City's mural policy and meets the following:

- 1. To employ public art as a means to bolster tourism and thereby the economy of Faribault and the Faribault Area
- 2. To build community pride by preserving and honoring the unique history of our community in art
- 3. To employ public art to add value, beauty and visual interest using community oriented themes further increasing community pride
- 4. A Public Art Mural must meet the definitions in these guidelines
- 5. Approval of a public art permit shall not be granted for murals which contain characteristics of an advertising sign that identifies or promotes or draws attention to an existing, business, industry, club, organization, or profession.

D. Approval and Permit Issuance. The City Planner or Designated Authorized Agent shall issue a public art permit when the permit application is properly made, all appropriate fees have been paid, approval has been granted by the City Council and the public art application complies with the applicable provisions of these policy guidelines.



Memorandum

TO: Dave Wanberg, C&ED Director
FROM: Peter Waldock, Planning & Zoning Coordinator
MEETING DATE: March 7, 2023
SUBJECT: Draft Public Art Policy Update

Discussion:

The key aspects of the proposed update to the mural guidelines are outlined below.

- Add "Public Art" to the title.
- Revise the definition of Public Art to more clearly address public art on private property to clarify that regulation as an accessory structure will be at the determination of the DRC.
- The current guidelines only lists standards for murals, not for other types of public art. The update provides standards intended for public art other than murals.
- A provision for Temporary Art is added.
- The review and approval process remains the same in the update.

Attachments:

- **Draft Public Art/ Mural Policy Guidelines.**

Faribault Mural/Public Art Policy Guidelines

Purpose:

The intent of this administrative policy is to provide guidelines for approval of public art in the City of Faribault and to ensure that public art contributes to the City's visual character, enhances the area in which it is proposed to be located and creates a unique sense of place.

Definitions:

Mural. A large scaled painting or artwork applied to and made integral with the surface of an exterior or interior wall or other large permanent surface, which depicts a scene or event of natural, social, cultural, or historical significance.

Public Art. Any works of visual art including but not limited to, murals, sculptures, monuments, fountains, paintings, frescoes, stained glass or ceramics, which are located on public or private property and open to the view of the public at no charge. Public art does not include that which contains characteristics of an advertising sign, or identify or draw attention to an existing, business, industry, club, organization, or profession. Any public art display, or visual work of art on private property may be regulated as an accessory structure if the Development Review Committee determines that, due to its bulk, height or proximity to property lines, it is in the public interest to require setbacks, height and bulk limits.

Policy:

A. Applicability

A permit must be obtained from the City to install, erect, construct, enlarge, relocate, or structurally modify public art or cause the same to be done in the City of Faribault, based on the following guidelines and standards.

1. **Guidelines.** The mural/public art application will be reviewed to ensure that it is consistent with the intent of this policy and meets the following guidelines.
 - To employ public art as a means to bolster tourism and thereby the economy of Faribault and the Faribault Area
 - To build community pride by preserving and honoring the unique history of our community in art
 - To employ public art to add value, beauty and visual interest using community oriented themes further increasing community pride
2. **Standards.** The public art mural/public art application will be reviewed to ensure that it meets the following standards for approval.
 - a. **Private visual works of art.** Any visual work of art not defined as Public Art may be regulated as sign or an accessory structure pursuant to requirements of the Unified Development Ordinance.
 - b. **Murals.**
 - (1) **Intent.** The intent of this Paragraph is to regulate the location, design, and maintenance of murals in the City of Faribault
 - (2) **Application and permits.** Due to the large size of murals and the importance that murals have on the overall image of the community, no mural shall be painted or affixed to a building until the building owner has first received a permit for the proposed mural from the City. A mural, if proposed to be located on a structure designated as historic, will require the approval of Heritage

Preservation Commission and issuance a certificate of appropriateness pursuant to City of Faribault Ordinances and Heritage Preservation District Guidelines where applicable.

- (3) **Design, installation, and maintenance standards.** All murals shall comply with the following standards:
- a) Prior to painting or affixing a mural to the building, the surface of the building must be fully repaired and/or deemed suitable for the proposed mural. The City Building Inspector or other Authorized Agent shall check the surface of the structure for general suitability. However, the City and/or its Designated Authorized Agents shall not be responsible for any potential future failures associated with the structure or the mural.
 - b) A sealer shall be applied to the surface of the mural to extend the life of the mural and to make it easier to clean and maintain.
 - c) The placement or erection of ladders, scaffolding, lifts, or other construction equipment as part of the mural project must be done in compliance with all applicable codes and regulations.
 - d) Work performed within, or that which may pose a hazard to, the public right-of-way shall be approved through a Right-of-Way Permit by the Public Works Director or Designated Authorized Agent to ensure adequate measures are taken to protect pedestrians, the public infrastructure, and to address parking impacts.
 - e) Murals shall meet all applicable standards pursuant to these guidelines and all other applicable standards identified with the approval or permit.
 - f) The property owner shall be responsible for ongoing maintenance and cleaning of the mural. The property owner may contract with the mural artist, or others for basic maintenance.

c. Public Art.

- (1) **Intent.** The intent of this Paragraph is to regulate the location, design, and maintenance of Public Art, other than murals in the City of Faribault
- (2) **Application and permits.** Due to the impression that Public Art may have on the overall image of the community, no public art medium shall be affixed to a building or placed on any City Property, or on other public or private property in prominent view of a public street, until the property owner has first received a permit for the proposed public art display from the City. Public Art, if proposed to be located on a structure within the Heritage Preservation District, will require approval of a certificate of appropriateness pursuant to City of Faribault Ordinances and Heritage Preservation District Guidelines where applicable.
- (3) **Temporary art.** Temporary public art installations (intended to be displayed less than one year), shall be exempt from this requirement with approval of the Development Review Committee.
- (4) **Design, installation, and maintenance standards.** All public art displays shall comply with the following standards:
 - a) The City Planner or other Authorized Prior Agent shall check the site for general suitability. However, the City and/or its Designated Authorized Agents shall not be responsible for any potential future failures associated with the public art display.

- b) The placement or erection of ladders, scaffolding, lifts, or other construction equipment used for installation of the public art display must be done in compliance with all applicable codes and regulations.
- c) Work performed within, or that which may pose a hazard to, the public right-of-way shall be approved through a Right-of-Way Permit by the Public Works Director or Designated Authorized Agent to ensure adequate measures are taken to protect pedestrians, the public infrastructure, and to address parking impacts.
- d) Public art displays shall meet all applicable standards pursuant to these guidelines and all other applicable standards identified with the approval or permit.
- e) The property owner shall be responsible for ongoing maintenance and cleaning of the public art display as needed to maintain the object in structurally safe condition free from graffiti or damage by normal wear and tear or vandalism.

B. Review Process

1. **Optional pre-application meeting.** The applicant or their designated agent, requiring a public art permit may request a pre-application meeting with the City Planner or Designated Authorized Agent to review the proposed work and clarify the requirements for obtaining a public art permit.
2. **Initiation.** Initiation of a public art permit may be made upon application of the property owner or their designated agent.
3. **Application submittal.** A complete application shall be submitted to the City Planner or Designated Authorized Agent and shall contain the following information:
 - a. The name, address, and telephone number of the public art owner, the property owner where the public art is or shall be located, and the artist or contractor of the proposed public art.
 - b. Clear and legible scale drawings/depictions showing the construction, size, dimensions, materials to be used, and the location of the proposed public art and any existing public art on the parcel.
 - c. Calculations or evidence showing that the structure and design comply with the provisions of these Guidelines.
 - d. A Historic Preservation Certificate of Appropriateness, if required.
 - e. Such other information as the City Planner or Designated Authorized Agent may require showing full compliance with the provisions of the City Ordinances as may be applicable.
 - f. Signature of the applicant.
 - g. Payment of all required fees.
4. **Application review.** The City Planner or Designated Authorized Agent shall complete the following tasks:
 - a. Determine if the application is complete pursuant to these guidelines.
 - b. Review the application, considering the criteria for approval, and submit the application to the Development Review Committee (DRC) for their review and comment.

- c. The Development Review Committee (DRC) shall provide review comments to the applicant and, forward the application to the City Council to take action to approve, approve with conditions, or deny the request for public art permit.

C. Approval Criteria. The mural/public art application will be reviewed to ensure that it is consistent with these guidelines and intent of the City's mural/public art policy and meets the following:

1. To employ public art as a means to bolster tourism and thereby the economy of Faribault and the Faribault Area
2. To build community pride by preserving and honoring the unique history of our community in art
3. To employ public art to add value, beauty and visual interest using community oriented themes further increasing community pride
4. A Public Art Mural must meet the definitions in these guidelines
5. Approval of a public art permit shall not be granted for murals which contain characteristics of an advertising sign that identifies or promotes or draws attention to an existing, business, industry, club, organization, or profession.

D. Approval and Permit Issuance. The City Planner or Designated Authorized Agent shall issue a public art permit when the permit application is properly made, all appropriate fees have been paid, approval has been granted by the City Council and the public art application complies with the applicable provisions of these policy guidelines.



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murrar, City Administrator
FROM: David Wanberg, Community and Economic Development Director
MEETING DATE: March 7, 2023
SUBJECT: Review Public Art Proposal by the Paradise Center for the Arts

Discussion:

The Paradise Center for the Arts (PCA) is requesting City approval of two public art applications. The DRC reviewed the applications and asked the PCA to make clarifications. Staff requests that the Council review and provide feedback on the applications. Staff intends to bring forward a resolution for action at the March 14 City Council meeting. Refer to the attached memo and applications for additional information.

Attachments:

1. Staff Memo PCA Public Art Proposal
2. Project Summary Details from PCA



Memorandum

TO: Dave Wanberg, C&ED Director
FROM: Peter Waldock, Planning & Zoning Coordinator
MEETING DATE: March 7, 2023
SUBJECT: Public Art Applications by Paradise Center for the Arts – Crosswalk Murals and Mosaic Art Tiles Proposal

Discussion:

At their April 21, 2022 meeting, the EDA approved \$10,000 for placemaking activities in the downtown. Placemaking activities are meant to activate space and encourage community participation as well as provide beautification to the area where the placemaking occurs.

The EDA agreed to provide the funds to the Paradise Center for the Arts (PCA) to facilitate placemaking workshops and information sessions, solicit placemaking applications and ultimately, approve the projects to be funded. The PCA has selected two projects to begin with, and has enough EDA grant funds for one or two additional applications to follow these initial proposals.

Crosswalk Art. This first of the two applications, is a proposal for painted crosswalk murals on Central Avenue at the 3rd Street intersection.

The mural artist that PCA has selected for this project is Jordyn Brennan. She is the artist that painted the LOVE mural along the City parking lot at 3rd Street and 1st Avenue.

The murals proposed for the crosswalk art are abstract and do not depict scenery, or persons or historic themes. They are intended to add color and beauty to the streetscape and the EDA hopes these placemaking projects will be an attraction that brings people downtown adding commerce. This is proposed as a pilot project, that if successful could lead to more applications in the future.



The site will be painted with primer and the murals will be painted with latex type mural paint and covered with a non-slip sealer. The artist plans to draw out the mural on the street in a paint by number format. She will coordinate a paint party for community members to participate in painting the mural. She estimates it will take 2-4 days to paint with community member involvement.

A right of way permit with PCA will be necessary to authorize the use of City right of way in this case. The Public Works Department will be asked to power wash the site the day before painting begins and barricade the work zone. Traffic and pedestrians will not be able to drive or walk on the newly painted surface until its dried.

The Public Works Director does not recommend closing Central Avenue while the crosswalks are being painted. The applicants should plan to do one lane at a time to avoid closing the street completely while its being painted. He also suggests the number of painters working in the street be limited.

The proposal does not include ongoing maintenance and there will be wear from traffic and pedestrian use. The City will determine when to remove the mural or commission another mural to replace it. The Public Works Department will be responsible for power washing the site to remove the paint when necessary.

Mosaic Art Tiles. The second public art application is proposal for mosaic art tiles, mounted on the side wall of two buildings downtown. The PCA has received approval from the owners of 301 Central Ave and 329 Central Avenue for the project. The PCA has selected Tami Resler of Faribault as the artist for this project.

The mosaic tiles are designed with the artist's interpretation of the history of the buildings and life in the community back in the day. An artist rendering not representing a specific historic person, time or event.

Each of the mosaics will include 5-panels each two feet by two feet in size (about 2' X 10' overall). The mounting details include flashing and wooden frames screwed into the mortar joints (not into the face brick) to avoid damage to the walls. The tiles and mounting brackets can be removed as needed by the building owners.



Examples showing two of the mosaic tiles for the project.

The art tiles will belong to the building owner and the artist will have the right of first refusal if they are removed. The building owners are responsible for maintenance. The artist plans to maintain them during grant period as part of the Placemaker grant. After the grant period the owner's will be responsible for the cost of maintenance or removal of the art and its framing structure.

The City Staff is seeking feedback and direction from the City Council regarding these applications.

Attachments:

- **Project Summary Provided by the PCA**

Project Summary

Public Art Permit Requests – Paradise Center for the Arts & City of Faribault EDA Placemaking Public Art

Project 1:

Artist Name: Jordyn Brennan

Title of Project: Creative Matters

Location of the project: Central Avenue north and south crosswalks, at intersection 3rd Street NW and 3rd Street NE

Estimated Completion: April 23, 2023. April 28 5pm-6pm reception.

Project 2:

Artist Name: Tami Resler

Title of Project: Historical Tile Temporary Installation

Location of the project: 3rd Street side of the 301 Central Avenue Building, and the 4th Street side of the 329 Central Avenue Building.

Estimated Completion: End of March 2023. Reception date TBD.

Julie Fakler Visual Arts & Education Director

Paradise Center for the Arts

321 Central Avenue N. Faribault MN 55021

info@paradisecenterforthearts.org

507-332-7372 ext. 4



Project Name: Creative Matters**Short Project Description:**

Bright and vibrant colors will extend the length of two crosswalks on the intersection of Central Avenue and 3rd St. NW/3rd Street NE with abstract images (see examples).

Creating these murals will be a reminder of, and celebration for all the joy and happiness that comes when we tap into our creative side. Having this mural in the downtown area, near Paradise Center for the Arts, will let visitors know that this community values creativity, artistry, and imagination.

Lead Artist Contact Info:

Jordyn Brennan

[REDACTED]

Hortonville, WI 54944

[REDACTED]

[REDACTED]

www.jordynbrennan.com

Bio:

Jordyn Brennan is a visual artist living in Minneapolis, Minnesota. Jordyn received her MFA from the Minneapolis College of Art and Design. Jordyn's work investigates themes of care and connection through drawings, paintings, and murals. She is especially interested in how care, exhibited in a variety of forms, both strengthens our relationships and extends our lifespan and quality of living. Additionally, Jordyn collaborates with businesses and cities across the United States to create site specific murals. Along with her visual practice, Jordyn is an adjunct faculty at Upper Iowa University. Jordyn is also the Co-Founder of the Rural Experience Collective, which exists to share stories and experiences of creatives with past and/or current rural ties.

Location: Central Avenue, north and south crosswalks at 3rd Street NW and 3rd Street NE.



Project Description:

Creativity is an essential part of our overall health and wellness. As a mural artist I often hear people say, "wow you are so creative, I could never do that!" or "I don't have a creative bone in their body!" But creativity is so much more than the ability to draw or paint. It's music, it's dance, cooking, singing, writing, gardening, poetry, acting, building, sewing and the list goes on and on.

Creating this mural will be a reminder of, and celebration for all the joy and happiness that comes when we tap into our creative side. Having this mural be in the downtown area, near Paradise Center for the Arts, will let visitors know that this community values creativity, artistry, and imagination.

This mural is estimated to take between 2-4 days. To start, I will draw the mural design out in a paint-by-number format. Then I will coordinate a paint party which would be a day for community members to participate in painting the mural. Colors will be premixed and community members will simply fill in the color to the corresponding paint number. Community members need no prior experience to participate and be a part of this project. This will be a great way for people to get involved and feel like they contributed to beautifying their community. Following this event I will make the necessary touch-ups and finish the mural. This paint party will be open to all ages. I would like to coordinate with Paradise Center for the Arts and the Faribault Area Chamber of Commerce and Tourism to promote this community project as much as possible. I am also open to scheduling this event on the same day as other placemaking events to gain more traction.

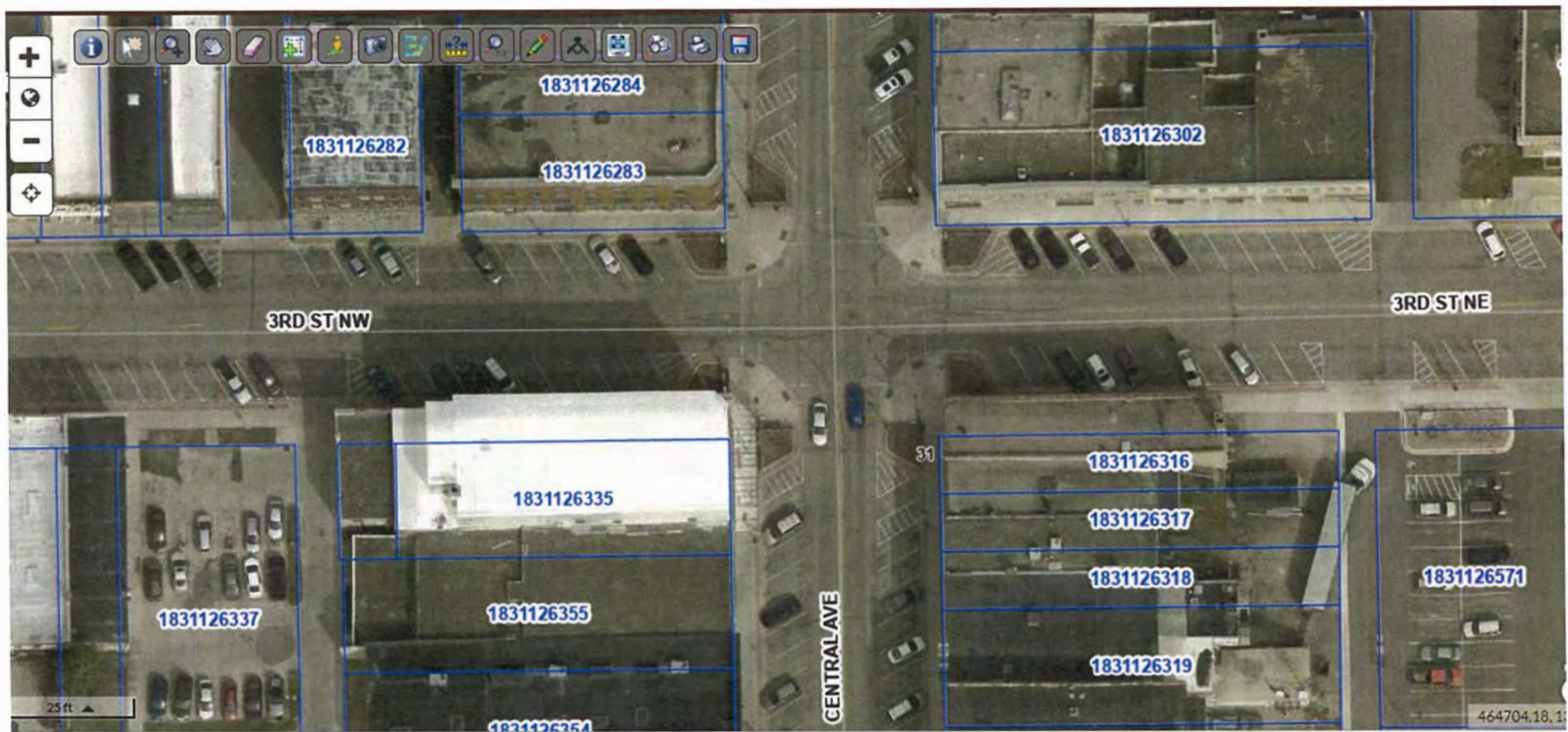
CONSTRUCTION PLAN:

Materials:

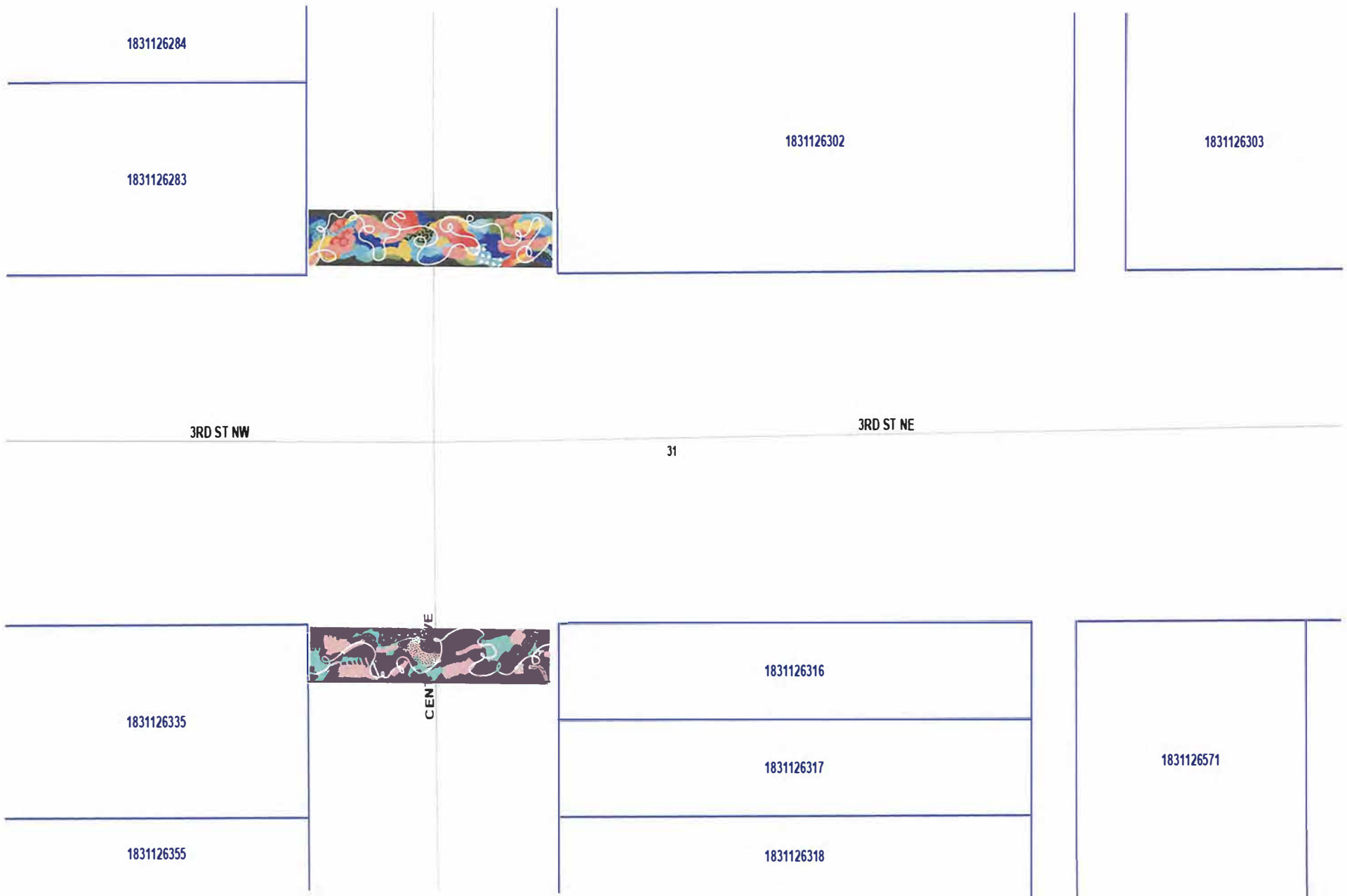
- Cones/signs to block off traffic
- Primer
- Mural Paint
- Brushes
- Cleaning up materials: water, rags, paper towel

Process:

- 1.) Prime Sidewalk
- 2.) Sketch out design
- 3.) Paint Mural
 - This is the part where community can drop by and help
- 4.) Artists adds final touches where necessary



Intersection for Jordyn Brennan's placemaking artwork







Historical Tile Temporary Installation (Placemaker Faribault 2022)

This project consists of carved tiles that will illustrate historical scenes from Faribault.

Lead Artist: Tami Resler

██████, Faribault, MN 55021

██████

████████████████████

www.facebook.com/tamireslerpottery

ABOUT THE ARTIST

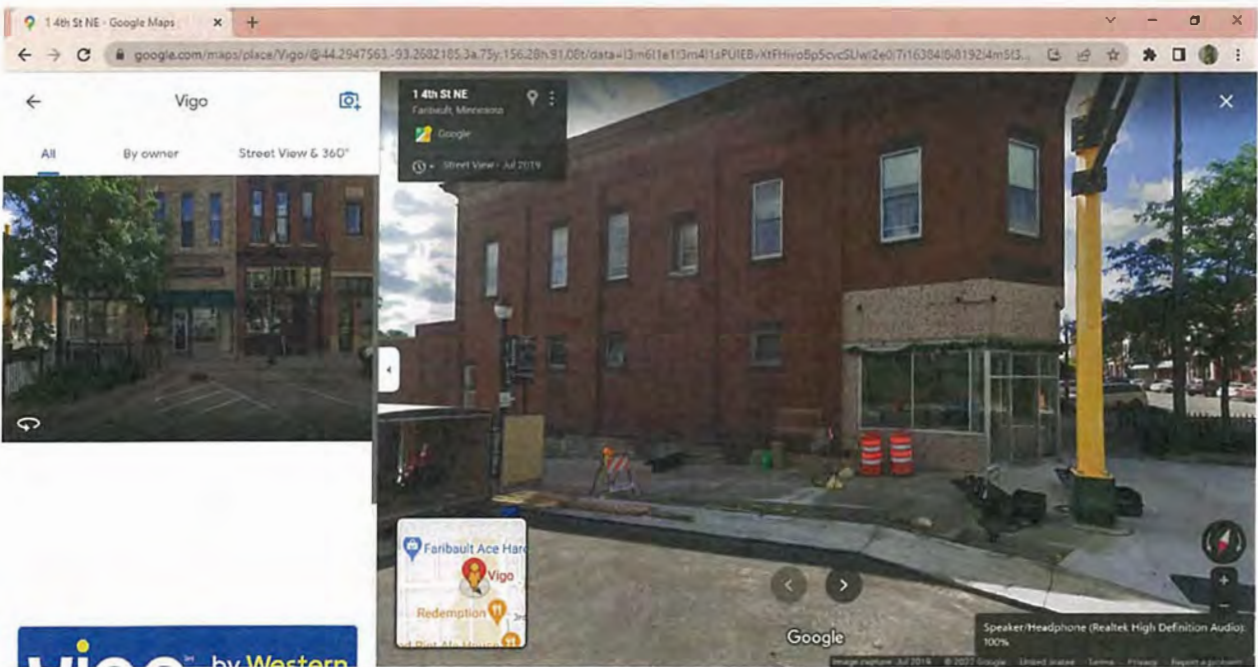
I have been doing pottery and sculpture professionally since 1995, including exterior and interior tile designs, creation and installation. I specialize in carving and texture on clay, techniques which lend themselves to vivid illustrations and stories and themes.

I came to Faribault in 2006 as the Executive Director of the Paradise, and since leaving have taken on chairing the South Central Minnesota Studio ARTour, assisting with the first Straight River Art Festival, as well as participating in multiple other community art projects. I also make and sell sculptures and pottery here in Faribault as well as Waseca, Red Wing, Minneapolis and beyond.

LOCATION

The locations of the installations will be on 4th Street side of the 301 Central Avenue building (corner) and the 3rd street side of the 329 Central Avenue building. The owner of both buildings, Faribault Industrial Corporation, is being represented by Nort Johnson, the President of the Faribault Chamber of Commerce.

301 Central



329 Central



PROJECT DESCRIPTION

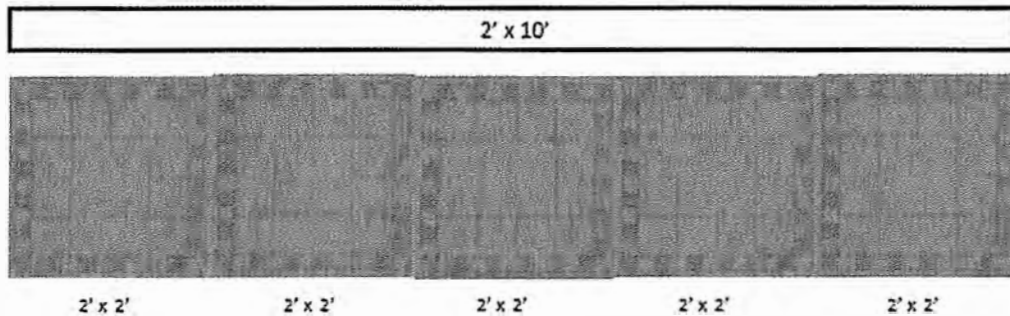
The project is comprised of two 2' high and 10' wide tile installations that will represent the history of the buildings as well as the beauty of Faribault. Tiles will be carved and glazed with scenes and vignettes. The nature of the design will allow for adjustment of the width and the height to fit the available space.

Each of the two locations is 5 panels; each 2' x 2' panel to be installed as a temporary structure onto the building in a way that will not damage the building. The tile panels will be applied with weather-resistant mortar and grout onto cement board that can then be adhered in a non-permanent way to wooden panels that are attached with anchors to the building.

Because these buildings will be going through phased remodels, the application of a temporary tile installation can provide a unique and historically interesting feature on a building that will later have an exterior make-over. Then tiles could potentially be incorporated into the final renovation, an eventuality that the FIC has an interest in. (See attached agreement with FIC, which is currently being reviewed by FIC committee.)

PROJECT DESCRIPTION

The image below shows the layout the installation. The center square of each panel is 10"x10", surrounded by multiple 5" square tiles, which are then bordered by multiple 2" tiles. The center squares will be themed to illustrate the use of the building upon which they are applied. Themes will include: Dry Goods, Billiards and Cigars, Soda Shop, Clothing shop, Jewelry store, and others. The 5" tiles surrounding them will include smaller vignettes of Faribault native flora and fauna, industrial equipment and other small scenes of interest to the community and applicable to the theme of "Faribault."



Full installation includes five panels = Five 10" x 10" carved tiles, Sixty 5" x 5" tiles (20 of which are carved, 40 field tiles), 340 field tiles: 2" x 2"

The overarching theme of this project is to tell the viewer a story of the community they are in through images on clay. It will answer questions about the history of the building and tell the story of the people who stood where the viewer stands. It will also stir an interest in the rich and storied history of the town. Working with Sue Garwood at the Rice County Historical Society I will use historical details about downtown buildings to create tiles that are not only beautiful and interesting, but illustrate the history of Faribault and the buildings it is comprised of.

Upon approval of the proposed project, I will start making field tiles first (the blank tiles), and then the carved tiles which showing generic scenes or vignettes of Faribault-specific themes. Those tiles will be finished by August 1, by which time I will have the location chosen and can start to carve the final five large center tiles for the installation. Those tiles are specific to the history of the building onto which they will be applied. Those tiles will be finished by September 15.

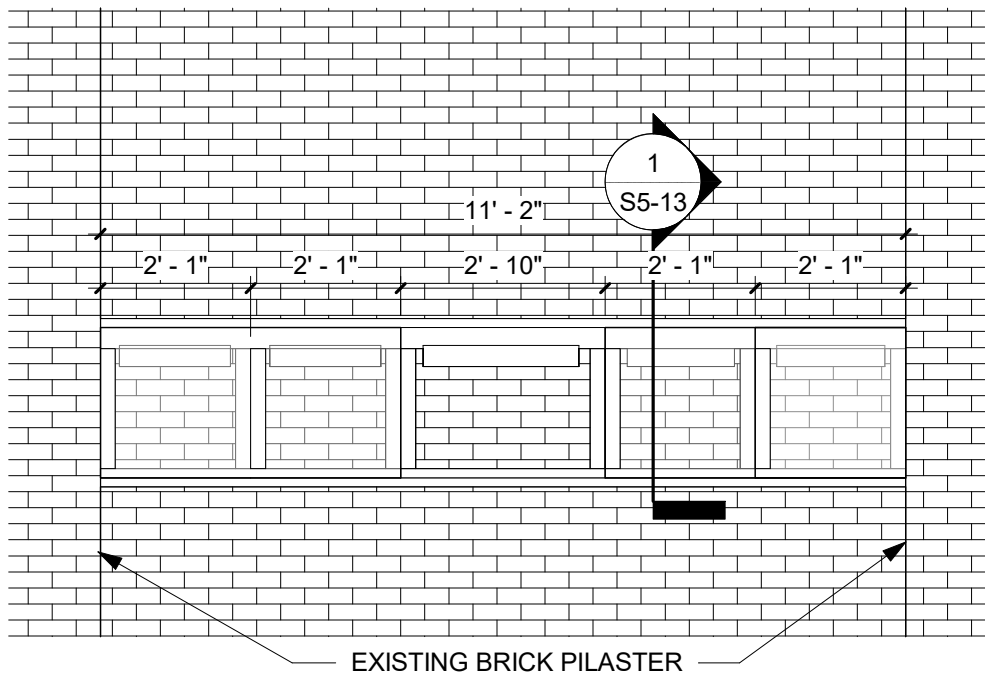
The tiles will be installed on the panels by the end of September at which point they can be applied to the prepared building site.

The audience of this endeavor is not only tourists and visitors, but the residents of Faribault who live, work and visit downtown Faribault. The artwork is intended to create a relationship between the physical structures that we are surrounded by and the people who have lived there and live their now. I'm excited to promote the Placemaking project through my own Facebook page: TamiReslerPottery, on my personal Facebook page, through my ongoing relationship with the Paradise and their network of supporters, and through my contacts at the radio and newspapers.



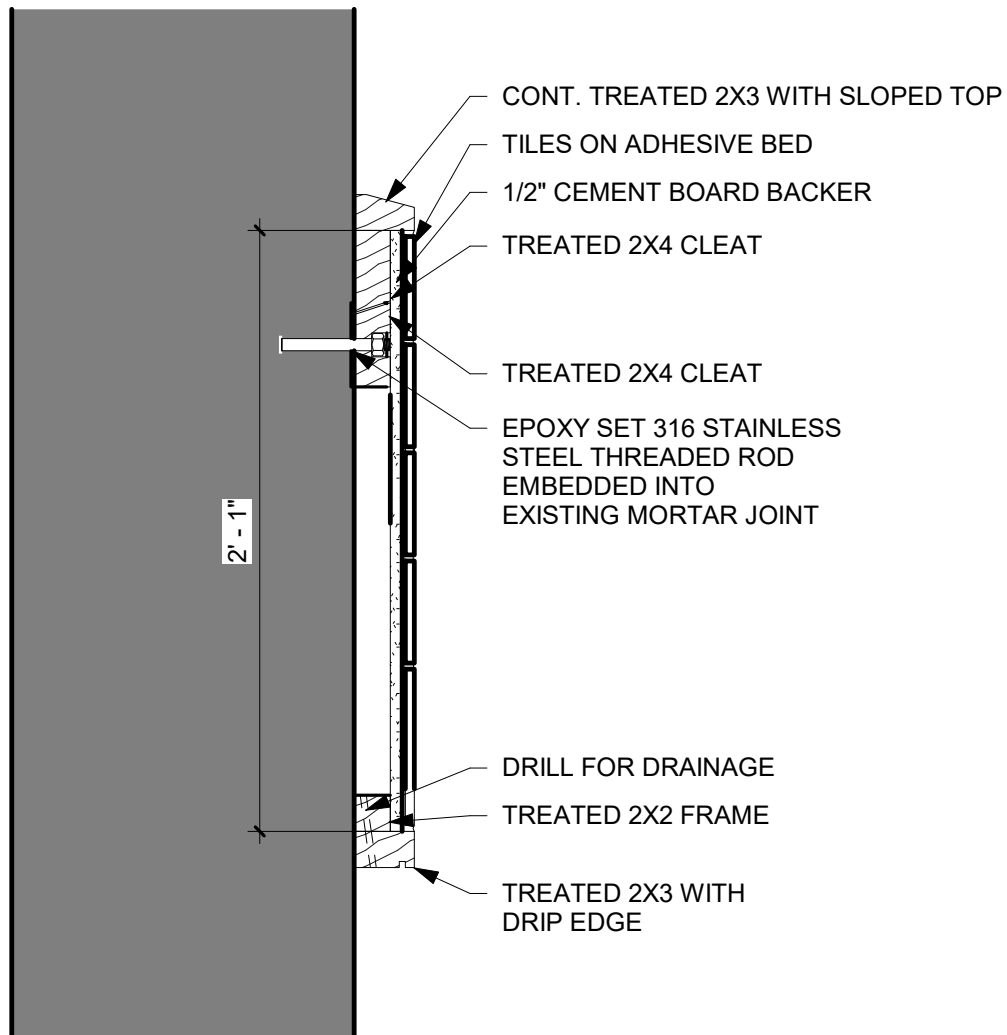






2 NORTH ELEVATION

$\frac{3}{8}" = 1'-0"$



1 DETAIL AT MOSAIC FRAME

$1 \frac{1}{2}" = 1'-0"$

**Memorandum from
the desk of
Nort Johnson**

Faribault Area
CHAMBER OF COMMERCE
and Tourism

Memo: T. Resler Art Installation
To; Placemaking Grant Review Committee

7/11/22

Dear Review Committee,,

Please accept this letter as part of Tami Resler's application for a placemaking grant.

Tami requested a provide a letter stating again that I am willing to work with her to find a location for the temporary art installation. This is my confirmation of that pledge.

Our team has access to a number of suitable locations and are supportive of this project as it is outlined. We commit to working to find the best fit for placement.

Thank you for your support of Downtown Faribault. Our Historic District is truly an asset that we will continue to redevelop and support.

Thanks so much,



Nort Johnson

Cc; File, Tami Tesler

Thanks Tami!



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Environmental Commission
Tim Murray, City Administrator
FROM: David Wanberg, Community and Economic
Development Director
MEETING DATE: March 7, 2023
SUBJECT: Review and Provide Direction on Environmental
Commission Initiatives and Recommendations

Discussion:

The Environmental Commission is working on several environmental initiatives in 2023. Staff will update the Council on the key initiatives, and request that the Council provide feedback and direction on the specific initiatives outlined in the following items.

City Participation in the Wayland National Mayor's Challenge for Water Conservation

The Environmental Commission recommends that the City participate in the Wayland Mayor's Challenge for Water Conservation - a national competition among cities to earn the highest percentage of residents making an online pledge to reduce water waste and pollution. See the following link for additional information: <https://wylandfoundation.org/programs/national-mayors-challenge-for-water-conservation/>. Residents select actions, like running the dishwasher with a full load or only watering the lawn before 8 am. Residents in cities with the highest participation rates can win prizes. The Wayland Foundation provides materials for cities to promote the program. Other than coordinating program promotion, Staff would have limited time and involvement. If the City Council is interested in participating in this program, please direct Staff to draft a letter of commitment and place this item on the March 14 City Council agenda.

Environmental Commission Recommendation on No-Mow May

At its February meeting, the Environmental Commission considered whether the City should promote "No-Mow May" - a pollinator program. The program encourages participants to leave their lawns unmowed in May to allow clovers, dandelions, and other flowering plants to provide a food source for pollinating insects. While No-Mow May can help promote

pollinators, the Commission feels higher-impact actions, like dedicated pollinator plantings, are a better investment of time and resources. The Commission recommends that the City not participate in the No-Mow May program this year, but the Commission will continue to promote the importance of pollinators. Nevertheless, if the Council is interested in participating in the No-Mow May program this year, please direct the Environmental Commission (or Staff) to develop a plan for Council review and action at its March 14 or March 28 meeting.

Environmental Commission Initiatives to Create a Tree Preservation and Replacement Ordinance and Update the City's Landscaping Ordinance

Trees and other plants provide many community benefits, including stormwater management, energy savings, and reduced carbon and air pollution. However, climate change and diseases (like emerald ash borer) pose significant threats. Therefore, over the next several months, the Environmental Commission will review the City's ordinances and meet with developers, landowners, and other government entities, to develop reasonable and meaningful recommendations to protect and enhance our valuable trees and landscapes. The Commission envisions that their work will result in a tree preservation and replacement ordinance and an updated landscaping ordinance. The Commission will also develop recommendations for greening the downtown. Staff will schedule work sessions with the Council at key times to discuss the Commission's draft recommendations.

Winner of 2022 Intercity Challenge for Low Income Home Energy Squad Visits

The City of Faribault received an award from the Center for Energy and the Environment for the highest percentage of low-income residents in Minnesota participating in Home Energy Squad visits. Home Energy Squad visits are free to income-qualified residents; they help residents conserve energy, save money, and keep energy dollars in our local economy. Faribault's current success in promoting energy conservation efforts is primarily due to the work of Danil Thorestennson, the City's GreenCorps member, and our partnerships with Xcel Energy, nonprofit organizations, and caring residents. The Environmental Commission will periodically update the Council on its energy conservation work, including the process of updating the City's Energy Action Plan.

Attachments:



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Heritage Preservation Commission
Tim Murray, City Administrator
FROM: David Wanberg, Community and Economic
Development Director
MEETING DATE: March 7, 2023
SUBJECT: Review and Provide Direction on Heritage
Preservation Commission Initiatives and
Recommendations

Discussion:

The Heritage Preservation Commission has several initiatives planned for 2023. Staff will update the Council on the key initiatives, and request that the Council provide feedback and direction on the specific initiatives outlined in agenda items G.1. and G.2.

Attachments:



Council Work Session Memorandum

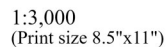
TO: Mayor and City Council
THROUGH: Heritage Preservation Commission
Tim Murray, City Administrator
FROM: David Wanberg, Community and Economic
Development Director
MEETING DATE: March 7, 2023
SUBJECT: Potential Alignment of the Local Heritage
Preservation District with the Recently Expanded
National Register District in Downtown Faribault

Discussion:

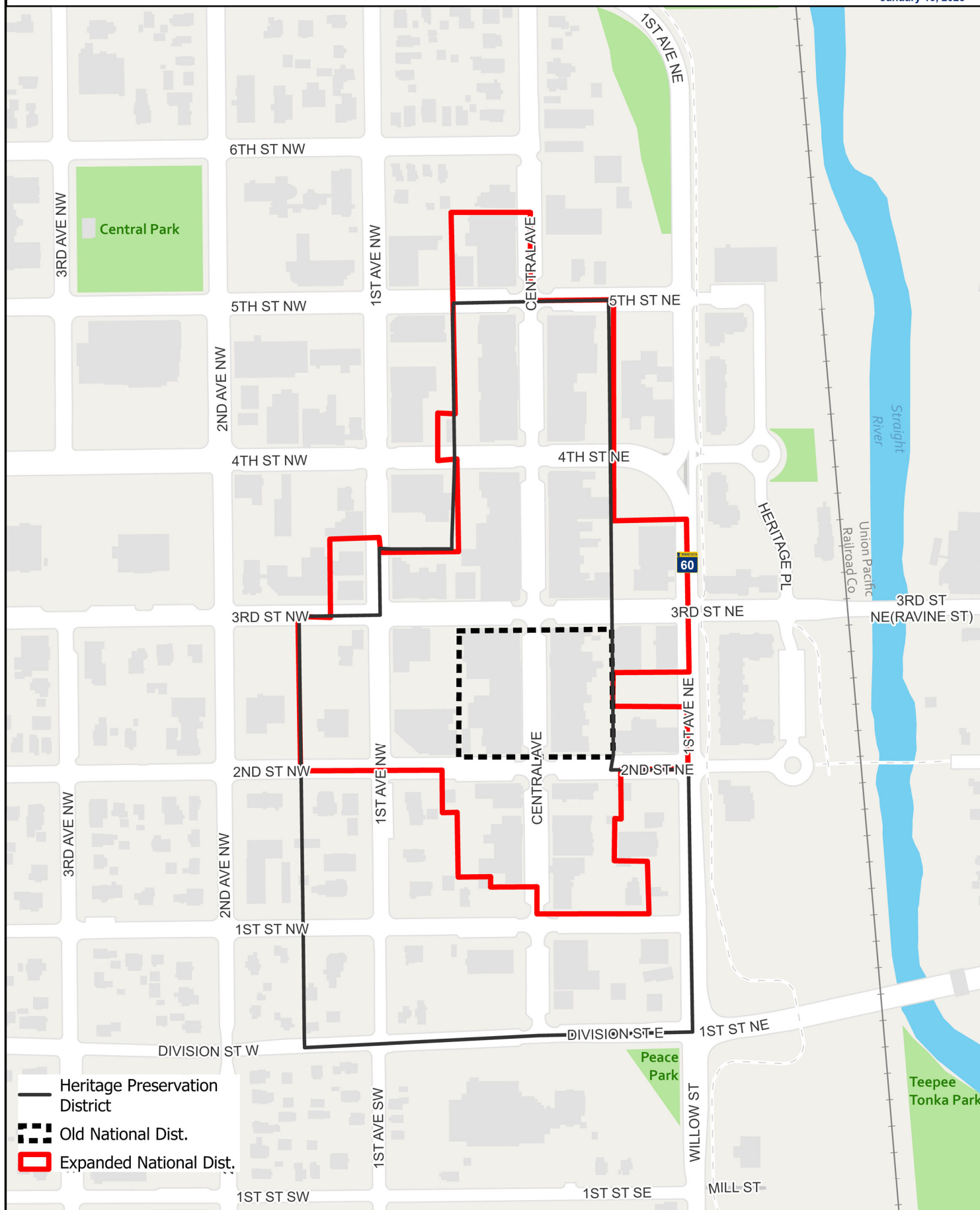
In 2021, the National Park Service approved expansion of the National Register District in the downtown to include several additional properties contiguous to, but not currently included in, the local district. This process took nearly ten years to complete. The Heritage Preservation Commission (HPC) is now considering expanding the local Heritage Preservation District to include those properties now on the National Register District and is requesting Council direction regarding the potential expansion. If the Council is interested in aligning the districts, the HPC will develop a plan to consult with affected property owners and coordinate with the Council.

Attachments:

1. HPC Districts



January 10, 2023





Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Heritage Preservation Commission
Tim Murray, City Administrator
FROM: David Wanberg, Community and Economic
Development Director
MEETING DATE: March 7, 2023
SUBJECT: Review the Process to Update Faribault's
Commercial Historic District Guidelines

Discussion:

The City last updated its Commercial Historic District Guidelines in 2007. The Heritage Preservation Commission (HPC) believes it is an appropriate time to review the guidelines and recommend necessary and/or desirable amendments. The HPC wants the guidelines to be effective and reasonable. To that end, if the Council is interested in having the HPC update the guidelines, the HPC will consult and collaborate with property owners, Main Street, the Council, and others to develop draft recommendations for Council review. The Council can view the 2007 guidelines at the following link:

<https://www.ci.faribault.mn.us/DocumentCenter/View/467/Commercial-Historic-District-Design-Guidelines-PDF?bidId=>.

Attachments: