REQUEST FOR PROPOSALS

FINANCIAL MANAGEMENT AND UTILITY BILLING SOFTWARE AND IMPLEMENTATION SERVICES

SUBMITTAL TIMELINES:

WEBINAR: Thursday, December 15, 2016

LAST DAY FOR QUESTIONS: Friday, January 6, 2017

PROPOSALS DUE: 2:00 p.m. EST on Thursday, January 19, 2017

City of Oak Ridge
100 Woodbury Lane
P.O. Box 1
Oak Ridge, TN 37831
www.OakRidgeTN.gov

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PURPOSE

The City of Oak Ridge (City) invites qualified software vendors to submit responses to this Request for Proposals (RFP) for the acquisition of financial management and utility billing software and implementation services. The City will use the information to purchase software that best meets the City's overall needs.

The City's operational needs require an enterprise management software solution that:
- Maintains required legal and reporting compliance with Tennessee State and federal laws, IRS and the Tennessee Valley Authority (TVA);
- Improves the automation and support of a range of administrative and management applications, including human resources management, payroll, general ledger, purchasing, inventory, asset management, budgeting, contract and grants management, accounts payable, and other software applications throughout the City organization;
- Possesses modules that allow for complex billing components, multi-fund capacity, and work order cost accumulation functionality;
- Offers a document management system that can be utilized across City departments with permission limitations to protect Personal Identification Information (PII).
- Enhances the quality, quantity and access to electronic information and services for residents, businesses and City staff;
- Streamlines data entry requirements, saving staff time and reducing errors;
- Supports integration of required data between and among various modules to generate reports and to facilitate user access to real-time information; and
- Utilizes workflow processing for document management approvals and task management to reduce the flow of paper documents and to facilitate projects within and between departments.

The City anticipates finalizing the acquisition by spring 2017, with implementation activities starting in summer 2017 and continuing through 2018.

THE CITY OF OAK RIDGE

Oak Ridge is located in the eastern portion of the Tennessee River Valley between the Great Smoky and Cumberland Mountains. The City is located 25 miles north of Knoxville, with a population of approximately 30,000 in an area covering 92 square miles. Oak Ridge was established in 1942 as a production site for the World War II Manhattan Project, and the City serves a number of commercial and industrial customers that continue to perform work for the federal government.

Incorporated in 1959, the City of Oak Ridge operated under a modified City Manager-Council form of government with a Home Rule Charter. Oak Ridge is a full-service City that employs 388 regular staff members citywide, and additional seasonal employees during the summer. The City operates its own electric, water and sewer utilities. Electric power is purchased from the Tennessee Valley Authority (TVA) and distributed to approximately 13,000 electric and 2,100 commercial and industrial customers. As a TVA power distributor, the City of Oak Ridge is required to offer a variety of programs, discounts and incentives to customers based on complex rate structures and changing incentive goals. This creates a need for a customizable utility module with complex and standardized TVA-compatible reporting. The City's current organizational chart is on the following page.

City of Oak Ridge Organizational Chart

ORGANIZATIONAL CHART
City of Oak Ridge, Tennessee
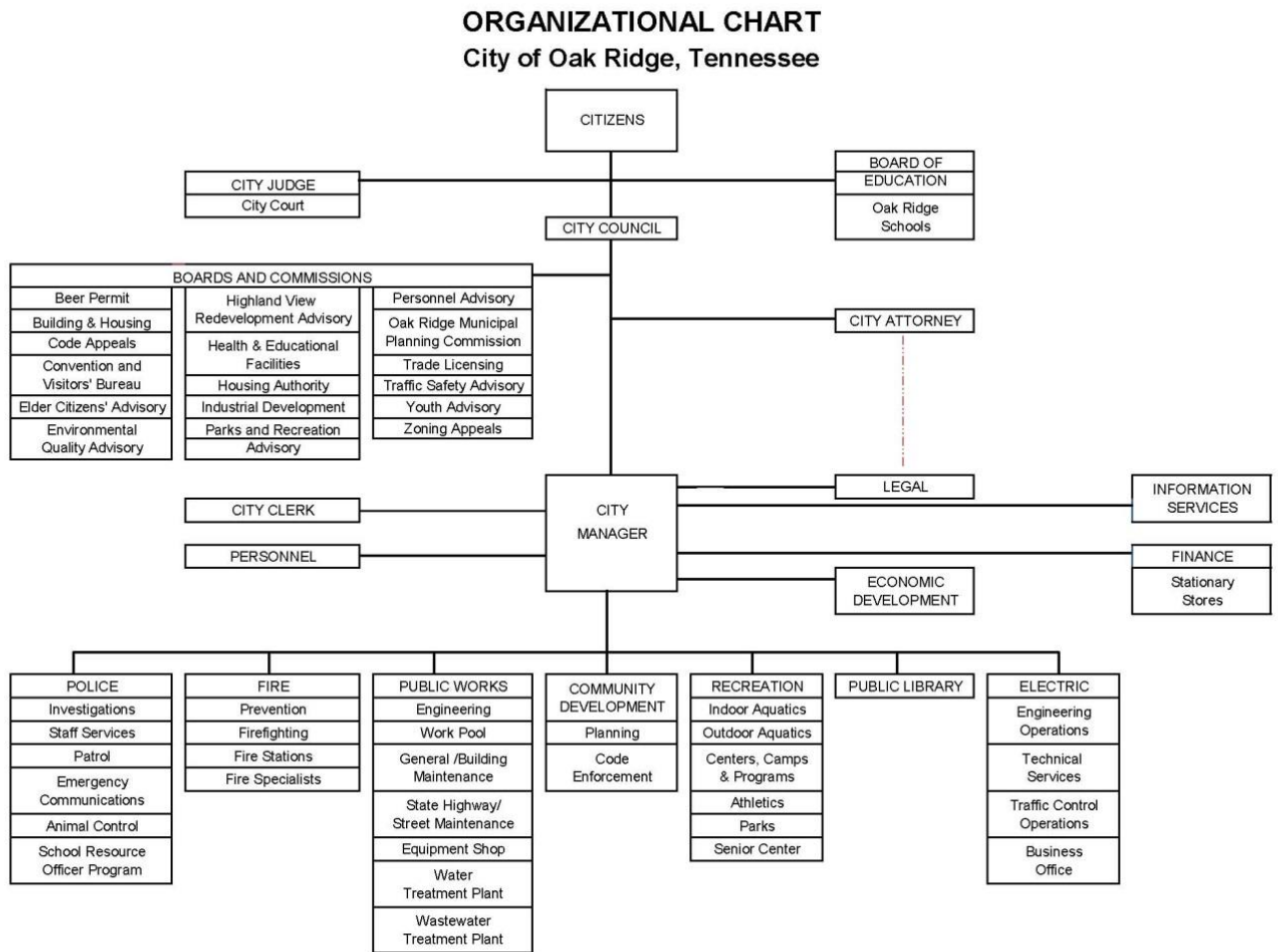
The total FY 2017 budget (July 1, 2016, through June 30, 2017) is $182,407,156 with $59,756,640 of this amount providing a percentage of the total school system budget. The software and services to be acquired in this RFP will not include the Oak Ridge School System. The City utilizes both governmental and proprietary fund types.

Link to budget overview and presentation:
http://www.oakridgetn.gov/department/Finance/content.aspx?article=1853

The City of Oak Ridge is a municipal corporation bound by the open records laws of the State of Tennessee. The City of Oak Ridge will comply with these rules and requirements outlined in the Tennessee Public Records Act (TPRA) (T.C.A. § 10-7-504, et seq.).

CURRENT SYSTEMS

The City's last major financial system update was in 1999. The current system is JD Edwards World running on a DB2 database on an AS400 iSeries platform. The JD Edwards modules in use include: general ledger and financial reporting, accounts payable, work orders, purchasing, inventory, and budget.

The City's Utility Billing, Human Resources and Payroll, Property Taxes and City Court systems were developed in-house by City Staff in the 1980s, running on the AS400 platform. This system handles billing for the City's electric, water and wastewater utilities along with billing for the City's residential refuse service. Our current online web payment system was also developed by the City in 2009 to accept credit card payments for utility bills. In 2014, the City developed an online Property Tax Inquiry site and payments via PayPal. For a number of the databases on the AS400, the staff uses a Microsoft SQL 2008 R2 server to interface with the data for reporting and usage in web applications and Microsoft Access interfaces.

The Information Services Department (IS) has oversight of all the City's computer systems, including networking, security, websites, databases, applications, billing production/integration, email services, virtual and physical servers, telecommunications, server and desktop support. City facilities are networked by a combination of City-owned fiber optic and AT&T T1 circuits. Currently, the City uses mostly Cisco switches with Cisco firewalls. The City will be phasing most of the T1 circuits out over the next year. The phone systems are half VOIP; the other half are digital and part of an NEC system.

The City has deployed mostly Dell Optiplex desktops and HP server products. We utilize Microsoft operating systems for desktop (Windows 7 and 10 Professional) and server applications, including Office versions 2010-2016 (32 Bit). The City also utilizes a few Linux servers. In addition, the City owns an IBM AS400 iSeries mid-range server, which hosts several core applications. IS supports approximately 350 full-time employees, 100 part-time employees and volunteers, approximately 400 PCs, a virtual server environment with about 80 virtual servers using VMware, approximately 20 physical servers, one Exchange server, and one Active Directory forest with one primary domain and one child domain. The IS Department supports the City at over 20 remote locations.

Other applications being used in City departments include: Active Net Recreation registration software (hosted), Adobe Acrobat, ESRI ArcGIS, Shelter Buddy for the Animal Shelter Database system/pet management (hosted), Infor EAM for (Public Works), Milsoft, Brazos Electronic Citation Software, Spillman Police applications, Firehouse, PERMIT-LV, and SirsiDynix (hosted). The table on the following pages lists significant systems/applications and the City's expected outcome.

TABLE A: Systems and Applications

System/Application	Current System	Future plan of system
General Ledger		
Financials (GL/AP/PO)	JD Edwards World	Replace
Misc. Receivables	Word/Excel	Replace
Fixed Assets	JD Edwards World, Excel	Replace
Inventory	JD Edwards World	Replace
Inventory Request	Email, paper	Replace
Procurement	JD Edwards World	Replace
Bid management	None	Add and incorporate into ERP
Workflow processing	None	Add and incorporate into ERP
Payroll	In-house AS400	Replace
MS Office integration	None	Incorporate into ERP
Cashiering	In-house AS400	Replace
Cash Management	JD Edwards World	Replace
Surplus Asset Processing	GovDeals	Incorporate into ERP
Budget	JD Edwards World/Excel/Word	Replace
Grant and Project Management	None	Add and Incorporate into ERP
Document Management	None	Add and Incorporate into ERP
Capital Improvement Multiyear Planning (CIP)	Microsoft Access	Replace
Fuel Pump system	Gasboy	Gasboy, incorporate into ERP
Property taxes	In-house AS400	Replace
Travel Reimbursement Work Flow	None	Add and incorporate into ERP
Utility Billing		
Utility Billing	In-house AS400	Replace
Utility Billing printing	Access database	Replace
Self-service Citizen Utility Bill payment only	In-house	Replace
Self-service Citizen Tax payment and lookup	PayPal	Replace
Prepaid Metering	None	Add and incorporate into ERP
Credit check	Exchange Online	Incorporate into ERP
IVR	None	Add and incorporate into ERP
MDM	None	Add and incorporate into ERP
Human Resources/Payroll		
Position Control	In-house AS400	Replace
Recruitment	None	Consider incorporating into ERP
Timekeeping	Time Cards, Access Databases, Excel (different across departments)	Replace
Self-Service Human Resources	Paystub on intranet	Replace
Benefit Reimbursement	In-house AS400	Replace

Community Development		
Self-service citizen portal	None	Add and incorporate into ERP
Mobile / Tablet Apps	None	Add and incorporate into ERP
Code Enforcement	Access database	Incorporate into ERP or find replacement
Permitting	PERMIT-LV	Incorporate into ERP or find replacement
Zoning Management	Access database /GIS	Incorporate into ERP or find replacement
Recreation and Parks		
Recreation	Active net	Incorporate into ERP or find replacement
Summer camp	Active net	Incorporate into ERP or find replacement
League software	None	Incorporate into ERP or find replacement
Membership software	None	Incorporate into ERP or find replacement
Recreation Registration/Billing	Active net	Keep; Interface where necessary
Event Ticketing	None	Add and Incorporate into ERP
Animal Shelter Software	Shelter Buddy	Keep; Interface where necessary
GIS	ESRI	Keep; Interface where necessary
Library	SirsiDynix	Keep; Interface where necessary
Electric		
Work order maintenance	JD Edwards World	Replace
"Blue ticket" work requests	Access database	Consider incorporating into ERP, interface when necessary
Electric	Milsoft	Keep; interface where necessary
Electric	Milsoft WindMilMap	Keep; interface where necessary
Mobile / Tablet Apps	None	Add and incorporate into ERP
Outage Management	Phone calls	Improve and incorporate into ERP
Electric Transformer tracking	Access database	Keep
Utility meter reading (handheld)	Itron	Maintain and incorporate until AMR system is implemented
Utility meter reading AMI/AMR	None	System yet to be determined, must interface with MDM system and billing
Public Works		
Work orders-Water	JD Edwards World Work orders	Replace
Mobile / Tablet Apps	None	Add and incorporate into ERP
Maintenance Management-Wastewater	Infor EAM	Consider incorporating into ERP or interface where necessary
Maintenance Management-Stormwater	ESRI	Consider incorporating into ERP or interface where necessary

Work request/call center	Infor EAM	Consider incorporating into ERP or Interface where Necessary
Inspection Fats, Oils, Grease	Infor EAM	Consider incorporating into ERP or interface where necessary
Vehicle Fleet Mgmt	JDE, Access database	Replace
Maintenance Mgmt-Facilities	Paper	Integrate
CCTV system	Granite XP	Keep; interface where necessary
City Clerk	Access database	Consider incorporating into ERP or Document Management
Legal (Contracts)	Access database	Consider incorporating into ERP or Document Management
Public Safety		
Police (RMS, CAD)	Spillman	Keep; interface where necessary
Police/Fire Tracking and training	Power DMS	Keep; interface where necessary
Fire record keeping	Firehouse	Keep; interface where necessary
Electronic ticketing	Brazos	Keep; interface where necessary
City Court	In-house AS400	Replace
Document Management	Search Express	Consider replacing

SCOPE OF RFP

Overview

The City is seeking information for integrated local government software applications that will include software, implementation services, ongoing training, technical support, and an optional Software as a Service operating environment. Ideally, a single vendor will provide a satisfactory, integrated solution for all systems hosted on premises. The City would like a system with an integrated document management system and options for user-friendly web access for the public.

The City recognizes that this single vendor may not be found. A consolidated response consisting of "best of breed" products would be equally reviewed. If a "best of breed" response is provided, it is strongly suggested that a single vendor take responsibility for the consolidated response and that a single vendor be responsible for implementation and integration of the "best of breed" solution.

The City desires a "Turn Key" solution that will be primarily supported by the vendor. The City of Oak Ridge's Information Services Department is available to assist the vendor; however, most support should occur through secure remote access.

Schedule of Events

The following schedule of events represents the City's best estimate of the timeline for this RFP. However, delays in the process may occur which may necessitate adjustments to the proposed schedule. Changes to the closing date of the RFP will be posted publically prior to the original closing date.

Event	Date
RFP Issued	November 4, 2016
RFP Closes and Responses are Due	2:00 p.m. EST on January 19, 2017*
Webinar	2:00 p.m. EST on December 15, 2016
Vendor Selection for Demonstrations	February 2017
Vendor Demonstrations	February 2017
Reference Site Visits	February-March 2017
Council Approval / Contract Signed	April 2017
Notice to Proceed	May 2017
Go Live Except as Noted Below	TBD
Go Live Payroll / HR	TBD
Go Live Utilities & Cashiering**	TBD

Represents the only firm date.

**Priority given to this element, it will be implemented first.*

IMPORTANT CONSIDERATIONS

Tennessee Valley Authority (TVA) Compliance

The Tennessee Valley Authority (TVA) is a corporate agency of the United States that provides electricity for business customers and local power distributors serving 9 million people in parts of seven southeastern states, including Tennessee. TVA receives no taxpayer funding, deriving virtually all of its revenues from sales of electricity. The City of Oak Ridge operates its own electric utility and is one of the 61 municipal and 22 cooperatively owned utilities that distribute power from TVA in Tennessee. As a TVA distributor, the City has reporting requirements specific to TVA rules and regulations. One of TVA's stated goals is to encourage technology deployment, particularly smart metering and time of day billing.

Document Management

Departments in the City of Oak Ridge share the need to access and view information across departments. Currently, duplicate Microsoft Excel spreadsheets or Access databases of similar information exist within segregated departments with no simplistic or secure mode of information sharing. For example, a city planner may wish to access the house file of a certain parcel to view past grading permits and plats. Both grading permits and plats are housed in separate files (physical). The City of Oak Ridge desires a method of integrating and digitizing documents into a shared database accessible by all departments, but limited by which fields/attributes the departments can access (to protect PII).

Centralized Cashiering

The City processes utility, property tax and miscellaneous accounts receivable payments, including payments applied to a work order, at a central cashiering function. This function needs to be a seamless process for cashiers, cash management and accounting purposes. Cash and check payments are taken for various revenues and receivables at satellite offices, in particular recreation and parks, city court and the animal shelter. All cash and checks flow to the central cashiers for deposit. These satellite receipts need to be incorporated into the main ERP system for overall cash management and deposit purposes.

Work Order System

The City utilizes the work order system to accumulate costs for defined functions/projects. The ability to track and accumulate costs from multiple systems is a critical process and will be a required item for the selection of any ERP system. Costs include labor and overhead charges for city employee time, equipment use charges for City owned vehicles/equipment, stock material issuances, and items purchased through the purchasing function, direct payment, or by credit card. Establishment of labor, overhead and equipment use charge out rates are an integral part of this process. To avoid entry duplication, work order labor hours for employees should be integrated with the payroll system.

Workflow Management

The City of Oak Ridge desires a workflow management system that streamlines and expedites processes. The envisioned system would be able to automate the workflow after each step is completed while notifying the parties involved. For example, the plat approval process requires multiple signatures across departments to become finalized. Ideally, a customer could go online or call and inquire about the progress of the plat approval. The employee could look up the status, which would tell the employee what items are left in the workflow and who needs to act.

Human Resources

The City of Oak Ridge is in need of a Human Resources system that can automate new hire workflow, track online and in-person applicants as well as integrate and supply employees an easily-accessible portal to access other HR resources via an intranet.

Time Keeping

The City of Oak Ridge uses antiquated systems to track employee time. Most systems involve multiple excel spreadsheets entered by employees, managers and payroll specialists. The City of Oak Ridge desires a system that streamlines the payroll/timekeeping process, yet has the capability to be edited by administrators to account for errors and anomalies. Timekeeping should be integrated with the work order system and include checks and balances with time charged out and time actually paid as well as other functions including flagging abnormal time entries and creating reports for review.

Use of Multiple Vendors

If the proposal includes the use of several products from different vendors ("best of breed" approach), please include a description of the contribution of each vendor, how the responsibility for integration will be assigned and include examples of past successful collaboration among the parties involved. Also, clearly outline which vendor will be the lead.

Data Conversion

For the purpose of determining the level of effort required for data conversion, proposers should assume that the City of Oak Ridge wishes to convert data as illustrated in the table below. Additional requirements for data conversion may be identified during implementation.

Data Conversion Requirements	
Accounts Payable	Vendor master file, invoice history, payment history *No less than 10 years*
Accounts Receivable/Cash Reporting	Cash Receipt transaction history *All years*
City Court	Court Docket *All years*
General Ledger	Chart of Accounts, historical balances and financial data *All years*
Human Resources	Employee master file, payment history, tax history *All years*
Licensing and Permitting	License and permits master file *All years*
Property Taxes	Property tax master file, payment history *10 years*
Utilities	Master account history, usage and payment history *10 years*
Warehouse/Materials Management	Master files *All years*

REQUIREMENTS

PRE-PROPOSAL WEBINAR

PARTICIPATION IS HIGHLY RECOMMENDED
A pre-proposal Webinar will be held on **Thursday, December 15, 2016, at 2:00 pm**, Eastern Standard Time. Contact and e-mail information will be gathered during registration for the pre-proposal Webinar. Proposers are encouraged to prepare written questions in advance of this pre-proposal webinar and submit them to LMajeski@oakridgetn.gov. All written questions received prior to December 9 will be answered at the pre-proposal webinar. A record will be kept of the names of those who participate in this webinar.

Webinar details:
You may register as early as you would like but no later than 5:00 p.m. EST on Wednesday, December 14, 2016.

To register: Email LMajeski@oakridgetn.gov
This Webinar is intended for potential respondents/proposers to the City of Oak Ridge
Title: *City of Oak Ridge – Software Update Pre-Proposal Webinar*
Date: Thursday, December 15, 2016
Time: 2:00 p.m. EST
After registering you will receive a confirmation email containing information about joining the Webinar.

SYSTEM REQUIREMENTS

PC-based attendees	
Operating system	Windows 7 – Windows 10 Mac OS X 10.9 (Mavericks) – 10.11 (El Capitan)
Internet	1 Mbps or better (broadband recommended)
Web Browser	Google Chrome v34 or later Mozilla Firefox v34 or later Internet Explorer v8 or later Microsoft Edge Apple Safari v6 or later
Software	GoToMeeting desktop app JavaScript enabled
Hardware	2GB or more of RAM Microphone and speakers (USB headset recommended**) Webcam (to use HDFaces)

PROPOSAL INSTRUCTIONS

All proposals shall be in a <u>sealed</u> envelope and sent to the following address:

By mail:	*By express mail or personal delivery:*
Attn: Lyn Majeski	Attn: Lyn Majeski
Materials Management Manager	Materials Management Manager
City of Oak Ridge	City of Oak Ridge
P.O. Box 1	100 Woodbury Lane
Oak Ridge, Tennessee 37831	Oak Ridge, Tennessee 37830

The outside envelope must be clearly marked in the lower left-hand corner "RFP SOFTWARE UPDATE." It is the Respondent's responsibility to deliver responses to the exact location specified prior to the time indicated above as proposals will be opened promptly at 2:00 p.m. EST on January 19, 2017.

Proposals will be publicly opened and names read aloud on the due date/time. The main purpose of this opening is to reveal the names of the respondents, not to serve as a forum for determining the awarded proposal.

All respondents shall submit the enclosed proposal sheet complete with all requested information as an accompaniment to their proposal which should be tailored to the City of Oak Ridge. Eight (8) copies of the proposal shall be submitted, plus an electronic file copy saved on a flash drive.

No faxed, emailed or telephoned proposals will be accepted. Late proposals will not be accepted.

EXCEPTIONS TO DOCUMENTS

The Respondent shall clearly state in the submitted proposal any exceptions to, or deviations from, the minimum proposal requirements, the terms and conditions, the contract terms, etc.

Q&A: REQUIRED RESPONSES

Respondents must provide answers to the following questions. In addition, respondents should include their responses to the qualifications questionnaire as shown in Appendix A of this RFP.

(1) Provide a brief company history, including a total number of customers and years in business.

    a. Indicate whether the business is a parent or subsidiary in a group of companies.

(2) How many municipalities are currently using the vendor's software? How does that compare to other industries using the product?

(3) Have you worked with any municipalities which require Tennessee Valley Authority (TVA) qualifications?

    a. If yes, how many?

(4) Indicate the total number of customers in Tennessee using your product. How long have you been with each customer in Tennessee?

(5) How many municipalities are currently using the vendor's software for 10 years, 15 years, and 20 years, respectively?

(6) Describe the major components of your product and the functionality of each. Include an overview of the work order system and areas from which costs can be accumulated and centrally tracked. As part of this overview, indicate any processes to establish labor, equipment and overhead charge out rates. In addition, for journal entries, the City currently uses an account number that is comprised of the following: Cost Center (this is either the function like Patrol, or the balance sheet or revenue cost center for the applicable Fund (Company). This is followed by the Object Code (such as supplies, professional services) and a Subsidiary Code which future details the object code such as accounting services, legal services) along with other fields such as work order to track charges. Specifically identify the fields, field length and type, that are available for journal entries.

   a.   If not listed above, describe your general ledger capabilities.

(7) For each of the applications being proposed, please provide the following background information.

	Original Development Organization	Date of First Release	Date of Most Recent Release
A. General Accounting & Reporting			
B. Payroll/Human Resources			
C. Utility Management			
D. Codes/Planning			
E. Other			

❖   Note: If any of the proposed applications were not originally developed by the proposing vendor, please provide narrative details for the following subjects:

   i.   Date of product merger/acquisition

   ii.   Name of the products and organizations involved

   iii.   Description of how integration/interfacing was accomplished (batch vs real-time, consolidated or separate databases, etc.)

   iv.   References of customers using proposed applications and interfaces

   v.   Description of the development technologies used for each product

      vi.   Status of the originating development team resources (retention date, location)

(8) What modules do your Tennessee customers have?

(9) Does the vendor develop, sell or support any software other than utility business software?

(10) Describe where your product is in its lifecycle.

(11) Describe the recommended technical architecture of your solution, including recommended hardware platform, servers, operating systems, database platforms, etc.

(12) Describe the software components of your system and the industry standard they are based upon (i.e., SOA, XML, web services)

(13) Describe the client-side interface: Is it browser-based or an application program? Does the client-side application require Java?

(14) Have you ever converted from AS400, JD Edwards World before?

(15) Is support available 24 hours a day?

(16) Can the City have access to the software components' source code for customization purposes?

(17) Describe the vendor's commitment to research and development for the specific software application being proposed; include the percentage of annual revenue invested in application development of solution proposed.

(18) Describe the file formats compatible with your product.

(19) Describe the file format of the output file generated by your product.

(20) Describe the import and export functionality of data with spreadsheets for the purpose of working with data outside of the program.

(21) Describe your approach to enhancements, customer input, maintenance, release dates, and patch management of the product. What is the typical time required to install updates?

(22) List any technology certifications the vendor holds. For example, identify whether the vendor is a Microsoft Certified Solutions Partner.

(23) What is the date of your last update to the software? And when is the next update scheduled?

(24) Does the maintenance cost include updates and support?

(25) Does the product allow for custom reporting? If so, describe the reporting software.

(26) Is custom report writing available? If so, outline the cost structure and resources.

(27) What 3rd party products are included in your ERP (enterprise resource planning) package?

(28) Describe your product warranties.

(29) Describe your primary pricing model (this is not a request for bid price).

(30) Describe your primary method of pricing training (per type-operator and administrator; individually; in groups).

(31) Are there any other annual fees other than maintenance?

(32) Describe mobile pricing and functionality throughout the application.

(33) Describe your implementation process, including project start date and estimated timeline.

(34) Would you mind if this information was shared with other organizations?

(35) Who are the principal officers of your company?

(36) Has the vendor ever been party to a buy-out, merger or company acquisition? If so, explain.

(37) Has the vendor had a workforce reduction during the past five (5) years?

(38) Has the company or any company employee ever been named in litigation or arbitration related to the company's products or services? If so, explain.

(39) Can the vendor provide a product that fully supports alternative payroll cycles? (i.e. 9-day and 28-day pay periods as utilized by our public safety departments)

(40) How can the system prevent unauthorized access to certain accounts in each application? Does this vary by application when implemented?

(41) Is there a single sign-on option using Active Directory? Explain any limitations.

(42) Is role-based security an option for creating new users?

(43) Explain security available at the department level or field level.

(44) Explain protocols or other protection for information in transport from the server to client screen and other interfaces.

(45) Explain how personal information (PII), including social security number (SSN), are protected.

(46) Explain if the software has field level security on screens to prevent unauthorized viewing of data when sharing access within the city departments.

(47) If applicable, cover Cloud Security policy and protections.

(48) Explain security audit tools and logging in the software. Can errors be undone from the audit log (backed out) with appropriate security access?

REFERENCES

Provide at least ten (10) references that are currently using the software for the proposed solution. At least five (5) of these should be customers who have used the software for five (5) years or more and are TVA compliant. References from a similar geographic area will receive special consideration.

Include the following information:
- Municipality name
- Address, city, state, zip
- Contact information
- Years using software
- Programs/modules in use
- TVA Qualifications

STANDARD CONTRACT

The proposal shall include a copy of the respondent's standard contract. The standard contract will be reviewed as part of the selection process. Failure of a respondent to be willing to negotiate the terms of their standard contract will be a factor in the selection.

PROPOSED FORMAT

The proposal shall be styled at the discretion of the respondent; however, at a minimum it must address these areas:
- Modules for general ledger, timekeeping, utility and cash handling, human resources, and an integrated document management solution
- Any "best of breed" solutions involving other vendors
- Training and support implementation
- Provide a sample of the proposed License Agreement
- Provide as much information as possible regarding the number, qualifications and training of the specific staff to be assigned to the project
- Cost summary: an overview of all expenses, providing one price quote for the entire system and a separate quote for each individual module*

*The cost summary should include any costs for installation, training, support services, and migrating current data. Also include the annual maintenance and license fee along with standard indexing associated with the fee and any other anticipated costs (i.e., travel, data file conversions, etc.). Indicate length of time over which your price quote applies. If enhancements are required to accommodate a specific task identified in the vendor qualification questions, please identify the cost of such enhancement. All anticipated costs to the City shall be identified and itemized.

SELECTION PROCESS

Proposals will be evaluated by a City staff committee. The proposals will be evaluated based on the ability to meet the City-wide needs. Some of the criteria to be evaluated are as follows:

(1) Scalability and level of customization of software solutions.

(2) Experience in working with other municipalities that have TVA qualifications and remain TVA compliant.

(3) Software maintenance, including support and ongoing costs.

(4) Qualifications of personnel assigned.

(5) Size and structure of the firm.

(6) Fee.

(7) Project start date and estimated timeline.

Phone and/or in-person interviews may be conducted with firms during the selection process. The City of Oak Ridge plans to present its recommendation regarding the selection of a firm to the Oak Ridge City Council for consideration and approval in April 2017, but not later than May 2017. The City reserves the right to alter this schedule. The successful firm will be notified of City Council's decision the following day. If a single vendor meeting the City's needs as outlined in this RFP cannot be identified, the City will prioritize its selection process in order to upgrade the most critical element (utilities and cashiering) first.

CONDITIONS FOR RESPONDING

(1) Scope

The following terms and conditions shall prevail unless otherwise modified by the City within this proposal document.

(2) Reservation of Rights

The City reserves the right to accept or reject any or all of the proposals submitted, waive informalities and technicalities, and negotiate any or all elements of the proposals. The City reserves the right to request clarification of information submitted, and to request additional information from any respondent. Upon further analysis of need and analysis of costs resulting from responses to this proposal, the City reserves the right to award or reject any portions of the proposal.

(3) Completing Proposal

The Proposal Cover Sheet must be provided. All information must be legible. Any and all corrections and/or erasures must be initialed. A neatly typed document of reasonable length is preferred. Proposals shall be prepared simply and economically providing a straightforward, concise description of the respondent's capabilities and experience to satisfy the requirements

of the RFP. Emphasis should be placed on completeness and clarity of content and ease of location responses to requested information. Responses should also be specific to the City of Oak Ridge. Expenses incurred in developing and submitting a proposal is borne entirely by the respondent. Applicants should include completed qualifications questionnaire as shown in Appendix A.

(4) Confidentiality of Proposal Information

Each proposal and supporting documents must be submitted in a sealed envelope. All documents submitted as part of the respondent's proposal will be deemed confidential during the evaluation process. Proposals will not be available for review by anyone other than the evaluation team or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract. All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFP, or within 180 days, whichever shall occur first. All proposals and supporting documents become public information after City Council approval of recommended vendor.

(5) Accuracy of Proposal

It is necessary that any and all information presented is accurate and/or will be accurate by the time the respondent will complete the contract.

(6) Addenda

All changes in connection with this proposal will be issued in the form of a written addendum and sent to known respondents. All addenda will be available on the City of Oak Ridge website. Signed acknowledgment of receipt of each addendum must be submitted with each proposal (see proposal sheet). Oral instructions, clarifications and additional information supplied by the City representatives are not binding.

(7) Late Proposals, Modification or Withdrawals

Proposals received after the designated deadline shall not be considered. Proposals may be withdrawn or modified prior to the proposal deadline. All such transactions must be submitted in writing and received prior to the proposal deadline.

(8) Proposals Binding

All proposals submitted in accordance with the terms and conditions of this RFP shall be binding upon the respondent for 180 calendar days after the proposal opening.

(9) Disclaimer of Liability

The City will not hold harmless or indemnify any respondent for any liability whatsoever.

(10) Independent Contractors

The resulting contract from this RFP will contain the following statement:

The parties acknowledge that the relationship created under this Agreement is that of independent contracting parties and this Agreement does not create a general agency, joint venture, partnership, employment relationship or franchise between the parties. Neither party shall represent itself to be an

agent of the other, nor shall it execute any documents or make any commitments to any contractual or other obligations with third parties.

(11) Law Governing

All contractual agreements shall be subject to, governed by, and construed according to the laws of the State of Tennessee and applicable U.S. laws.

(12) Anti-discrimination Clause

No respondent to this request shall in any way, directly or indirectly, discriminate against any person because of race, creed, color, national origin, religion, age, sex, sexual orientation, disability or other legally protected status.

(13) Conditional Proposals

Conditional proposals are subject to rejection in whole or in part.

(14) Responsible Companies

Nothing herein is intended to exclude any responsible company or in any way restrain or restrict competition. On the contrary, all responsible companies are encouraged to submit proposals.

(15) Tobacco Products

The selected Respondent and its employees/subcontractors shall comply with all building policies, regulations, schedules and rules as set out and required by the City. Please note smoking and the use of tobacco products (chewing) is prohibited in City facilities and inside vehicles. Smoking is not permitted during installation of vehicle equipment regardless of where the installation services take place.

For any work done at City facilities, any smoking occurring outside of the buildings must occur at least twenty (20) feet away from any entrance, open window or other opening into which smoke could infiltrate into the building. Spent smoking materials are to be properly discarded and not littered on the grounds.

(16) Contract Employees & Background Checks

The selected contractor shall only furnish employees who are competent and skilled for work under this contract. If, in the opinion of the City, an employee of the selected contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the contract, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, that employee shall be removed from all work under this contract.

The selected contractor's employees may be subject to police background checks at the sole discretion of the City.

(17) Conflict of Interest

No contract shall be made with any officer of employee of the City or any firm or corporation in which any officer or employee of the City has a conflict of interest.

QUESTIONS

For questions, please contact Lyn Majeski, Materials Management Manager at lmajeski@oakridgetn.gov. Any interpretation or clarification given in accordance with this provision shall be in writing and will be distributed to all known respondents and posted on the City's website. Only questions answered in writing will be binding. Oral and other interpretations or clarifications will be without legal effect. PLEASE NOTE THAT FRIDAY, JANUARY 6, 2017 IS THE FINAL DAY TO SUBMIT QUESTIONS.

GENERAL INFORMATION

Additional information regarding the City of Oak Ridge can be obtained online at http://www.oakridgetn.gov.

PROPOSAL COVER SHEET

Eight (8) copies of sealed proposals and one (1) electronic copy on a flash drive are due by Thursday,

January 19, 2017, at 2:00 p.m. EST, as follows:

By mail:	*By express mail or personal delivery*:
Attn: Lyn Majeski	Attn: Lyn Majeski
Materials Management Manager	Materials Management Manager
City of Oak Ridge	City of Oak Ridge
P.O. Box 1	100 Woodbury Lane
Oak Ridge, Tennessee 37831	Oak Ridge, Tennessee 37830

PROPOSAL SUBMITTED BY:

Company: _____

Physical
Address: _____

_____

Mailing
Address: _____

_____

Rep Name: _____

Phone: _____ Fax: _____

E-mail: _____

Tax ID Number: _____

Proposer acknowledges receipt of the following addenda:

Addendum No. _____ Date: _____   Addendum No. _____ Date: _____

Proposer attests that no officers or employees of the City of Oak Ridge are members of, or have financial interest in, the business submitting this proposal.

_____
Signature of Authorized Person for Respondent

_____
Printed Name

_____
Printed Title

APPENDIX A

Indicate in the appropriate box whether the qualification listed is either available (A), not available (N), or a supported third party solution (T).

General Ledger

1	Financial applications meet generally accepted accounting principles (GAAP) for governments, as promulgated by GASB.	☐ A	☐ N	☐ T
2	The software supports unlimited historical data.	☐ A	☐ N	☐ T
3	The software must have the ability to store financial transactions in a temporary hold status until approved for posting to the general ledger by accounting personnel.	☐ A	☐ N	☐ T
4	The software must allow for more than one fiscal year to remain open simultaneously.	☐ A	☐ N	☐ T
5	Ability to accommodate pooled cash from multiple funds (i.e. Electric Fund, General Fund, etc.)	☐ A	☐ N	☐ T
6	Ability to provide for the maintenance of separate funds, each of which is a self-balancing set of accounts with all fund records being processed simultaneously by the common system.	☐ A	☐ N	☐ T
7	Ability to process a multi-fund transaction, such as accounts payable, journal entry, in a single entry creating automatic balancing fund due to and due froms.	☐ A	☐ N	☐ T
8	The software must support flexible, organization-defined chart of accounts structure.	☐ A	☐ N	☐ T
9	Ability to run project reports based on period.	☐ A	☐ N	☐ T
10	Ability to copy and/or mass create the general ledger accounts for any organizational level.	☐ A	☐ N	☐ T
11	The software must support various inquiry options, including onscreen comparisons between budget and actual by cost center or object code, between actual years or budget years.	☐ A	☐ N	☐ T
12	The software must provide comprehensive inquiry options with drill down capabilities to the user to access summary information or detail information as needed.	☐ A	☐ N	☐ T
13	The software must accumulate and report financial information for a particular fund by department/cost center (specific function or service).	☐ A	☐ N	☐ T
14	The software supports "fuzzy" searches. For example, find all records with an embedded *Phone*.	☐ A	☐ N	☐ T
15	Ability to produce combined financial statements by fund, a select group of funds, or in total for all funds.	☐ A	☐ N	☐ T
16	Ability to create PDF files or HTML links.	☐ A	☐ N	☐ T
17	Ability to print budget-to-actual comparison reports at any level of the account number for any user-defined date or accounting period range.	☐ A	☐ N	☐ T
18	Ability to maintain a history of all G/L entries and to produce detailed transaction reports to provide an appropriate audit trail.	☐ A	☐ N	☐ T
19	Ability to comply with GASB financial reporting.	☐ A	☐ N	☐ T

20	The software must have a comprehensive security structure.	□ A	□ N	□ T
21	Ability to make adjustments to budget, transaction, and encumbrance balances through the use of journal entries.	□ A	□ N	□ T
22	Ability to have an unlimited number of lines in any part of the journal entry.	□ A	□ N	□ T
23	Ability when entering journal voucher to view the multiple entries within the journal transaction on one screen.	□ A	□ N	□ T
24	Ability to enter journal entries for multiple departments and funds under one journal header.	□ A	□ N	□ T
25	Ability to provide default data within journal fields (e.g., year, date).	□ A	□ N	□ T
26	Ability to highlight errors on the screen for immediate correction (online, immediate validity checks).	□ A	□ N	□ T
27	Ability to create a journal entry using a previously entered journal entry as a template (copy functionality).	□ A	□ N	□ T
28	Ability to accommodate interfund transactions in accordance with GAAP and maintain an audit trail.	□ A	□ N	□ T
29	Ability for each month to remain open for entries throughout the fiscal year, with the ability to query actual entry date separate from general ledger date.	□ A	□ N	□ T
30	Ability to make transactions into the prior year after the soft-close process has been run. The system will automatically adjust affected balances in prior and current year.	□ A	□ N	□ T
31	Ability to initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).	□ A	□ N	□ T
32	Ability to make post-closing adjustments at any point during the closing period.	□ A	□ N	□ T
33	Ability to close all selected open purchase orders/encumbrances and requisitions/pre-encumbrances with user-defined parameters at year-end.	□ A	□ N	□ T
34	Ability to prevent transactions from being processed in closed prior years and unopened future years.	□ A	□ N	□ T
35	Ability to update fund balance, on demand, based on previous year's revenue and expense activity with security.	□ A	□ N	□ T
36	Ability for user to export data to a file format, particularly Excel.	□ A	□ N	□ T
37	Ability to be able to upload & download files easily with or without macros.	□ A	□ N	□ T
38	Ability to create cross walks for alternate chart of account structures for required reporting to external entities such as State of TN and TVA,	□ A	□ N	□ T
39	Existence of multiple user defined open fields throughout the module.	□ A	□ N	□ T
40	Ability to import data from an Excel file into a journal entry format for posting to the general ledger.	□ A	□ N	□ T

Budgeting

1	Software supports budgets versus actual inquiry and comparison with other budget years, by cost center or department.	□ A	□ N	□ T
3	The software must have the ability to bring the current year's budget forward to develop a base for preparing the new year's budget.	□ A	□ N	□ T
4	The software supports distributing annual budgets to monthly figures by multiple methods including evenly, by defined percent or based on trend analysis.	□ A	□ N	□ T
5	The software has the ability to support and store multiple user definable versions of the budget for comparison during the budget process.	□ A	□ N	□ T
6	The software generates an ad hoc basis budget worksheet to distribute to departments for use as computer turnaround documents, to provide input budget information remotely or to allow online budget worksheets.	□ A	□ N	□ T
7	The software provides access to GL inquiry from the online budget worksheets.	□ A	□ N	□ T
8	The software allows users to enter narrative justifications at the account or department level.	□ A	□ N	□ T
9	The ability to provide 5-year budgeting.	□ A	□ N	□ T
10	Ability to prevent department-level users from updating budget information after it has been submitted or as of a specific cut-off date.	□ A	□ N	□ T
11	Ability to receive data from and export data to spreadsheet (Excel) and database application (Access).	□ A	□ N	□ T
12	Ability to attach files (i.e., Word, Excel) to particular issues, revisions and line items with the system.	□ A	□ N	□ T
13	Ability to allow Central Budget Office (CBO) to "push" budget worksheet templates out to departments electronically for budget preparation.	□ A	□ N	□ T
14	Ability for Departments to "return" budgets back to the CBO electronically.	□ A	□ N	□ T
15	Ability to summarize or roll up department/division worksheets into department budgets.	□ A	□ N	□ T
16	Ability to roll up department worksheets into organization-wide master budget.	□ A	□ N	□ T
17	Ability to develop both detail budgets, at any level of the chart of accounts, and summary budgets in a distributed environment.	□ A	□ N	□ T
18	Ability to compare budget versions to demonstrate cost changes that have been made between versions.	□ A	□ N	□ T
19	Ability during budget formulation to access all expenditure and revenue line items currently in use by the financial system.	□ A	□ N	□ T
20	Ability through security to control access to the budgeting system.	□ A	□ N	□ T
21	Ability to provide the following budget worksheet information:			
	Three or more years historical budget and actual data	□ A	□ N	□ T
	Year-to-date Actual	□ A	□ N	□ T
	Original Current Year Budget	□ A	□ N	□ T
	Modified Current Year Budget	□ A	□ N	□ T

		Current Year Projected	□ A	□ N	□ T
		Next Year's Budget	□ A	□ N	□ T
22		Ability to create an initial version of the budget using the following:			
		Zero balances in all accounts	□ A	□ N	□ T
		Current year's original budget	□ A	□ N	□ T
		Current year's modified budget	□ A	□ N	□ T
		Prior year's budget	□ A	□ N	□ T
		Prior year's actual	□ A	□ N	□ T
		Current year's budget or actual plus/minus a percentage	□ A	□ N	□ T
		Previous year's budget or actual plus/minus a percentage	□ A	□ N	□ T
23		Ability to create budget relationships (e.g., salary changes automatically adjust benefits and vice versa).	□ A	□ N	□ T
24		Ability to enter budget adjustments in a pending status for final approval.	□ A	□ N	□ T
25		Ability to adjust budgets within user-defined security profiles.	□ A	□ N	□ T
26		Ability to override budget control within user-defined security profiles.	□ A	□ N	□ T

Grant Management

1	Ability to track Grant awards, receipts and expenditures for each grant by grant year or term.	□ A	□ N	□ T
2	Ability to attach grant documents (grant applications, awards, contracts, etc.)	□ A	□ N	□ T
3	Maintain grant property records, along with grant retention and disposal requirements.	□ A	□ N	□ T

Accounts Receivable

1	Ability to generate receivable invoice and track receipts.	□ A	□ N	□ T
2	Management by name, fund and type with search capabilities on each.	□ A	□ N	□ T
3	Open balance reports.	□ A	□ N	□ T
4	Historical data and aging capabilities and reporting.	□ A	□ N	□ T
5	Compatible/Integrated with cash management and work order software.	□ A	□ N	□ T

Utility Billing

1	Customer account maintenance (view history, previous addresses, property taxes, etc.), management and various billing options.	□ A	□ N	□ T
2	Historical account management (by name, account and address), consumption history remains with address for at least 5 years.	□ A	□ N	□ T
3	Compatibility with electric light smart meter management software.	□ A	□ N	□ T
4	Multiple utility billing options (electric, water, sewer, sanitation, residential, commercial, industrial, demand functions, ability to bill both metered and non-metered water and sewer).	□ A	□ N	□ T
5	Account aging for collection purposes (also reestablish aging for returned payments).	□ A	□ N	□ T

6	Management reports (daily payment and billing, high/low readings, adjustments, etc.).	□ A	□ N	□ T
7	Multiple payment options, edits and reporting (cash, check, credit card, ACH, Internet).	□ A	□ N	□ T
8	E-billing (paperless option).	□ A	□ N	□ T
9	Compatibility with cash management and accounting software.	□ A	□ N	□ T
10	Conservation loan management.	□ A	□ N	□ T
11	Payments and adjustments on accounts need to be reflected immediately.	□ A	□ N	□ T
12	Generate delinquent notices and cut off orders and reports.	□ A	□ N	□ T
13	IVR: Interpretive Voice Recognition (for bill payment)	□ A	□ N	□ T
14	Ability to automate routine functions (i.e. delinquency, penalties, etc.)	□ A	□ N	□ T
15	Collections management system	□ A	□ N	□ T
16	Seasonal rates for services and billing changes	□ A	□ N	□ T
17	Prepay option	□ A	□ N	□ T
18	Promise to pay	□ A	□ N	□ T
19	Accept pledges	□ A	□ N	□ T
20	Time of use to hourly level from MDM	□ A	□ N	□ T
21	Communication to customer by automated email, text and phone	□ A	□ N	□ T
22	Statement billing, intelligent mail barcode capability.	□ A	□ N	□ T
23	Ability to integrate monthly tax payment plan with utilities	□ A	□ N	□ T
24	Multi-level, assignable approval capability of changes, fee waivers, etc.	□ A	□ N	□ T
25	Mobile app for account management	□ A	□ N	□ T
26	Ability to display PDF bills to ensure exact replica of printed bill.	□ A	□ N	□ T

Inventory Management

1	Maintain & track multiple inventories in multiple buildings.	□ A	□ N	□ T
2	Numeric fields of at least 11 characters.	□ A	□ N	□ T
3	Unlimited item descriptions.	□ A	□ N	□ T
4	Maintain a history of purchases & vendors with the ability to be able to query based on stock description.	□ A	□ N	□ T
5	Allow material for direct purchase to be assigned to a work order.	□ A	□ N	□ T
6	Allow stock issuances to be charged to a work order.	□ A	□ N	□ T
7	Inventory item to be linked to Standard assemblies.	□ A	□ N	□ T
8	Inventory entries linked to the general ledger.	□ A	□ N	□ T
9	Ability to manually assign stock numbers vs auto assign.	□ A	□ N	□ T
10	Physical inventory count worksheet utilizing multiple detail stock locations (i.e. Bin location, Building).	□ A	□ N	□ T
11	Ability to select items out of inventory to build into a costing system	□ A	□ N	□ T
12	Ability to do stock returns back to the payable system	□ A	□ N	□ T
13	Ability to reverse stock returns back through the system.	□ A	□ N	□ T
14	Ability to Barcode with stock number assignment	□ A	□ N	□ T

15	Ability to be able to select annual & cycle inventory counts based on dollar values criteria for inventory	□ A	□ N	□ T
16	Weighted average inventory cost evaluation method	□ A	□ N	□ T
17	Ability to do an Aged inventory	□ A	□ N	□ T
18	Ability to set Reorder quantities based on Staging or Reserve	□ A	□ N	□ T
19	Ability to make stock count, price, etc. adjustments.	□ A	□ N	□ T
20	Query based on Name, Description, Date, or Vendor	□ A	□ N	□ T
21	Ability to distinguish stock, non-stock, & emergency	□ A	□ N	□ T
22	Physical inventory counts, receipts and issues using bar code scanners.	□ A	□ N	□ T
23	Ability to interface with word processing programs	□ A	□ N	□ T
24	Ability to create assemblies that can be used to create assets	□ A	□ N	□ T
25	Ability to add items to inventory that have been purchased through the standard purchasing methods and alternate methods (i.e., credit card)	□ A	□ N	□ T
26	Ability to email requests for stock purchase quotes	□ A	□ N	□ T
27	Auto reorder prompting with ability to have lead times noted.	□ A	□ N	□ T
28	Stock numbers & descriptions in one place that flow to all modules	□ A	□ N	□ T
29	Ability to search for stock items based on "fuzzy" searches. For example, find all records with an embedded *Pipe*.	□ A	□ N	□ T

Fixed Assets

1	Maintains asset records from acquisition or construction (making additions or changes to) through disposition.	□ A	□ N	□ T
2	Ties to the General Ledger with all posted transactions sent to the GL module. The GL balance must tie to the Asset module balance.	□ A	□ N	□ T
3	Property Management must either be a separate module or, if part of the Asset Management module, must have unique codes, parameters and reports. It must be able to operate independently from the GL asset portion.	□ A	□ N	□ T
4	If Facility Management is included with the Asset Management module, facilities must be able to be identified where work order charges and other miscellaneous information is collected. Must have various search options and reports available. Must be able to have parameters set for preventative maintenance and send alerts when due.	□ A	□ N	□ T
5	Tracks construction of an asset using capital work orders and assemblies (or the equivalent). Takes actual costs and moves the costs from work in progress to a Fixed Asset in GL.	□ A	□ N	□ T
6	Calculates depreciation by composite method, or choice of methods and choice of monthly, semiannually or annually. Must also have the option by fund, type of asset, or by individual asset not to depreciate.	□ A	□ N	□ T
7	Allows for FERC coding with the ability to search and run an Asset Register in FERC format.	□ A	□ N	□ T
8	Asset Register to include description, asset number, year/month of acquisition or construction completion, purchase price or construction cost, annual depreciation expense, and accumulated depreciation.	□ A	□ N	□ T

9	Ties to inventory module where parts needed from inventory for a capital work order can be automatically reserved and alerts sent when such reservations produce the need to reorder items into inventory.	□ A	□ N	□ T
10	Ability to account for some assets in mass by fiscal year. The total dollar amount of each mass asset type, number constructed of each type, and the average cost per unit of each type would be available per fiscal year. This average would be used when retiring an asset.	□ A	□ N	□ T
11	Assemblies (engineering specs) could be put into templates for asset creation. The template would split costs into FERC codes.	□ A	□ N	□ T
12	Allow for user-defined fields. Such fields could be viewed on screen or used when searching or reporting.	□ A	□ N	□ T
13	Must have various inquiry fields such as asset class, FERC code, asset numbers, acquisition date, and disposal date. Wild card searches available.	□ A	□ N	□ T
14	Retirements drop from Asset Register but must be able to be accessed and have reports available. Must have a good audit trail for all construction, acquisitions, changes, and retirements.	□ A	□ N	□ T
15	Ability to override class based user life individually.	□ A	□ N	□ T
16	Ties to land and/or GIS systems. Flexibility of what is brought in from GIS and when it is brought in.	□ A	□ N	□ T
17	Method to bring contributed capital into GL through Asset Management module.	□ A	□ N	□ T
18	Must have security levels of Asset Management access from viewing to input. Can also restrict access by fund.	□ A	□ N	□ T
19	Ease in entering and viewing data without too many screens or mouse movements.	□ A	□ N	□ T
20	Ease in returning to screen last used if it must be left to view another screen.	□ A	□ N	□ T
21	Maintain governmental assets for Governmental Accounting Standards Board (GASB) reporting.	□ A	□ N	□ T
22	Ability to track Assets by Fund.	□ A	□ N	□ T
23	Ability to include salvage values on equipment.	□ A	□ N	□ T

Property Management

1	Able to track long-term capital purchase assets. Land, buildings, furniture, automotive equipment, etc.	□ A	□ N	□ T
2	Inquiry by: Description, Company ID#, serial #, License/tag#, Manufacture, Model, serial#, Division, Department, PO#, status with fuzzy search	□ A	□ N	□ T
3	Provide status options: active, retired, surplus, etc.	□ A	□ N	□ T
4	Able to integrate with purchasing, facilities, assets & work orders	□ A	□ N	□ T
5	Miscellaneous entry area with unlimited lines.	□ A	□ N	□ T
6	Service date / entry date	□ A	□ N	□ T
7	Maintenance contract tracking	□ A	□ N	□ T

8	Able to track License plate info, expiration/renewal date & previous license plate associated with asset	□ A	□ N	□ T
9	Cost code associated with purchase and maintenance.	□ A	□ N	□ T
10	Able to support & access scanned images associated with asset. Purchase documents, titles, land deeds, license plate registrations, etc.	□ A	□ N	□ T
11	Reporting options with totals: monthly, yearly, license plate renewals, By descriptions, department, division, Company ID, Make, model, serial #, PO #, etc.	□ A	□ N	□ T
12	Retirement info: Date, approval signature, disposal method, etc.	□ A	□ N	□ T
13	Ability to include salvage values on equipment	□ A	□ N	□ T
14	Ability to track & link items bought in one Activity and Maintained in another	□ A	□ N	□ T
15	Ability to list a primary driver on equipment	□ A	□ N	□ T
16	Ability to track property purchased with funds, such as Drug Fund & Grant proceeds separately	□ A	□ N	□ T

Accounts Payable

1	The software must accommodate processing of debit/credit memos and ability to select specific payables/checks for processing	□ A	□ N	□ T
2	The software must provide detailed audit trail reports to support payable items and liabilities reflected in the GL system.	□ A	□ N	□ T
3	Ability to attach invoices, files, correspondence, etc. throughout the Module.	□ A	□ N	□ T
4	The software must support multiple levels of invoice approval.	□ A	□ N	□ T
5	Ability to accommodate electronic payments (e.g., EFT, ACH, E-payable, etc.).	□ A	□ N	□ T
6	Ability to support electronic and digital signatures.	□ A	□ N	□ T
7	Ability to provide audit trails with the following information:			
	Invoice number (up to 20 characters)	□ A	□ N	□ T
	Disbursements	□ A	□ N	□ T
	Purchase order number	□ A	□ N	□ T
	Check number	□ A	□ N	□ T
	Date(s) (e.g., payment date, etc.)	□ A	□ N	□ T
	Payee	□ A	□ N	□ T
	Payee Address	□ A	□ N	□ T
	Approver and User ID	□ A	□ N	□ T
	Account number charged	□ A	□ N	□ T
	Work Order charged	□ A	□ N	□ T
8	The software must support voiding an invoice.	□ A	□ N	□ T
9	Ability to default vendor's remittance address from the vendor record when processing invoices, with override ability to another remittance address established on the vendor record.	□ A	□ N	□ T
10	Ability to have an unlimited number of detail and description lines per individual invoice transaction.	□ A	□ N	□ T

11	Ability to allow multiple invoices to be entered against the same purchase order reference, with validation of the total quantity and amount to be paid.	□ A	□ N	□ T
12	Ability to accommodate account distributions by line item.	□ A	□ N	□ T
13	Ability to change chart of account number distribution charges at the line item level on either requisition or PO, with appropriate user security restrictions.	□ A	□ N	□ T
14	Ability for credit memos to be applied against an open invoice.	□ A	□ N	□ T
15	Ability to process invoices for which no purchase order exists, with the appropriate security.	□ A	□ N	□ T
16	Ability to create an invoice list and preliminary check register prior to check generation.	□ A	□ N	□ T
17	The software must provide multiple types of 1099's.	□ A	□ N	□ T
18	Ability to collect necessary information for generation of Federal 1099's at year-end (both manually and electronic per IRS approved file).	□ A	□ N	□ T
19	Ability for individual invoices to be included or excluded from 1099 income for a vendor as appropriate.	□ A	□ N	□ T
20	Ability to support inquiry by the following:			
	Vendor (including history of commodities, departments, etc. as defined by user)	□ A	□ N	□ T
	Accounts Payable Status	□ A	□ N	□ T
	Purchase Order Number, Invoice Number, Work Order Number, Receiver Document Number, Company Number, Open Accounts Payable by Fund, Due Date, and vendor or any other associated document	□ A	□ N	□ T
	Checks	□ A	□ N	□ T
	User ID	□ A	□ N	□ T
	History	□ A	□ N	□ T
21	Aged accounts payable reporting.	□ A	□ N	□ T
22	Ability to produce a daily report showing all purchasing and AP activity in the system.	□ A	□ N	□ T
23	Ability to produce the following reports:			
	Vendor Master Listing (by any element in the file)	□ A	□ N	□ T
	Vendor Multiple Address listing	□ A	□ N	□ T
	Summary Payment Report by Vendor (for a user-determined time period)	□ A	□ N	□ T
	Check Generation	□ A	□ N	□ T
	1099 MISC Reporting	□ A	□ N	□ T
	Check register	□ A	□ N	□ T
	Cash Requirements Report	□ A	□ N	□ T
	Ledger Distribution Report	□ A	□ N	□ T
	Transfer Distribution Listing of amounts to be transferred between funds	□ A	□ N	□ T
	Expenditure Report	□ A	□ N	□ T

		Procurement Card Reports with the ability to attach and view a digital document	□ A	□ N	□ T
		Ability to print Vendor file labels	□ A	□ N	□ T
		Multiple reporting by accounts payable status	□ A	□ N	□ T
		Import payable items from other systems (utility refunds, property tax, inventory items)	□ A	□ N	□ T
24		Ability to track vendors without a W-9 (Request for Taxpayer Identification and Certification) form.	□ A	□ N	□ T
25		Ability to maintain multiple location addresses for each vendor. Please utilize the Comments column to notate the maximum number of addresses for each vendor.	□ A	□ N	□ T
26		Ability to maintain and print out an audit trail for changes to the vendor master file.	□ A	□ N	□ T
27		Ability to port Credit Card expenditure information into GL	□ A	□ N	□ T
28		Does system distinguish between checks cut with a PO or without a PO, such as different Document type?	□ A	□ N	□ T
29		Ability to Identify Employee accounts	□ A	□ N	□ T
30		Ability to track vendor W9, 1099, and Workman Compensation Certificate information and attach to vendor file.	□ A	□ N	□ T
31		Ability to classify one-time vendors.	□ A	□ N	□ T
32		Ability to detect duplicate vendor information upon entry of vendor.	□ A	□ N	□ T
33		Ability to do payment override during vouchering to compensate for charges (freight, fuel, delivery, or credits) missed on the original purchase order.	□ A	□ N	□ T
34		Workflow to track invoices sent to departments for approvals	□ A	□ N	□ T

Purchasing

1		Ability to support one master vendor record for all modules in the system, with security on the ability to change and/or update vendor records.	□ A	□ N	□ T
2		Support multiple fiscal year-end purchase order options including, but not limited to: void, carryover or carryover with re-appropriation.	□ A	□ N	□ T
3		Support encumbrance control for budgeted funds.	□ A	□ N	□ T
4		Ability to have Purchase Orders (Request for PO, PO, and Blanket PO) using a common number to track start to finish.	□ A	□ N	□ T
5		Ability to establish and maintain information concerning:			
		Vendors	□ A	□ N	□ T
		Commodities and a commodity coding structure (NIGP codes)	□ A	□ N	□ T
		Standards or specifications for items acquired	□ A	□ N	□ T
		Standard text for terms and conditions of purchases	□ A	□ N	□ T
6		Integrated to Bids module eliminating need to rekey data and tracks PO's applied to Bids.	□ A	□ N	□ T
7		Support workflow for procurement approval process, including Blanket PO's and requisitions.	□ A	□ N	□ T

8	Support automatic entry into other modules, such as inventory and fixed assets from purchasing.	□ A	□ N	□ T
9	Ability for end-users to check expenditures to date against encumbrances and budgets and see results on-line in real time prior to processing an expenditure request.	□ A	□ N	□ T
10	Ability to customize multiple purchase order layout/formats (and create templates).	□ A	□ N	□ T
11	Ability to create, process, and track Bid / Quotes.	□ A	□ N	□ T
12	Ability to create, process, and track blanket purchase orders.	□ A	□ N	□ T
13	Ability to send purchase orders to vendors with supporting documents in the following formats: electronic data exchange, fax, e-mail, or printed copy (with electronic signature).	□ A	□ N	□ T
14	Ability to process and track receipt of goods/services.	□ A	□ N	□ T
15	Ability to accommodate partial receipts.	□ A	□ N	□ T
16	Automatic reorder PO's of inventory items, after review, based on the minimum, maximum and economic order quantities set up for each location.	□ A	□ N	□ T
17	Integrated with AP and Inventory systems, including vendor setup.	□ A	□ N	□ T
18	Ability to track expenditures against credit card issued to departments or employees.	□ A	□ N	□ T
19	Ability to track PO changes indicating user	□ A	□ N	□ T
20	Search open PO's and select for closing	□ A	□ N	□ T
21	PO Reporting & inquiry	□ A	□ N	□ T
22	Ability to create, process and track contracts throughout their life cycle, monitor dates, and manage contract closeout	□ A	□ N	□ T
23	Robust email system including the ability to email request for quotes.	□ A	□ N	□ T
24	Vendor & default listing to choose who to send request for quotes based on item types?	□ A	□ N	□ T
25	Ability to copy existing PO to create a new PO	□ A	□ N	□ T

Human Resources/Payroll/Risk Management

1	Reporting			
	Able to pull data into Excel spreadsheet	□ A	□ N	□ T
	FMLA documenting and tracking	□ A	□ N	□ T
	Worker's Comp documenting and tracking	□ A	□ N	□ T
	Workforce information (temp, regular, years of service, hire dates, job history, compensation history)	□ A	□ N	□ T
	Month-end reporting (headcount, FTEs, turnover)	□ A	□ N	□ T
	Ability to track and report on multiple leave types (general, emergency, bereavement, unpaid, civil, etc.)	□ A	□ N	□ T
	Support workflow for employee travel authorizations across all departments	□ A	□ N	□ T
2	Document Scanning/Security			
	Electronic Personnel Files	□ A	□ N	□ T

			□ A	□ N	□ T
		Electronic Employee Medical Files	□ A	□ N	□ T
		Regular & Temporary employees	□ A	□ N	□ T
3	Electronic Personnel Action Forms				
		Initiating new hires with job descriptions, EEOC codes, Worker's Comp codes, exempt/non-exempt	□ A	□ N	□ T
		Next step increases	□ A	□ N	□ T
		Approvals/Comments	□ A	□ N	□ T
4	Electronic Timecards				
		Flexibility in programming such as Comp Time, FMLA, all leave types to follow policies	□ A	□ N	□ T
		Pay stub detail to include vacation balances/amounts used	□ A	□ N	□ T
		Check history including all accrual information	□ A	□ N	□ T
		Comp time tracking and control	□ A	□ N	□ T
5	Position Control				
		Online job descriptions	□ A	□ N	□ T
		Job codes	□ A	□ N	□ T
6	Employee HRIS information				
		Ability to customize fields	□ A	□ N	□ T
		Lots of fields to pull data from	□ A	□ N	□ T
7	Tracking				
		FMLA	□ A	□ N	□ T
		Worker's Comp	□ A	□ N	□ T
		Light Duty	□ A	□ N	□ T
		Exit trending	□ A	□ N	□ T
		Job applications (centralized, searchable system)	□ A	□ N	□ T
		Liability claims	□ A	□ N	□ T
8	Employee Self-service				
		W-4s	□ A	□ N	□ T
		Addresses	□ A	□ N	□ T
		FMLA leave requests	□ A	□ N	□ T
		Vacation submission and initiating	□ A	□ N	□ T
		1095C – Affordable Care Act reporting (also XML file for IRS)	□ A	□ N	□ T
		Travel requests	□ A	□ N	□ T
		Reimbursement forms	□ A	□ N	□ T
9	Manager Self-service				
		Initiating transactions	□ A	□ N	□ T
		Approving transactions	□ A	□ N	□ T
		Vacation tracking, reporting, and management	□ A	□ N	□ T
10	Benefits				
		Insurance claim reimbursement processing	□ A	□ N	□ T

Court

1	System to comply with Tennessee state and federal laws.	□ A	□ N	□ T
2	Integrated payments to court tracking system of citations.	□ A	□ N	□ T
3	Each citation in the system has a ticket number, docket number and case number.	□ A	□ N	□ T
4	Accept e-ticketing workflow information automatic from 3rd party.	□ A	□ N	□ T
5	Ability to export automatic citation information to e-ticketing solution.	□ A	□ N	□ T
6	Electronic online payment of fines and costs.	□ A	□ N	□ T
7	Customize forms and reports.	□ A	□ N	□ T

Recreation & Parks

1	Ability to host Online Registration for programs, classes, camp, and events.	□ A	□ N	□ T
2	Ability to allow customers to request facility reservations for fields, rooms, shelters, etc. Staff must approve before reservation is complete.	□ A	□ N	□ T
3	Ability to manage sports leagues.	□ A	□ N	□ T
4	Ability to integrate payments into the new Financial Package.	□ A	□ N	□ T
5	Ability to manage membership database to include ID creation, family memberships, facility access, etc.	□ A	□ N	□ T
6	Point of sale (POS) system that allows credit/debit card payments.	□ A	□ N	□ T

Facility Management

1	Ability to retrieve blueprints of buildings	□ A	□ N	□ T
2	Ability to define and search for one property or building; by name or location	□ A	□ N	□ T
3	Ability to barcode and inventory pieces of equipment within each property; HVAC, Plumbing, air filters, lighting, etc., and tie into work orders and building maintenance's inventory controls	□ A	□ N	□ T
4	Preventative Maintenance Schedule Alerts such as fire extinguisher checks, sprinklers, air filter changing, etc.	□ A	□ N	□ T
5	Ability to pull up history of maintenance on each building such as; painted this office (date), re-roof, remodel, etc.	□ A	□ N	□ T
6	Ability to track costs of maintenance on each building and pull work order history	□ A	□ N	□ T
7	Notification system to departments, requesting work through the work order system, to be notified that the work order has been received and then a notification once it is completed	□ A	□ N	□ T
8	Ability to pull demand reports on historical data, costs, inventory, property, etc.	□ A	□ N	□ T

Land Management

1	Interface with existing ESRI GIS (Geographic Information System)	□ A	□ N	□ T
2	Interface to view GIS maps within land management module	□ A	□ N	□ T
3	Ability to extract features from GIS and regularly update from GIS	□ A	□ N	□ T
4	Ability to track and maintain features within land management module from regular GIS updates with ability to enter information manually	□ A	□ N	□ T
5	Ability to create relationships between features	□ A	□ N	□ T
6	Ability to track and maintain custom attributes with each feature being managed	□ A	□ N	□ T
7	Ability to attach documents to each feature	□ A	□ N	□ T
8	Integration with other related information within software package	□ A	□ N	□ T
9	Reporting services to run multiple user-defined reports on demand	□ A	□ N	□ T

Community Development

1	Accessible from the field	□ A	□ N	□ T
2	Electronic site plan and building plan review	□ A	□ N	□ T
3	Parcel Management (addressing, ownership, tax parcel numbers, legal descriptions)	□ A	□ N	□ T
4	Permits (building, plumbing, electrical, HVAC, signs)	□ A	□ N	□ T
5	Online scheduling calendar	□ A	□ N	□ T
6	Land use applications (deadlines, actions, notices)	□ A	□ N	□ T
7	Code inspection (building, plumbing, electrical, HVAC, signs, code enforcement)	□ A	□ N	□ T
8	Status updates through Internet	□ A	□ N	□ T
9	eParcels	□ A	□ N	□ T
10	ePermits	□ A	□ N	□ T
11	eLicense	□ A	□ N	□ T
12	eRequest	□ A	□ N	□ T

Fleet Management

1	Provides the garage an effective vehicle and equipment maintenance program for a wide variety of vehicles and equipment.	□ A	□ N	□ T
2	Ability to provide a 'read only' option only.	□ A	□ N	□ T
3	Maintains a database of information to track and account for vehicles, parts and services associated with Fleet Management.	□ A	□ N	□ T
4	Maintains a vehicle and equipment inventory including a unique identifying number, descriptive information, location, purchase date, cost and mileage, fuel consumption and up to fifteen (15) user defined fields to maintain information of specific interest.	□ A	□ N	□ T
5	Provides functions to issue and receive parts inventory to maintain a current inventory.	□ A	□ N	□ T

6	Provides a month to date, year to date and life to date cost summary report including labor and parts which may be summarized by vehicle, equipment or department.	□ A	□ N	□ T
7	Provides a way to enter fuel purchases and fill-ups to record fuel from City tanks or fuel truck to be charged to individual units.	□ A	□ N	□ T
8	Allows for the pooling of equipment so that equipment can be rented and charged to a department for usage.	□ A	□ N	□ T
9	Provides for department billing which offers automatic accounting entries and fund balancing, trial billing, percentage billing, and project cost tracking.	□ A	□ N	□ T
10	Provides for the decommissioning of vehicles and/or equipment.	□ A	□ N	□ T
11	Capability for tracking, reporting and researching all work orders by vehicle number, department, employee and by work order number for in-house or outside repairs.	□ A	□ N	□ T
12	Any maintenance, labor or parts can be recorded on the work order. This includes multiple jobs, parts and labor.	□ A	□ N	□ T
13	Work orders should be quickly and easily entered and printed at time of request, with an "add to" option and ability to finish the work order at a later time.	□ A	□ N	□ T
14	Integrates with the purchasing/inventory module.	□ A	□ N	□ T
15	Allows inquiry by vehicle/equipment number, make/manufacturer, or license number.	□ A	□ N	□ T
16	The monthly billings sent to each department needs to show the costs broken down as to parts, labor fuel, etc.	□ A	□ N	□ T
17	Tracks a variety of information such as costs, employee labor, and maintenance which can be printed as on-demand reports.	□ A	□ N	□ T
18	Ability to create custom reports.	□ A	□ N	□ T
19	Billing according to vehicle, equipment & hours worked.	□ A	□ N	□ T
20	Ability to track Fleet by employee or crew user	□ A	□ N	□ T
21	Ability to link recoverable Work Orders to vehicle	□ A	□ N	□ T

Work Orders

For purposes of this RFP, a work order is defined as a method to track and accumulate costs for defined functions. A work ticket or blue ticket is defined as a method to assign work to employee(s) which may be charged to a work order.

1	Work Order field is in all financial modules including but not limited to general ledger, purchasing, inventory, payroll, equipment/fixed assets.	□ A	□ N	□ T
2	Integrated with work ticket system	□ A	□ N	□ T
3	Ability to assign multiple work ticket jobs to a work order	□ A	□ N	□ T
4	Ability to interface with word processing	□ A	□ N	□ T
5	Ability to interface to accounts receivable, so costs recorded on a work order can be billed.	□ A	□ N	□ T
6	Multiple Statuses (i.e. Active, Closed, Billed, etc.) with the ability to stop charges at some end point.	□ A	□ N	□ T
7	Able to be used by all departments	□ A	□ N	□ T

8	Provides job estimating capabilities for both maintenance and capital projects	□ A	□ N	□ T
9	Ability to create assemblies that can be used to create assets	□ A	□ N	□ T
10	Ability to track labor and equipment costs and overhead	□ A	□ N	□ T
11	Ability to do Standing Work Orders	□ A	□ N	□ T
12	Ability to run multiple reports from Work Order	□ A	□ N	□ T
13	Ability to segment Work Order numbers for different functions or departments	□ A	□ N	□ T
14	Ability to track labor by employee	□ A	□ N	□ T
15	Robust, including "fuzzy" inquiry system.	□ A	□ N	□ T
16	Parent and Child Work Order relationships	□ A	□ N	□ T
17	Open fields for the user to define in the module	□ A	□ N	□ T

Utility Metering

1	The system must be capable of providing the following functionality:			
	Time of use – to allow electric rates to be based upon actual costs of power to coincide with time of day. A minimum of two-tier blocks with a possible third block is desirable.	□ A	□ N	□ T
	Time of use blocks – hourly and variable blocks	□ A	□ N	□ T
	Pay as you go – a prepay function that allows a customer to deposit money into their account and manage their account over the month.	□ A	□ N	□ T
	Automatic pay – allows customers to set up a payment mechanism that automatically deducts their bill from their bank account upon their authorization to do so.	□ A	□ N	□ T
	Categorization – allows accounts to be categorized by land use, customer type, or billing rates for data collection and analysis.	□ A	□ N	□ T
	Work order connectivity – connects to the utility's work order system for ease of integrating work order billing into the electric bill.	□ A	□ N	□ T
	Special program rate adder – allows the utility to establish billing rates for special programs and include them on the bill. For example, a "green energy" program that allows customers to "opt in" via the bill for acquisition of renewable energy credits with a special line item on the bill for that program charge.	□ A	□ N	□ T
	GIS – connectivity with the City's GIS system to allow billing data to be analyzed in a geographical media.	□ A	□ N	□ T
	Graphing – a billing mechanism that supports charts/graphs to be displayed on the bill that coincides with historic use on that account.	□ A	□ N	□ T
	Power Factor- system should be capable of processing rate structures for different levels of data based upon meter data received in an automated fashion.	□ A	□ N	□ T
	Remote disconnect- system should be capable of receiving automated remote disconnect and generate billing without	□ A	□ N	□ T

		additional data input. This functionality is reserved in case we ever deploy remote disconnect functionality.			
		Multi-facility billing- system shall have the ability to generate one bill to one customer who has multiple buildings/facilities throughout the city	□ A	□ N	□ T
2		CORED is using a Meter Data Management (MDM) system provided by Primestone. Daily metering billing files are exported from the MDM system to the City's billing system. Current Protocol being used is the California Meter Exchange Protocol (CMEP). The new system must be able to accept CMEP files for billing purposes. Additionally, the IFP MDM system supports multiple protocols for billing files. Vendor must provide a list of supported protocols for metering billing files. Standard information contained in a daily billing file includes date/time of meter read, meter ID, monthly consumption value in kWh, a monthly demand read in kW (for commercial accounts).	□ A	□ N	□ T
3		For data synchronization purposes between systems (the city billing system, utility MDM system and the utility metering system, the new software system must be able to generate, automatically, a daily comma separated value (CSV) file containing the following information:			
		Input File Format/Field Descriptions	□ A	□ N	□ T
4		The daily synchronization file contains 8 fields separated by commas. No comma is allowed in any field. The fields are defined as follows:			
		1. Operation – This field indicates the operational state of the meter with two supported values:	□ A	□ N	□ T
		a. I – Installed. Used to represent meters which are installed. Installs (sets) a meter or verifies meter attributes on a previously installed meter. If any specified meter attributes are different, an update is sent to EA_MS. On initial installation, the Date field is used as the install/set date in EA_MS. This operation also verifies that the meter is on the DAILY ELECTRIC and DAILY LOAD PROFILE schedules in EA_MS. If the meter is already in an installed state in EA_MS, the synchronized attributes do not differ, the meter is on the DAILY ELECTRIC schedule, and the meter is on the DAILY LOAD PROFILE schedule, no changes will be made in EA_MS.	□ A	□ N	□ T
		b. R – Removed. Used to represent meters which have been removed. Removing a meter clears its location information along with removing it from all schedules in EA_MS. When performing this operation, the Date field represents the removal/pull date.	□ A	□ N	□ T
		2. Meter ID – The meter serial number used in EA_MS	□ A	□ N	□ T
		3. Meter Name – The meter name will be the same as #2 – meter ID The meter name must not be longer than 12 characters due to limitations of the billing integration.	□ A	□ N	□ T
		4. Meter Type – The meter type may be one of: REX, A3_ILN	□ A	□ N	□ T

		5. Date – The date used by the operation. The install date should not change unless the meter has been removed and is subsequently reinstalled. Date Format YYYYMMDD.	□ A	□ N	□ T
		6. Billing Cycle Name – This field should be populated with the name of the Billing Cycle for the meter to be placed. An electric meter may only be on a single Billing Schedule at any given time. Changing the name of the billing schedule for a meter will remove it from the original billing schedule and place it on the new billing schedule.	□ A	□ N	□ T
		7. Next Billing Cycle Date – The next scheduled billing cycle date. Date Format YYYYMMDD	□ A	□ N	□ T
		8. Account Number – customer account number	□ A	□ N	□ T
		Examples:			
		I,05361332,E05361332,REX,20110510,1,"754 MINNESOTA AVE",-94.6292429,39.1156848,ScheduleName01,20121022,9999999	□ A	□ N	□ T
		R,05361327,Meter5361327,REX,20110510,1,"500 NEBRASKA AVE",,,,,,	□ A	□ N	□ T
		OR			
		R,05361327,Meter5361327,REX,20110510,,,,,,,,	□ A	□ N	□ T
5		Tracking electric, water and sewer separately.	□ A	□ N	□ T

Security

1	Ability to provide that security is definable at multiple levels to allow employees read access to their own data within the ERP module with limited editing access at field level.		□ A	□ N	□ T
2	Ability to provide that security is definable at multiple levels to allow supervisor read access to department data.		□ A	□ N	□ T
3	Ability to correct history based on appropriate security, with an audit trail.		□ A	□ N	□ T
4	Security features are robust to control the "views," "changes" and "approvals" by different organizational units (within department) of the City of Oak Ridge.		□ A	□ N	□ T
5	Security to track user login to the system including time, computer IP.		□ A	□ N	□ T
6	Does the software have authorization approvals by different levels of management and dollars?		□ A	□ N	□ T