

OTSEGO COUNTY, MICHIGAN

REQUEST FOR PROPOSAL (RFP) 2008-3

FOR

INTEGRATED FINANCIAL MANAGEMENT SYSTEM

ISSUE DATE: FEBRUARY 29, 2008

ISSUED BY: OTSEGO COUNTY
225 WEST MAIN, SUITE 203
GAYLORD, MI 49735

INQUIRIES: FOR TECHNICAL IT QUESTIONS, PLEASE CONTACT
ERIC SEELYE OR TODD OOSTMEYER OF
EMPIRIC SOLUTIONS, INC.
231.348.1035
FOR ALL OTHER QUESTIONS, PLEASE CONTACT
RACHEL FRISCH, CPA,
OTSEGO COUNTY FINANCE DIRECTOR
989.731.7523
RFRISCH@OTSEGOCOUNTYMI.GOV

PROPOSALS DUE: TUESDAY MARCH 18, 2008 AT 2:00 P.M.

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1. INTRODUCTION

You are invited to provide a written proposal to provide a comprehensive, fully integrated, public-sector-specific Financial Management System. This Request for Proposal (RFP) states the overall scope of products and services desired, specific software functionality, technology foundation as well as desired vendor qualifications. The selected firm will be designated as Otsego County's Financial Management System partner with an implementation and conversion project to begin within 30 days of selection.

Otsego County General Information

According to the NEMCOG (Northeast Michigan Council of Governments) 2005 estimate, Otsego County has a population of 25,800 with an approximate State Equalized Value of 1.6 billion.

There are 72 separate, self-balancing funds within Otsego County's general ledger. Otsego County operates on a December 31 fiscal year; however, there are two component units in the general ledger that operate on a September 30 fiscal year. There are approximately 170 employees with a total budget (including component units) of approximately \$44,000,000.

Otsego County has used MUNIS software of Tyler Technologies, Inc. since July 2004. At present, Otsego County is operating in a 32 bit operating environment with Windows 2000 and Windows XP clients. Other automated functions are utilizing Windows 2000/2003 servers. Most departments access servers via 100Mb connections over a 1Gb network backbone. However some departments are in remote locations and have VPN access via 11Mb or slower connections.

2. INSTRUCTIONS TO PROPOSERS

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

Sealed proposals will be received by the Administration Offices of Otsego County for an Integrated Financial Management System until Tuesday March 18, 2008 at 2:00 p.m. Proposals received after the deadline will be disqualified. It is the responsibility of the proposer to ensure that the proposal arrives on time and at the correct location. Each proposer is responsible for indicating the company name, bid name, due date and time on the envelope or package containing the proposal.

Proposer must include seven (7) bound copies. Please provide one (1) electronic version in either PDF or Microsoft Word on Compact Disc media. No faxes will be accepted.

Proposers must be available, at the vendor's cost, for a meeting after bids are received to discuss their proposal and answer questions.

All software functions and implementation services requested must be addressed. If the proposed software cannot provide a requested function, or a service cannot be provided, it should be noted within the proposal.

Information should be provided as to all charges and fees related to each service. If no fee is stated, it will be assumed that no fees are to be charged.

Each proposer shall bear the responsibility of all costs incurred in order to prepare and submit their response to this RFP.

To ensure a fair and objective evaluation of all proposals, vendors are required to submit all inquiries to the project contact noted on the cover of this RFP.

Otsego County employs Empiric Solutions, Inc. for all IT services. The proposer may address all technical IT questions to Eric Seelye or Todd Oostmeyer of Empiric Solutions. All other inquiries are to be directed to Otsego County Finance Director Rachel Frisch. Contact information is provided on the first page of the RFP.

Otsego County is expected to award a contract for the Integrated Financial Management System at the Board of Commissioners meeting on Tuesday March 25, 2008.

3. RIGHT OF REFUSAL

Otsego County reserves the right to reject all RFPs in their entirety or to select certain application software from the RFPs. Otsego County reserves the right to award the contract in any manner deemed to be in the best interest of its citizens.

4. REQUIRED CONTENTS OF THE PROPOSAL

The organization and size of the firm, whether it is local, regional, national or international in operation.

The names of the persons authorized to represent the proposer, their title, address, and telephone number.

Identify the managers and supervisors who will be assigned to the engagement, include brief biographies and work experience. To the extent possible, please provide information on other staff members who will be doing work on the implementation.

A project timeline of the estimated implementation schedule. The schedule should list each phase of the project and the expected resources (staff time, computer usage, etc.) required during each phase.

Include with the proposal a list of the requirements set forth by Otsego County that are NOT handled by the software and how a workaround or other procedure could be used to handle the process. It is assumed that the software handles every function or process not specifically addressed in this section of your proposal.

Include with the proposal an application integration map that shows how each subsystem integrates with the others. Also list the global data elements that are shared between subsystems.

Include with the proposal a list of any technical guidelines NOT met by the system and an explanation of how the system might fit into Otsego County's computing environment. It is assumed that the system meets all technical guidelines unless specifically indicated otherwise.

Discuss the security features available in the system.

The not-to-exceed cost for the software and services. The total cost should be broken down into software and service components. The service component should be broken down into installation services, conversion, training, and ongoing support. Indicate clearly the compensation required for the engagement. Include a quote for performing software enhancements, which may or may not be requested by Otsego County. Also include the annual software maintenance/support costs for five (5) years. Include proposed payment terms.

The names, addresses, and phone numbers of clients who may be contacted for references, including three local governmental units.

The date your firm can begin working on the project after announcement of selection.

For all software components offered, include the following information:

- Version and date
- Language
- Performance and capacity characteristics and limitations
- Requirements for successful operation
- Restrictions on usage
- Support history for the product, including development history, upgrades, revisions, availability of support for older versions, future support and/or migration plans

Indicate applicable system hardware requirements:

- Server configuration
 - Make, model
 - Acceptable functioning configuration
 - Optimal functioning configuration
 - Projected usable life span
 - Power requirements
 - Cooling requirements
 - Additional requirements
 - All inter-unit dependencies
 - All operating requirements
- Otsego County workstations
 - Recommended make, model
 - Acceptable functioning configuration
 - Optimal functioning configuration

Information related to IT:

- Proposal should define the responsibilities of Otsego County's IT department and the vendor (who is responsible for scheduled maintenance, what are maintenance windows, what are the software update procedures)
- Proposal should detail database maintenance (is database maintenance automated or manual, who is responsible for performing the maintenance)
- What type of remote support is provided by the vendor (does this include only server support or is support provided down to the desktop level)
- Proposal should detail licensing requirements

- Proposal should detail data backup requirements (specify backup software/hardware recommendations)

All training costs must be submitted in the proposal. Please answer the following questions:

- What levels of each type of training can the vendor offer?
- What training materials will be provided?
- How much time is required to provide training on each application?
- What post-training evaluation is done to determine the success of the training?
- Can training tools used by the vendor be redeployed by the client?
- Does the vendor provide “training the trainer” courses?
- What type of post-implementation (ongoing) training is provided? What are the costs?

Include with your proposal your post-implementation customer support services. Please list hours of operation, on-site support and costs. Also list the total employees and qualifications of your support staff.

Include the options available to Otsego County with respect to migrating MUNIS data into the new system. Include the cost associated with each option.

5. PROPOSAL REVIEW

All documents submitted as part of the vendor’s proposal will be deemed confidential during the evaluation process. Vendor 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.

6. SCHEDULE DATES

The following is a desired schedule for the selection process. Otsego County reserves the right to modify any part of this schedule.

RFP issued	February 29, 2008
Proposal due	March 18, 2008
Contract award	March 25, 2008
Desired go live date	August 1, 2008

7. EVALUATIONS

Evaluation of the proposals is expected to be completed one week after receipt. An evaluation team will evaluate proposals on a variety of quantitative and qualitative criteria. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest price proposal will not necessarily be selected.

Otsego County reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals or c) to make partial or multiple awards. Otsego County further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the municipality.

8. AGREEMENT

A formal agreement (contract) will be entered into with the selected vendor and Otsego County.

9. ASSIGNMENT

The awarded bidder shall not assign, transfer, convey, sublet, subcontract, or otherwise dispose of any award or of any of its rights, title, or interest therein, without the prior written consent of Otsego County.

10. ADDENDA TO THE RFP

In the event it becomes necessary to revise any part of this RFP, a copy of all addenda will be mailed to the prime representatives.

11. NON-DISCRIMINATION CLAUSE

Otsego County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the employment or provision of services.

12. INSURANCE REQUIREMENTS

The vendor is required to pay for and provide the type and amount of insurance below:

- Commercial General Liability with the following minimum coverage:
 - \$1,000,000 General Aggregate Limit other than Products/Completed Operations
 - \$1,000,000 Products/Completed Operations Aggregate Limit
 - \$1,000,000 Personal & Advertising Injury Limit
 - \$1,000,000 Each Occurrence Limit
 - \$500,000 Fire Damage Limit (any one fire)The vendor must list Otsego County, its departments, divisions, agencies, offices, commissions, officers, employees and agents as ADDITIONAL INSURED on the Commercial General Liability Certificate. The vendor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company.
- Workers' compensation coverage must be provided in accordance with applicable laws governing the employees and employers work activities in the state of the vendor's domicile. If the applicable coverage is provided by a self-insurer, proof must be provided of approved self-insured authority by the jurisdiction of domicile. For employees working outside of the state of qualification, vendor must provide appropriate certificates of insurance proving mandated coverage levels of the jurisdictions where the employees' activities occur. Any certificates of insurance received must also provide a list of states where the coverage is applicable. The vendor also agrees to provide evidence that insurance policies contain a waiver of subrogation by the insurance company. This provision shall not be applicable where prohibited or limited by the laws of the jurisdiction in which the work is to be performed.

- Employers liability insurance with the following minimum limits:
\$100,000 each accident
\$100,000 each employee by disease
\$500,000 aggregate disease

13. PERFORMANCE BOND

Vendor shall furnish a bond in connection with this contract as security for the faithful performance of this contract according to its specifications, terms, and conditions. Such bond shall be conditioned so that the surety will fully repay/reimburse all costs, expenses, and damages up to the amount of the bond, which may occur as a result of any default of the vendor. At a minimum, the performance bond shall equal the proposal total amount as listed on the vendor's Proposal Form, included on page 21 of this RFP.

14. SCOPE OF WORK

The Integrated Financial Management System will upgrade and replace many core business systems currently in use by Otsego County. The selected partner shall provide installation services including installation of the integrated financial management system software on Otsego County's servers and computers, testing of the system in cooperation with the departments to confirm proper operation of the software, conversion services to migrate existing data into the new system, and on-site user training for Otsego County's personnel that will use the new system. The integrated system partner will work closely with Otsego County's Information Technology Services division to ensure a smooth migration to the new system.

Ongoing services shall include periodic maintenance of the system to update the software and/or correct defects in the software, and telephone support during business hours for technical problems or questions regarding use of the software.

Otsego County may also request limited enhancements to the software if it is determined that it cannot conduct business without the enhancement.

The software must meet all legal provisions of state statutes pertaining to finance, accounting and auditing.

FLEXIBILITY AND ON LINE PROCESSING

The system must be designed with the recognition that Otsego County will have ever changing requirements. As such, it needs to use a Relational Database Management System to perform state of the art computing functions. The system should permit changes in database structure without requiring compilation of programs not directly impacted by the changes. Otsego County intends to implement a distributed environment, which provides the ability for users to take control and responsibility for their data. To accomplish this, the new system should provide end users with the ability to enter data in an on-line interactive mode.

SYSTEM SECURITY

The system must provide system and application security controls to prevent unauthorized use of the database, restrict access to the database, maintain database process controls, and log all database transactions.

HARDWARE, OPERATING SYSTEM AND DATABASE REQUIREMENTS

The vendor is expected to provide the following information:

Server Hardware Requirements: Identify the server hardware platform(s) upon which you certify your system to operate. Include applicable model numbers and specific configuration requirements.

Operating System Requirements: Identify the operating system(s) which you certify to be compatible with your system. Provide OS vendor (Microsoft, IBM, etc), which version of operating system(s) and any applicable patch levels which you certify your system to function under.

Database Requirements: Identify the vendor, version and any applicable patch levels upon which you certify your system to operate.

The selection of the best fit Integrated Financial Management System will be based on functional features in the following applications:

GENERAL LEDGER

- Complete integration with the following modules:
 - o Budget
 - o Accounts Payable
 - o Cash Receipts and Cash Management
 - o Payroll
 - o Purchase Order
 - o Accounts Receivable

If any of the modules requires an interface, please note.
- Allow for drill down capabilities to detail of all integrated modules.
- Real time update from modules to GL when a journal entry is created/completed at the module level.
- Support a 13 digit chart of accounts number.
- Ability for user defined account code structure in an online user controlled table, including the ability to define segment names, length and separators and account type.
- Ability to inactivate an account number at any time so that no new entries can be made to the account.
- Prevent deletion of account with activity for a specified period of time.
- Provide for a minimum 40 character account description for each account number.
- Provide for verification of valid account numbers used in journal entries prior to posting and GL update.
- Provide the ability for date driven reports by fund or other partial GL segment for the current period or prior periods.
- Ability to report on all funds across fiscal years.
- Provide ability to place a journal entry on hold, edit a journal entry prior to posting, and select the month and year in which to post.
- Provide for inquiry into GL detail by account number for current and prior years.
- Allow for drill down capabilities to detail of all integrated modules.
- System to automatically number journal entries sequentially by fiscal year and provide audit trail report.

- Allow for 2 different fiscal/budget years to be open and fully managed on a simultaneous basis, maintaining appropriate account balances in the later year.
- Allow for multiple users to simultaneously input journal entries.
- Provide for recurring journal entries in which the amount entered is different each month.
- Ability to reverse a journal entry in a future, specified period.
- Provide debit/credit totals for online journal entries, verifying the entry in balance by fund as well as in total. Prohibit posting if it is not.
- Ability to sort/filter and report on specific digits within an account number.
- Provide a report writer.
- Ability to review and/or report at the detail or summary account level.
- Ability to compile and produce financial statements. Manage and comply with GASB reporting requirements, i.e. GASB 34.
- Ability to download to excel and access.

BUDGET

- Provisions for preparing annual, bi-annual 5 year and 10 year plans.
- Provisions for monthly allocations of budgets based on the following:
 1. Previous year's actual spending patterns.
 2. User defined percentage, by period.
 3. User defined dollar amounts, by period
 4. User defined formula.
- Share a chart of accounts with the General Ledger, and be organized by that chart of account structure.
- Provide security for controlling access to budgeting module by user.
- Allow the lock-out of all but authorized users of specified budget versions.
- Provide complete integration of the budgeting system with the general ledger, payroll module for all system checks, error correction, etc.
- Provide ability to import data from the Payroll system regarding individuals in authorized positions and projected costs for the next period's budget.
- Ability to attach documentation, notes, and other supporting information for every account that a budget is established.
- Provide ability to store multiple versions of the budget per fiscal year with the user defined names "requested", "proposed", "adopted", etc.
- Ability to perform "what-if" calculations applying percentage increase or decrease to a user defined range of accounts. For example, a 3% increase for all supply accounts, 2% increase for salary accounts, 10% decrease in fringe benefit accounts, etc.
- Provide ability to prepare revenue forecasts based on user-defined parameters, comparison of current years collections to prior years collections as of given date, and other methods for revenue forecasting.
- Provide complete audit trail of any budget adjustments made during the fiscal year to the final adopted budget, showing at least:
 1. Accounts affected
 2. date of revision
 3. user id
 4. old balance
 5. new balance
 6. net change
 7. transaction type

8. authorization

9. comments

- Allow input, storage and maintenance of performance indicators, statistics and narrative information tied to phases of the budget process; with a user interface that includes basic word processing functions.
- Allow association of such performance indicators with expenditure accounts at the fund, department, and/or division level; and with projects and grants.
- Provide ability to prepare multi year capital budgets which may be broken down by account number or by project.

ACCOUNTS PAYABLE

- Provide the ability to automatically transfer all information from an outstanding purchase order into the AP system.
- Provide the ability to change the account code distribution on an encumbrance and have the purchase order in the Purchasing module reflect the new distribution.
- Provide full integration into General Ledger, Purchasing and Payroll system.
- Provide the ability to record and account for encumbrances.
- Provide a recurring Accounts Payable entry feature.
- Provide the ability to enter an accounts payable transaction and to establish a scheduled payment date as defined by the operator.
- Provide the ability to reference a purchase order in an accounts payable transaction and to automatically generate an encumbrance liquidation transaction.
- Provide the ability to establish a central disbursement account for a number of funds, as defined by the user.
- Provide for a payment of a vendor by accumulating multiple accounts payable transactions in a single check. Description information from each individual transaction will be printed on check stub or supporting document if information will not all fit on check stub.
- Provide for the ability to generate a separate check for a selected Accounts Payable transaction.
- Generate pre check and post check registers.
- Provide the ability to hold payments from check generation. These Accounts Payable transactions will be held for future authorization and payment.
- Maintain a user-defined vendor file with alpha-numeric vendor codes. The vendor file will include a minimum:
 1. User defined search name
 2. TIN or FEIN (Warn to prevent creation or duplication)
 3. Multiple addresses.
 4. Table driven 1099
 5. Fiscal and calendar YTD totals for vendor payments.
 6. Vendor contact names and phone numbers.
 7. Discount terms
 8. Payment history that includes invoice numbers, check numbers, check amounts, date paid, accounting distribution.
- Generate checks in payment of approved invoices.
- Provide drill down capabilities to all programs.
- Provide the ability to prevent negative checks from printing and provide warning screens to such activity.
- Provide an ad hoc report writer.
- Provide the ability to maintain bond payouts.

- Provide search functions or queries by dates, \$ amounts, check numbers, vendor names, vendor numbers, account number, etc....
- Provide a warning alert to user to prevent duplicate payments.
- Provide the ability to enter invoice numbers that are at least 20 characters in length.
- Provide the ability to print or reprint checks starting from the beginning, middle or user defined location.

PAYROLL

- Fully Integrated System so data is not duplicated between systems.
- Full Utilization of tables, data bases or other means to minimize user requirements for changes due to salary or benefit changes.
 - Utilize additional software driven security measures, such as password protection, to further restrict access to sensitive data.
 - Provide facilities to support detailed auditing in accordance with established procedures. Requirements include a sound audit trail, reconstructable data and adequate record retention.
 - Provide for multiple level approval evaluation and certification of time sheet detail.
 - Provide for multiple cost centers per employee.
 - Provide the ability to update employee records, perform withholding and to calculate into W2 any taxable “fringes such as: personal use of automobiles, group term life insurance, health insurance and retirement.”
 - Provide log files on Employee Master File and Employee Year to Date files to track file modification. Log files must capture user ID, workstation number, date and time of file modification, in addition to the modifications themselves.
 - Provide historical and current statistical reporting on one or a group of employees using log file information and allowing the user to select the information for a specified period.
 - Ability to make on-line changes, additions, and deletions to payroll/personnel master fields and provide audit trail changes. Only authorized personnel may make these changes. Employee records cannot be deleted until after W2s have been printed for that employee.
 - Ability to inquire on-line into employee master and detail files by their respective employee name or social security number.
 - Ability to code employees as being in a union or bargaining group.
 - Ability to reinstate previously terminated employees from past years.
 - Accommodate the expanded nine digit zip code.
 - Ability to have the employee number as primary key, and the employee Social Security Number, name and position code as alternate keys for accessing the master file for both maintenance and inquiry.
 - Ability to process year end reports.
 - Ability to process quarterly unemployment reports as specified by the State of Michigan.
 - Ability to calculate and accrue sick leave and vacation by variable formulas.
 - Ability to use future and effective dating for all pay, deduction, and maintenance events.
 - Ability to make mass changes to pay rates by amount or percentage based on union, group code, and year.
 - Ability to download information to other Windows XP software products such as Word, Excel, and Access.
 - Ability to track various types of benefits and the day of occurrence of various types of work or use of benefits.
 - Ability to maintain, on-line, prior year data so pro-rated benefits can be calculated between employment anniversary dates.

- Provide full audit capabilities.
- Ability to print reports to remote network printers.
- Provide the ability to advance draws based on net pay.
- Provide the ability to cutoff exceptions input by a user defined date with carryover of data entered after cutoff to the next cycle.
 - Provide the ability to produce on paper and EFT required reports to taxing authorities such as W2's, 941s, 1099's.
 - Ability to pay employees for work in multiple departments without duplication of employee master record or multiple paychecks.
 - Option to process salary payroll automatically with entry for exceptions only for some employees.
 - Ability to void checks on the system. Voiding checks will automatically update the reconciliation record.
 - Provide for multiple direct deposit paperless payroll transactions that are in compliance with the National Automated Clearing House Associations standards.
 - Allow for pre-printed check numbers and automated voids at system check run start up. Direct deposit employee may be processed separately or checks may be voided by the system during normal payroll check run.
 - Ability to report detailed pay, deduction, benefits, leave balances, taxable and non taxable gross earnings on employee check/direct deposit earnings statements.
 - Ability to handle manual check issues and check voids, with automatic posting to all master records, reconciliation records and general ledger and provide manual check special reports.
 - Ability to calculate Otsego County paid fringe amounts and accumulate them in year to date totals.
 - Ability to handle and track the following cumulative payroll data based on full time equivalence by department, bargaining unit and employee:
 1. Hours worked (regular and OT)
 2. Vacation Pay
 3. Vacation hours available
 4. Vacation hours taken
 5. holiday available and taken
 6. Holiday pay
 7. Misc. paid time off.
 8. Compensatory time available and time taken
 9. Personal hours available, taken and paid
 10. Mileage at multiple rates
 11. Retro payments
 12. Benefit payouts
 13. Per diem
 14. Time Without Pay
 - Accumulation kept for retroactive pay due if contracts are not settled on time.
 - Ability to maintain floating holiday earning and usage.
 - Ability to print employee period to date and year to date gross earnings, taxes withheld and deductions on check stub.
 - Show all comp time available, all personal, vacation and other leave status on check stub. Accrual is based on anniversary date, subject to change due to leave of absence and without pay. Usage accrual is based on number of hours/day worked according to union contract.
 - Ability to accrue benefits based on different day lengths.
 - Ability to process special payrolls.

- Ability to create misc., non-routine payroll checks and calculate taxes withheld independent of normal pay.
- Ability to automatically calculate and report employer obligations for:
 1. Social Security (FICA)
 2. State Unemployment Insurance (SUI)
 3. Retirement Plans – defined benefit, defined contribution and State plans
 4. Deferred compensation
 5. Insurance
 6. Section 125 deductions to FICA
- Ability to automatically generate a bank reconciliation record for each check printed and performs bank reconciliations by account.
- Ability to provide special messages for check stubs.
- Ability to automatically pay an employee from multiple accounts by % amount, including benefits.
- Provide for automatic retroactive payments for selected employees upon contract settlement, plus any changes from employee paid to employer paid.
- Provide the ability to input future period changes with automatic processing when it takes effect and without affecting current processing.
- Provide for automatic mid-period pay rate changes based on the effective date for the rate change.
- Ability to perform time entry daily by pay cycle on one screen, with the option to perform time entry in mass hour entry.
- Ability to enter detail hours worked/job/day for job cost accounting.
- Ability to input hours as sick leave, vacation, holidays or comp time, etc.
- Ability to calculate a variable and multiple shift premium % or fixed amount.
- Ability to automatically consolidate pay and deductions from multiple departments for a single employee on a single check.
- Ability to override hourly rates temporarily at time entry.
- Ability to process payrolls as often as required: Daily, Weekly, Biweekly, Semi-monthly, and monthly.
- Ability to process the following:
 1. Regular Pay
 2. Supplemental pay (workers comp, military)
 3. special earnings
 4. Non taxable earnings
 5. mileage reimbursements
 6. deductions and benefits
 7. longevity
 8. misc. expense reimbursement
 9. Physical skills payment
 10. car usage
 11. taxable insurance, tuition and reimbursement
- Ability to process special payroll runs, as required on user entered pay/deduction parameters.
- Ability to allow for deferred compensation programs where a dollar amount or % reduces the gross salary to an adjusted taxable gross, including provisions for employer contributions.
- Provide for a pay rate table that will allow for incremental steps within pay classification with a different rate table for each bargaining group.
- Ability to enter special earnings, additions or changes to standard pay.

- Provide the ability to calculate gross pay using different pay rates in the same period such as: overtime, leave without pay, shift differential, bonus pay and retro pay.
- Ability to define multiple unions and accumulate union dues.
- Ability to automatically handle varying departmental deductions for a single employee.
- Ability to use standard bi-weekly withholdings tax formula or override with an alternate fixed percentage or amount for withholdings.
- Ability to prioritize deductions to be taken if earnings are insufficient to take all deductions. Ability to track deductions not taken and subsequent collection if appropriate.
- Ability to handle deductions for non-taxable contributions. (IRA, etc.)
- Ability to handle unlimited user defined payroll deductions. The deductions will be coded with a frequency code and amount or percent, or calculation.
- Ability to handle one-time deductions per pay period, and multiple pay periods.
- Ability to automatically calculate federal and state withholding taxes on all taxable earnings.
- Provide for automatic assignment of deductions for groups of employees.
- Ability to select deductions per employee by a flexible deduction menu table.
- Ability to choose one-time or multiple period deductions with automatic reset.
- Ability to take deductions based on fixed amount, % of gross pay, % of disposable income or combination (Child support, court orders)
- Ability to prevent input of payroll hours as charged to benefit time if not available to the employee such as vacation and sick leave.
- Audit report on any employee showing benefit, deduction pr pay change.
- Ability to track garnishments and stop deduction when paid in full.
- Ability to calculate benefits based on % of salary or defined amount which are not actual deductions from an employees check such as the employers share of FICA.
- Ability to accumulate the amount of hours and pay for benefits based on multiple categories such as bi-weekly, monthly and yearly.
- Ability to accumulate monthly reports for health and life insurance combining benefits and deductions for monthly and yearly accumulation.
- Ability to select benefits per employee by a flexible benefits menu.
- Allow for automatic calculation of benefit and employer costs based on total salary such as employer's share of FICA.
- Benefits updated each pay period.
- Ability to print the following reports:
 1. Preliminary payroll registers showing hours to gross and gross to net
 2. Earnings
 3. Deductions
 4. Payroll
 5. Transaction
 6. Benefits
 7. payroll checks and check register for each payroll processed
 8. State of Michigan unemployment reports
 9. W-2s
 10. 941,945,1099, 1099R, 1099I
 11. Supplemental pay records
 12. Departmental summary for total earnings, total hours worked, total hours paid, regular time, OT, vacation time, sick time, etc...
 13. Reconciliation report of payroll checks showing all cleared, outstanding, replaced and voided checks.
 14. General ledger distribution report.
 15. Employee Year to date

16. Automatic time sheets
17. Equal Employment Opportunity
18. Retirement earnings
19. Health, dental, life, disability, insurance and deduction reports.
20. Leave and overtime reports by department showing year to date and unused balances for all time.
21. Benefit statement showing all annual compensation including all salary, insurance, retirement benefits, and other misc. benefits.
22. Ad Hoc Report writing.

HUMAN RESOURCES

- Fully integrated and detailed employee database information system.
- Department/union/classification based system
- Ability to track performance evaluations, awards, disciplinary action, promotions, demotions, transfers, terminations, degrees, experience.
- Ability to flag employees eligible for merit step increases and annual increases at least two months before reaching merit step/annual due date
- Ability to flag employees on a user-defined basis, for performance reviews.
- Ability to access historical information concerning the employee and to track changes in status.
- Ability to set accrual limits on vacation and sick leave for each group of employees.
- On-line maintenance and inquiry capabilities of basic personnel data.
- Ability to maintain personnel designated skills, training, and educational data by employee.
- Ability to maintain certifications and licenses with expiration dates.
- Ability to maintain training records of all employees, bargaining units and other classifications.
- Ability to send out advance notification of expiration of certificates and licenses.
- Ability to maintain position control information for authorized positions and statistical reporting on filled/vacant positions within departments or divisions.
- Ability to store multiple key dates (e.g., salary review date, date of hire, step date, yearly increase date, contract date, etc.) for selective printing.
- Ability to search for an employee by name, employee number, or Social Security Number.
- Ability to see on-line information of terminated employees.
- Ability to generate employee mailing labels with home and or department address for all employees or by a select group of employees.
- Ability to make changes and have the information passed to payroll.
- Accommodate employee unlimited status codes.
- Ability to track vacant or open positions within each classification or location.
- Maintain compensation plans in various orders by class title.
- Accommodate "cafeteria style" benefits offering unlimited benefit types and benefit type codes for payroll deductions.
- Ability to set employer contribution caps in benefit programs with an error message if exceeded.
- On-line display of employee's benefit choice also showing insurance dependents and retirement/life beneficiaries.
- Ability to track employee benefit choices and generate a confirmation statement of those benefits choices.
- Tracks benefit type by bargaining unit.
- Ability to maintain and update two benefit plan years simultaneously.

- Ability to handle all IRS section plans. (I9, etc)
- Ability to track employee turnover rate.
- Ability to identify available benefit types and available benefit costs by employee/bargaining unit/management unit with an error message if choice exceeds limit is not an available choice.
- Ability to store and retrieve on-line emergency medical information.
- Ability to calculate average rates for selected groups of employees.
- Ability to track workers compensation claims by employees.
- Ability to track grievances filed by employee.
- Ability to accrue hours into another leave balance once maximum is obtained.
- Ability to keep/track items issued to employees. (such as keys, manuals, weapons and tools).
- Ability to track security/background checks.
- Ability to track drug testing date and results.
- Ability to customize a screen with commonly requested data (such as employee loan applications).
- Ability to track, generate and meet all federal COBRA, FMLA, EEOC, Homeland Security, OSHA requirements.
- Ability to print seniority list by union and classification.
- Ability to make on-line changes, additions and deletions to personnel master fields and provide audit trail changes.
- Ability to process year-end reports.
- Ability to process unemployment reports.
- Ability to make mass changes to pay rates by amount or % based on union, group, code, year, etc...
- Ability to track various types of benefits.
- Provide full audit capabilities.
- Equal Employment Opportunity reports.
- Health/dental/life/disability/optical/insurance and deduction reports.
- Leave and overtime report by department/union group.
- Benefit statement showing annual compensation including all salary, insurance, retirement benefits, and other employer provided benefits.
- Reports listing all positions including eliminated, vacant and or frozen positions.
- Ability to track all applicants by name, position applied for, status.
- Ability to track job postings.
- Ability to create letters/mailings/notifications. Automated system.
- Ability to track or test on-line.
- Ability for employees to update information on-line.

PROCUREMENT

- Provide for a fully integrated purchasing system with automatic interfaces to the following applications: General Ledger, Fixed Assets, Accounts Payable, Budget Preparation and Bid Administration.
- Support multiple account numbers on purchase orders.
- On-Line inquiry of unencumbered account balances while processing requisitions.
- Accounts payable interface: purchase order entry sets up payable item automatically.
- The ability to establish user authorization levels for processing control. Support multiple defined authorizations.
- The system must electronically route transactions requiring approvals to the proper area and maintain security for approvals.

- The ability to share a single system wide vendor file (inventory, purchasing, bid management, AP) that includes the following: vendor number, vendor name, vendor address, contact name, phone number, fax number, vendor type.
- The ability to create vendors.
- The ability to look up vendors by name or number during the PO entry process.
- The ability to charge a purchase order to a project, grant or work on tracking and direct financial reporting without the need to include these items in the account code structure.
- The ability to limit general ledger distribution to only authorized departments and users.
- Provide for real time verification of budget availability of all charged accounts, including encumbrances.
- Allow for the prevention of each individual user to use account codes (fund, division, account) that are not valid for that user.
- Provide the capability to support contract/blanket purchase orders with the following minimum capabilities: valid date range for contract, maximum dollar or quantity allowed, up to 999 lines per blanket/contract, full blanket on-line tracking with history.
- Allow for capital items purchased through the PO process to be automatically established in the fixed assets system.
- Allow for real time interface to inventory for stock reserves, stock on hand.
- Maintain history of all purchase orders for on-line inquiry for a minimum of ten years.
- Provide on-line inquiry screen that summarizes all activity against a PO, including: Receipts, Payments, Changes, and Deletions.
- Provide at a minimum the following purchasing reports: Open Purchase orders, closed purchase orders, orders and receipts report, actual versus invoice variance, approval reports, unapproved purchasing, annual total dollar spend, annual total vendor spend, NIGP commodity code report.
- Ability to add/delete employees from user database.
- Automatic notification system through Outlook email that a purchase order is pending approval or has been approved.
- Document production and tracking minimum requirements: Purchase order status on-line, allow purchase order number to be generated by computer, full override of required fields for PO generation, expanded fields for detailed description, fax and EDI capability.
- Allow for Bid Evaluation including but not limited to: spreadsheets, preferences, low by item, and low by total, alternates, and no bid assessments.
- The ability to provide for the real time checking of charged account balances and prevent unauthorized over budget conditions.
- Provide the ability to selectively manage budget checking at summary levels of the account code definitions. At a minimum allow for the definition of budget management levels at the: fund, division, account line item.
- Allow for the definition of authority areas for the approval process for the proper routing of approvals.
- Ability to charge each purchase order line to different general ledger accounts.
- Approval routing must be variable based on purchase order content. Allow for specific routing paths by: direct routing, based on account code, based on dollars value and based on commodity codes.
- For all on-line approval processes, provide for the ability to define maximum dollar values of approval authority by user.
- Provide for the ability to move all on-line entered Purchase Orders to a suspense file for on-line management review, approval and disapproval.
- Provide the ability to cancel/delete a purchase order with a single on-line transaction.
- Provide the ability to cancel/delete a line item of a purchase order with a single on-line transaction.

- Ad hoc reporting
- Ability to attach a scanned document or e-mail which contains quotes.
- Ability for users to see where the purchase order is in the approval process.

ACCOUNTS RECEIVABLE

- User controlled billing periods.
- Provide detailed historical information.
- System should allow user to selectively print invoices, invoice summaries, and statements for a customer or a group of customers.
- User definable invoice form.
- Provide ability to generate recurring invoices.
- Provide ability to show an invoice was manually created (that is, not generated in the system).
- Customer data should be accessed, edited or added “on the fly”.
- Provide complete audit trail on all entries.
- Ability to void an invoice.

CASHIERING AND CASH MANAGEMENT

- Provide ability for user to accept cash when there is no outstanding invoice.
- User definable cash receipt form.
- Provide detailed historical information.
- Post to the General Ledger in summary/detail.
- Allow for multiple payment methods for a single receipt.
- Allow for multiple receipts for a single payment.
- Customer data should be accessed, edited or added “on the fly”.
- Provide complete audit trail on all entries.
- Ability to void a receipt.
- Provide ability to show a receipt was manually created (that is, not generated in the system).
- Ability to reconcile general ledger balances to banks statements within the system.
- Ability to do EFT/ACH payments to vendors.
- Ability to manage multiple investments and other cash accounts.

AUTOMATED TIME ATTENDANCE

- System should be configurable for different types of time earned and used. Some examples: Adjusted Leave Used; Admin Leave Paid; Admin Leave Unpaid; Birthday; Comp Buy Out; Personal Buy Out; Vacation Buy Out; Comp Time Earned (1.5x); Comp Time Earned Straight; Comp Time Used: Court Appearance; Disciplinary Leave; Family Leave; Holiday; Jury Duty; Overtime Earned Straight; Overtime Earned (1.5x); Overtime Earned (2x); Regular Time Earned.
- Interface with the Payroll system.
- Interface with the Human Resources system.
- Provide ability to enter time in increments as low as ¼ hour.
- Provide multiple levels of approval of time sheets and time off.
- Provide ability to create entire timesheet at once or by entering each day individually.
- Provide ability for designated employees to proxy for others.
- Provide for multiple cost centers for employees.
- Ability to calculate and accrue sick leave and vacation by variable formulas.

- Provide for the automatic accruing of different types of time based on anniversary dates and dates of hire, including but not limited to, sick time and personal time.
- Provide complete audit trail of all entries.
- Provide ability for employees to enter time worked for different job titles as well as across divisions and departments.
- Provide job title description for time entries.
- Ability to display totals for all banked time such as sick, comp, personal, vacation, etc.
- Provide for the system to check and not allow the use of any unavailable banked time such as, but not limited to, sick time or vacation.
- Provide for ad hoc reporting.
- Provide the ability to retract a submitted timesheet before it has gone through the approval process.
- Provide posting of approved time-off to employee's personal Outlook calendar and divisional Out-of-Office calendar.
- System should flag duplicate or overlapping entries.
- System should recognize Township approved holidays.
- Provide the ability to print one to all time sheets within a division or grouping.
- Calendar view of divisional time-off approved and unapproved.
- Provide ability to sub-group employees within a division. Example: The fire department has three fire stations and three shifts in each station. Each fire station needs to be its own group and each shift within each station needs to be its own sub-group of the station.

**PROPOSAL FORM
INTEGRATED FINANCIAL MANAGEMENT SYSTEM**

(This form must be completed and included with Proposal)

The following price is based on the enclosed the specifications plus 5 years of maintenance and software support.

A. HARDWARE: \$ _____

B. HARDWARE MAINTENANCE TOTAL: \$ _____

C. SOFTWARE: \$ _____

D. SOFTWARE MAINTENANCE & SUPPORT: \$ _____

E. EDUCATION & TRAINING: \$ _____

F. DATA CONVERSION: \$ _____

G. ALL OTHER COSTS: \$ _____

TOTAL PROPOSAL AMOUNT: \$ _____

***** The proposer is responsible for ensuring that all costs and totals are correct. Total Proposal Amount on this proposal form represents the award total.*****

Company Name _____

Company Address _____

Contact Person _____

Phone No. _____

Fax No. _____

E-Mail Address _____

Signature _____