

*Town of Windsor Locks –
Request For Integrated Government Financial Management System Proposal*

Town of
Windsor Locks
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Town of Windsor Locks
Request for Proposal for an
**Integrated Government Financial Management
Software System**

Proposal # 1-2017

Issued: April 19, 2017
Due: May 12, 2017

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**Town of Windsor Locks
Windsor Locks, Connecticut**

**Standard Instructions, Conditions and Reservations
For Proposals on Contracted Services**

Subject: Request for Proposal No. 1-2017

Issued: April 19, 2017

Due On: May 12, 2017

Re: **Integrated Government Financial Management System**

The Town of Windsor Locks, Connecticut will receive **SEALED PROPOSALS** for performing the work as outlined in the accompanying specifications, in accordance with the following instructions, conditions and reservations:

I. TOWN OF WINDSOR LOCKS BACKGROUND

A. Statement of Purpose

The Town of Windsor Locks (hereinafter referred to as the Town) is seeking qualified software vendors to replace their current financial management system which includes general ledger, budgeting, purchase orders, accounts payable, accounts receivable, fixed assets, grants/capital project management, and report writing, collectively referred to as the Government Financial Management Systems (GFMS). Note: Windsor Locks is only seeking proposals for a Town based financial management system implementation. This project/implementation will not include the School District.

Financial package

The successful vendor(s) must be able to provide a software solutions, project management services, installation services, training, hardware implementation (if required), and data conversion services.

The Town is interested in both on-premise (locally hosted) as well as vendor hosted (Software as a Service, SaaS) solutions. Vendors are encouraged to provide pricing for both options (if available). However, vendors are not required to provide both solutions (e.g., you may propose a locally hosted, on-premise solution and not propose a SaaS solution).

B. Town of Windsor Locks Overview

The Town of Windsor Locks is located beside the Connecticut River in Hartford County, Connecticut. Windsor Locks is the site of Bradley International Airport,

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which serves the Greater Hartford-Springfield region. The Town is also the home of the New England Air Museum. The community has approximately 13,000 residents over nine square miles. The Town's annual operating budget for the general fund is approximately \$46 million dollars.

C. Project Overview

The purpose of this project is to implement a Government Financial Management Systems (GFMS) to support the Town. The Town of Windsor Locks recognizes that better system integration and improved management tools will enhance each department's abilities to sufficiently process, track and report on the variety of financial and business data critical to their operations. In addition, limited access to financial and other electronic information has resulted in a reliance on independent tracking methods that prevent users from easily sharing information within their respective departments.

A GFMS will provide the primary foundation for the Town's operations. The project entails the identification and implementation of a GFMS that meets the Town's financial and business operating needs. The software solution should be easy-to-use, comprehensive, and reliable. Ultimately, the goal is to provide all personnel, regardless of location, easy access to complete, timely, and reliable information as required.

D. Definition of Integration

By use of the word "integrated," we mean data records that are shared between modules can be entered once into the system and are automatically posted and/or updated in any other module or area where that same data record resides. This is different than "interfaced" data, which is communicated between subsystems, but independent of each other. As part of this RFP, please indicate when a module interfaces rather than is integrated with another part of the system.

E. Goals & Objectives of Computer Operations

As previously mentioned, the purpose for this project is to implement a new software solution that will enhance the financial operations of the Town while providing management with the tools required to manage the Town. Within this context, the goals and objectives of this effort are:

1. To Implement a system that becomes the full, auditable system of record, replacing all 'ad hoc' systems and processes.
2. Identify a software solution that provides for future growth and expansion.
3. Implement an easy to use, graphical user interface that allows for varying levels of computer expertise and ever-changing technology.
4. Select a system that allows importing and exporting of information into other applications including but not limited to: Microsoft Excel and Word.

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F. Proposal Process

Windsor Locks will receive sealed proposals until 2:00 PM on May 12, 2017 in the Finance Department. Please direct all mail to the following address:

Windsor Locks Town Hall
Attention: Mandi Moore
Finance Director
50 Church Street
Windsor Locks, Connecticut 06096
(860) 627-1449

Any proposal may be withdrawn prior to the above scheduled time for receiving proposals, or any authorized postponement thereof. Any proposals received after the date and time specified will **NOT** be considered. All proposals shall remain firm for a period of not less than one hundred eighty (180) days from the proposal due date, unless such period is extended, in writing, by both parties. The Town reserves the right to reject any or all proposals, or parts thereof.

1. Proposal Inquiries

Any questions regarding the RFP's content and intention will be answered and clarifications made by the Finance Director, amoore@Wlocks.com. No questions or clarifications will be addressed unless received via email. All questions must be received no later than the due date identified within section 3. Key Project Dates. Responses to these questions will be posted on the Town's website.

2. Instructions

Proposals may be hand-delivered or mailed to the attention of Mandi Moore, Finance Director, at the above address and must be in a sealed envelope clearly marked "Government Financial Management System." Please submit one (1) original and three (3) copies of the proposal. Also, include an electronic copy of the proposal on USB thumb drive.

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3. Key Project Dates

The key dates for this proposal are as follows:

Item	Date
a. Proposal posting	April 19, 2017
b. Vendor Questions Due	April 28, 2017
c. Answers to Questions Due	May 5, 2017
d. Proposal response due	May 12, 2017
e. <i>Selection of Finalists</i>	May 24, 2017
f. <i>Test Drive Vendor Presentations</i>	June 6, 2017 to June 16, 2017
g. <i>Reference Checks</i>	June 19, 2017 to June 23, 2017
h. <i>Vendor Selection</i>	June 26, 2017
i. <i>Begin Contract Negotiations</i>	June 26, 2017

*Items “e to” are tentative project dates.

4. Method of Award

The goal of this process is to award the GFMS contract to the vendor presenting software solution that best meets the needs of the Town. Cost is an important factor, but will not be the sole determining factor in the selection process associated with the acquisition of a GFMS.

5. Award Procedure

The Town is soliciting sealed proposals from all vendors offering services. The proposals need to include line item cost information for: projected module(s) to be purchased, software implementation/consulting services, data conversion, training, and annual maintenance. The vendors RFP response will be evaluated based on: software functionality, evidence that the offering is a complete and integrated software solution, vendor experience in providing software solutions to similar types of towns (size, structure, complexity) to Windsor Locks. A complete listing of evaluation criteria is identified in the next section. After this evaluation, the Town will develop a “Short List” of up to 2-3 Qualified Software Vendors.

Based on this short list, the Town will invite these vendors to participate in the next phase of the evaluation process, the “Test Drives.” The “Test Drives” provide an opportunity for the Town personnel to review the overall capabilities of the software solution(s). The successful vendor(s) will receive written notice from the Town and be provided with information for this presentation. Please note: Only the Qualified Software vendors will be given an opportunity to provide a “Test Drive.”

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The Town may also perform additional due diligence and visit selected client reference sites to gain a better understanding of how their software solution(s) operate. The Town reserves the right to request detailed responses to follow up questions identified during the Test Drives.

Selected vendors will be asked to provide a “Best and Final Offer (BAFO)” for their solution(s) to the Town. The Town will select the preferred vendor and negotiate a contract inclusive of final project costs. Ultimately, the Board of Selectmen will ratify the final contract(s) inclusive of contract cost.

6. Evaluation Criteria

All Vendor(s) submitting a RFP response will be evaluated on the following criteria:

- a. Software functionality, as indicated in the responses to the general and functional requirements.
- b. Background and experience in providing software solutions to cities similar in size, structure, and complexity to the Town of Windsor Locks. Additional weight will be given to companies with installations in Connecticut towns/cities.
- c. Financial condition/stability of the company.
- d. Accuracy and format of the RFP response.

Short listed Vendor(s) will be evaluated based on the additional following criteria:

- a. The vendor’s on-site, hands-on software Test Drive (only selected vendors will perform the on-site test drive).
- b. Vendor’s client references and demonstrated record of successful implementations.
- c. Complete integrated software solution.
- d. Total cost.

The Town will select the vendors, systems and/or modules it deems as the best possible solution and value for the Town, which may not be the lowest priced option.

Notice of Award will be issued to advise the successful vendor of the intended award of the contract, and of the vendor’s obligations to the Town in the way of proposal documents furnished by the vendor, including the Performance Bond. In addition, the professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from, or be in connection with the performance of the work hereunder by the individual or the firm, his agents, representatives, or employees. The cost of such insurance shall be included in the proposal. Until the successful vendor meets these obligations, the vendor is forbidden to proceed with the contract. (See Appendix A).

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G. Conditions

1. Taxes

Since the Town of Windsor Locks is exempt from all taxes, no charges for taxes of any kind should be included in your proposal or on any invoices to the Town.

2. Assignment of Contract

The Contract may not be assigned, sublet or transferred without the prior written consent of the Town.

3. Prices

Prices quoted must be firm, for acceptance by the Town of Windsor Locks, for a period of one hundred eighty (180) days. Prices shall include all applicable duties. Vendors shall be required to contract for awarded items at prices quoted in their original proposal.

4. Federal, State and Local Laws

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

5. RFP Responses

The RFP document and responses to this RFP will become part of the contract between the Town and the selected vendor.

6. Exception to Specifications

No protest regarding the validity or appropriateness of the specifications or of the Invitation for Proposals will be considered, unless the exception is filed in writing with the RFP response. All proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the vendor within their RFP response.

II. SOFTWARE SYSTEM REQUIREMENTS

In this section, we have provided a breakdown of the critical functions and features we require on a module by module basis. It is our intention that the selected system will meet, and exceed, all of the stated criteria. Integration of all these modules within a software suite is required in order to ensure accuracy, timeliness and minimize duplication of effort. The software modules are identified and detailed below. However, we recognize that each vendor's software modules might not be organized in the same fashion as outlined on the following pages. The functionality of the overall software system is critical to the Town of Windsor Locks, not the module name. As you respond to this RFP please identify the module that contains this functionality if it is not within the designated module. We will be carefully weighing independent

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application functionality against ease-of-integration issues as we evaluate the responses.

A. General Ledger

The general ledger should be a roll-up of the detailed transaction information typically originating within other installed modules, including accounts payable, accounts receivable, grants/projects, etc. The general ledger should, in detail, track all financial transactions by GL account number. The general ledger should also support the State of Connecticut Uniform Chart of Accounts for both municipalities and school districts. The general ledger should allow users the ability to “drill down” into various levels of transaction information. The Town also requires a “soft-close” capability.

Financial statements should be generated on a fund accounting basis. The general ledger module must be able to store multiple years’ worth of information in order to generate comparative information using budget and/or actual figures. This module should have its own financial report writer capabilities in order to produce numerous financial statements with a variety of “roll-up” scenarios and consolidation reports.

B. Budget

The Budget module should be used to enter and track next year’s Town proposed financial budget figures. Budget figures for FTE’s and other expenditures should be entered in summary and/or line item detail allowing reports to be generated based on Town departments. The goal is to enter and submit budget requests online without reentry of information. Each department should be able to submit their budget (derived originally from the previous year’s FTEs and expenditure information) and incorporate their respective budget into the overall Town budget.

This module should also be able to track multiple revisions (budget adjustments) to original budget figures for a given fiscal year as well as track comments/notes to line item details. Up to five budget revisions need to be tracked for a single year. The system should store multiple years of historical budget information allowing the user to compare these figures using “budget vs. actual” across multiple fiscal years.

C. Purchase Requisitions

The Purchase Requisitions module should allow departments to electronically create a requisition to purchase goods and/or services. Users should be able to create a “requisition” by either selecting items from an on-line catalog, from an approved supplier list, and/or by entering free-form descriptive text. The module should confirm the available budget amount for each line item, and not allow a requisition to exceed a line item without appropriate approval. A requisition should update pre-encumbrance amounts in the Budget and/or General Ledger module(s).

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D. Purchase Orders

The purchase orders module should generate and track purchase orders from initiation to receipt of goods. This module should track all items ordered by date, type and vendor. Purchase order information should automatically update the accounts payable module. Receipts can be entered in either the accounts payable or purchase order modules automatically updating the status of items received or backordered.

E. Accounts Payable

The accounts payable module should keep track of current and aged accounts payable transactions and automatically update financial information in the general ledger. Accounts payable should maintain a complete historical record of each vendor, vendor management capabilities, determine which invoices to pay by due date, and automatically print checks. This system should allow printing of cash requirement reports as well as a cash projection report. The accounts payable module should directly integrate with the purchase order and general ledger modules.

F. Accounts Receivable

The accounts receivable module should directly integrate with the general ledger and grants management. Accounts receivable should maintain current and aged accounts receivable balances, track cash receipts, post cash and adjustments entries to invoices and automatically update financial information in the general ledger. Accounts receivable should maintain a complete historical record of all clients' invoices and respective payments for a minimum of 5 years. This module must also be able to generate bills for a wide variety of purposes.

G. Fixed Assets

The fixed assets module should provide full asset maintenance, tracking and reporting for Town assets reportable under GASB 34. The module should calculate depreciation according to all common methods (MACRS, ACRS, straight line, etc.) recognized by the IRS. Standard reports should provide a full history as well as future projections of asset values and depreciation schedules. Users should have the ability to export all and selected asset data to common file formats (Excel, ASCII, comma delimited).

H. Grants/Project Management

The grants/(capital) project management module should be able to interface to the general ledger, accounts payable and accounts receivable module. This module should be able to easily track income and expenditures against a grant and/or project. The module should track the entire grant/project process, from an initial inquiry to an approval of a grant/project. The grants module should allow users to set up multiple funds or budgets for a grant/project.

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I. Report Writer

Developing new and more meaningful reports is a critical component of the integrated system. The Town of Windsor Locks requires an easy to use, yet sophisticated report generator that will allow the organization to create their own unique set of reports. The report writer should allow personnel to extract information and summarize on any piece of data captured in the system.

The report writer should be Windows-based, allowing drag & drop capabilities and allow for:

- Multiple report formats (using column heading and line descriptions)
- Sorting on any selected field
- Computations based on selected fields or constant values
- Selections of records using Boolean logic
- Sub-totals and summary information on any selected field

In addition, the Town should have the capability to extract information from the integrated system and directly import it into Microsoft Word, Excel or Access. It is also critical that the software support the import and export of data to common file format standards, including ASCII and popular spreadsheets. It would be preferable if the system could directly import and export to existing Excel and Access data files using DDE/OLE technology to simplify this process.

J. On-line Search Capabilities

Access to information directly from displays is an important component of the integrated system. The Town of Windsor Locks requires a comprehensive on-line inquiry capability for all identified modules. These displays should allow users access to both summary and detail information within the system in a “drill-down” fashion to support the “data mining” concept so critical to the organization’s operations. Search capabilities should be extensive, including, but not limited to, partial text, phonetic, and field specific criteria. The displays should also allow users to sort information by a variety of pre-defined criteria.

K. Security

The integrated system needs to allow for various levels of security. This includes the following:

- Assign security level requirements by user profile or user group for all applications.
- Assign security by menu, screen and field option level.
- Assign independent security levels for creating, modifying, inquiry only and deleting information.
- Approval authorities can be assigned to individual users.

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L. Content/Document Management (Not Required)

The Town is highly interested in implementing a content/document management solution to capture, manage, and archive electronic files. Ideally, the Content/Document Management system can be used to streamline processes and create efficiencies for the Town (i.e. linking POs and payments to particular vendors). This module is not required of vendors in order to respond to this RFP. In addition, vendors are encouraged to respond with any proposed Content/Document Management systems that are stand-alone (but integrate with) the proposed financial management system.

III. PROJECT GOALS AND OBJECTIVES

A. Project Objectives

The objective of this software selection project is to address many of the functions and process support issues lacking in the present systems. Our concerns are focused on several areas. We will be looking at the proposed software packages to address these areas, which include:

- Eliminating unnecessary duplication of efforts,
- Improving timeliness and accuracy of information entered,
- Allowing for up-to-the-minute information to management to support critical business decisions,
- Decentralized processing,
- Integrating data between modules.
- Provide adequate segregation of duties and review process

B. System Platforms

The Town has standardized on the Microsoft Windows network operating system. The Town has also adopted the Microsoft Windows desktop operating system as their standard as well. Although the selected software solution does not have to reside on these platforms, it would be preferable.

The database for the integrated system should be based on a currently available and standard relational database product. A relational database will help satisfy the on-line queries and ad-hoc reporting requirements already identified.

C. Training and Vendor Support

We will be evaluating the depth and quality of peripheral services, such as user training, vendor support and system maintenance. The extent to which these services are offered and managed will be considered heavily in our decision.

D. “Test Drives”

After all responses to the RFP have been evaluated and reviewed, the Town may select two to three vendors to move into the next phase of evaluation. The “Test

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Drive” is the phase of evaluation that allows the Town to see the proposed system first hand. The Project Team will develop and provide the selected software vendors in advance with operational scenarios in order to confirm that the software will meet the organizational needs. It is our goal to “test drive” the vendors software system to confirm its ease of use, flow of information entered, and ability to report on and extract information.

IV. RESPONSE GUIDELINES

To assist vendors in successfully responding to the Request for Proposal, we have developed a proposal outline and several documents that must be completed and submitted with the proposal. Please format your responses as outlined below:

- A. Vendor Information
- B. Package Profile
- C. Report Writer
- D. Other Services
- E. Cost Summary
- F. Software Functionality and Features List

THE DESIGN AND FORMAT OF THESE DOCUMENTS ARE THE SOLE PROPERTY OF THE TOWN OF WINDSOR LOCKS. Use of these formats without the express permission of the Town is prohibited. If additional space is necessary to complete your response, please indicate this on the respective form and provide the additional documentation.

A. Vendor Information

The first section of your proposal should include the following:

1. Company Information (first page):
 - a. Company Name, Address, Phone Number, Fax Number, E-Mail Address and web site (if applicable).
 - b. Name and title of the individual(s) authorized to make representations for the vendor.
2. The vendor shall represent and warrant in the proposal that:
 - a. The software proposed shall conform to the vendor's written specifications.
 - b. The software proposed shall function according to published manufacturer specifications at the acceptance date for such software.
 - c. The vendor shall also modify, adjust, repair and/or replace said software as the Town deems it to be necessary or appropriate to have it perform in full accordance with the vendor’s written specifications.
3. Provide a "Statement of Qualifications" that contains the following:
 - a. Historical, financial, sales, and organizational information for the past three years.

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- b. Briefly describe the most relevant (installed) project(s) of the software solution of similar size and scope as is proposed. Details of other relevant system experience that would be valuable in the completion of this project may be provided. If applicable, provide relevant experience and qualifications for all proposed subcontractors.
- c. All personnel that will manage the project, as well as their qualifications and experience in similar projects.

NOTE: Any personnel assigned to this project may not be substituted with other personnel unless approved by the Town in writing. Any proposal to substitute shall be in writing and include the substitute's qualifications. The Town reserves the right to reject any substitute.

- 4. Four (4) references from unrelated projects. Although Connecticut references are preferred, they are not required. At least one (1) reference must be a client for whom an implementation has been performed in the past two (2) years and at least one (1) must be for a current customer that implemented more than three (3) years ago. The systems installed at the reference sites must be comparable to that being proposed. References must include the following information:
 - a. City/Town name and address.
 - b. Date of installation.
 - c. Configuration.
 - d. Contact information and phone number(s) of functional system users.
- 5. Client Reference Worksheet: Please list the number for each in the appropriate column to the right.

	Description	Number of:
A	All Installations	
B	CT City/Town Installations	
C	CT School District Installations	
D	New Clients added in calendar year 2016	
E	Existing Clients lost in calendar year 2016	
F	New CT Clients added in calendar year 2016	
G	Existing CT Clients lost in calendar year 2016	
H	New Clients added in calendar year 2015	
I	Existing Clients lost in calendar year 2015	
J	New CT Clients added in calendar year 2015	
K	Existing CT Clients lost in calendar year 2015	

- 6. A realistic sample implementation plan for all modules proposed that contains

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the following information:

- Tasks, resources, and milestones for all items proposed in the RFP.
 - A number of days base, rather than actual dates.
 - Clearly identify the Town's obligation for the implementation.
7. Project deliverables, including a list of major tasks, resources, milestones, and criteria acceptance for each proposed module for training, consulting, and data conversion.
8. A sample training plan identifying:
- Vendor and client responsibilities.
 - Training styles and techniques.
 - Expected number of client employees to be trained.
 - Expected results after training session.
 - Training handouts.
 - Retraining/follow-up training policies.
 - Training room requirements.

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B. Package Profile

Please answer the following questions for each proposed application package. If more than one software suite is proposed, please complete this information for all suites. You may respond to this section separately by referencing section and number.

1. Name and Release of proposed software suite:

2. Date of first release of proposed software suite:

3. Last major release date of proposed software suite:

4. Next planned release date of proposed software suite:

5. Next release version number:

6. Frequency of:

Major releases _____

Minor releases _____

7. Please indicate major enhancements made to the software over the last 2 years (by version/release and date):

8. Programming languages and/or development tools for your software:

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9. Identify the data architecture and database for your software (please give name and vendor).

10. Describe the report writing feature of your software. Is it a 3rd party solution or a proprietary application? Do you provide table views and joins to develop reports or must users define them? Do you facilitate the ability of your customer base to develop and share reports with one another?

11. Hardware and operating systems your software runs on:

12. Virtualization software your system runs on:

13. Please identify the minimum and recommended requirements for server(s) and workstations:

14. The Town will require connectivity to the application from multiple different physical locations. Please identify the minimum and recommended connection speeds for accessing the system from these locations. Please provide information for both an on-premise, locally hosted solution and for a vendor-hosted, (SaaS) solution if available.

15. Warranty period (included in purchase price):

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16. Please explain your policy on applying customizations for clients and the effect of these changes on warranty agreements, ongoing support and software upgrades. Include pricing structure:

17. Please explain your policy on creating interfaces (on-line or batch) to other vendor packages. Are you willing to support interfaces that you create? Is there any effect on software warranty agreements? Describe your pricing policy/hourly rate for such work.

18. Please indicate any other applications that may meet the Town's needs for which:

– Your company has built a custom interface to (please describe):

– A third party built a custom interface to your software (please describe):

– Any application you are aware of that may integrate well with your system:

19. Software support services/options:

20. Disaster Recovery services/options & Business Continuity Planning Options:

21. Existence of national users group Yes _____ No _____

 Contact _____

 Location _____

22. Existence of local users group Yes _____ No _____

 Contact _____

 Location _____

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23. Additional modules available (not part of proposed solution)

24. Do you provide the source code with software delivery? If not, can the source code be purchased and what is the cost?

25. Please explain your major functional plans for the software modules/applications you are proposing on. Please explain any future plans in the areas of: user interface, platform (hardware and operating system), source language, etc., including dates:

26. Are products offered as an integrated package or as a series of modules?

27. What must a customer do to receive a new version or release of a product for which they are licensed? How is a user notified of updates and the contents of those updates?

28. Describe the extent of the user, system and program documentation provided with the system. Also, identify documentation that accompanies upgrades and enhancements. Include samples with your proposed materials.

29. Outline the number of personnel within your organization including:

- Number of support personnel _____
- Number of sales personnel _____
- Number of R&D personnel _____
- Number of other personnel _____

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30. Average response time for fixing software bugs for live clients and for clients during implementation and go-live:

31. Describe your approach to technical support and what your guaranteed response time is. Is it any different during the implementation and testing of the software?

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C. Report Writer

As indicated in section II.I. - Report Writer, the Town requires the capability to automatically generate key reports for the State of Connecticut. Please provide additional detail on the capabilities of the proposed report writer and/or how these report requirements will be fulfilled.

D. Other Services

1. Conversion

- a. Describe conversion services provided.
- b. Include a description of the tasks required to load or build the databases and the party responsible for completing the tasks.
- c. Describe any conversion aids that may be available.
- d. Provide a timetable of the conversion process.
- e. Describe responsibilities for validating converted data.

2. System Implementation

- a. Estimate the overall duration and effort required implementing the system.
- b. Include a brief description of the implementation and estimated time for each task.
- c. Provide information on your recommended sequence of implementation for modules/groups of modules.
- d. Estimate the amount of time you typically dedicate to implementing the recommended system at an organization comparable in size and complexity to the Town of Windsor Locks.
- e. Please specify what the client responsibilities would be.
- f. What are you recommended testing methods for software during the implementation phase?

3. Training

- a. Identify the amount of time you would devote to training system users by application area and what, if any, follow-up training is available.
- b. Detail the training method(s) available.
- c. Detail the Information System (IS) personnel training requirements.
- d. Specify how much of the above user and IS training is included in the proposed software cost and where the training would take place.
- e. Include a sample list, if applicable, of training materials that would be provided.

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4. Annual Maintenance

- a. Identify how annual maintenance fees are calculated.
- b. Will you delay the beginning of the annual maintenance period until the first day of the fiscal year?
- c. What services are included in the annual maintenance program?
- d. How much is annual maintenance expected to increase over the next five years?
- e. What have the historical increases in maintenance costs been over the past 5 years?

E. Cost Summary

Cost summaries have been provided for both self-hosted and vendor-hosted solutions.

This price should encompass the entire Scope of Services in this RFP. The Town reserves the right to negotiate costs, scope of services, and key personnel based on vendor proposals.

For pricing and sizing, please use the following current users for each software module:

	Software Suite	Concurrent Users
1.	Finance	20

- a. Software and annual maintenance costs – There are two sections, one for required software and another for optional software the Town may consider.
- b. Implementation services - There are two sections, one for costs related to the required software modules and another for costs related to optional software. These services should include consulting, training, and conversion costs. Be sure to include all associated travel costs.
- c. Custom/Enhancement costs – Be sure to identify the module, feature, and cost. Use the comment field to provide the date the enhancement will be available.
- d. Hardware and operating system software – Provide a description of all standard hardware and/or system software required to operate the system (i.e. Database, report writer costs, etc.).

**Town of Windsor Locks –
Request For Integrated Government Financial Management System Proposal**

Finance – Hosted on Premise

a. Software and Annual Maintenance Costs

Application Software Module	Software Price	Annual Maintenance Price	Total
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Report Writer			
Document/Content Management			

Total

Optional Software and Annual Maintenance Price

Application Software Module	Software Price	Annual Maintenance Price	Total

Total

*Town of Windsor Locks –
Request For Integrated Government Financial Management System Proposal*

Finance – Hosted on Premise

b. Implementation Costs

Software Module	Consulting Days	Consulting Amount	Training Days	Training Amount	Conversion Cost
General Ledger					
Budget					
Purchase Requisitions					
Purchase Orders					
Accounts Payable					
AR/Receipts/Investments / Billing					
Fixed Assets					
Grants/Project Management					
Report Writer					
Document/Content Management					

Total

Travel cost

Software Module	Consulting Days	Consulting Amount	Training Days	Training Amount	Conversion Cost

Total

Travel cost

**Town of Windsor Locks –
Request For Integrated Government Financial Management System Proposal**

Finance – Hosted on Premise

c. Custom/Enhancement Costs

Application Software Module	Number of Days	Total Amount	Comments
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Report Writer			
Document/Content Management			

Total

Travel cost

Application Software Module	Number of Days	Total Amount	Comments

Total

Travel cost

*Town of Windsor Locks –
Request For Integrated Government Financial Management System Proposal*

Hardware and Operating System Software Costs

Recommended Hardware and Operating System Software

Description	Price	Single Year Maintenance Price	Total
Total	<hr/> <hr/>		

Minimum Hardware and Operating System Software

Description	Price	Single Year Maintenance Price	Total
Total	<hr/> <hr/>		

**Town of Windsor Locks –
Request For Integrated Government Financial Management System Proposal**

Finance – Vendor Hosted (SaaS)

a. Software and Annual Maintenance Costs

Application Software Module	Software Price	Annual Maintenance Price	Total
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Report Writer			
Document/Content Management			

Total

Optional Software and Annual Maintenance Price

Application Software Module	Software Price	Annual Maintenance Price	Total

Total

**Town of Windsor Locks –
Request For Integrated Government Financial Management System Proposal**

Finance – Vendor Hosted (SaaS)

b. Implementation Costs

Software Module	Consulting Days	Consulting Amount	Training Days	Training Amount	Conversion Cost
General Ledger					
Budget					
Purchase Requisitions					
Purchase Orders					
Accounts Payable					
AR/Receipts/Investments/ Billing					
Fixed Assets					
Grants/Project Management					
Report Writer					
Document/Content Management					

Total

Travel cost

Software Module	Consulting Days	Consulting Amount	Training Days	Training Amount	Conversion Cost

Total

Travel cost

**Town of Windsor Locks –
Request For Integrated Government Financial Management System Proposal**

Finance – Vendor Hosted (SaaS)

c. Custom/Enhancement Costs

Application Software Module	Number of Days	Total Amount	Comments
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Report Writer			
Document/Content Management			

Total

Travel cost

Application Software Module	Number of Days	Total Amount	Comments

Total

Travel cost

F. Software Functionality Analysis and Features List

In determining whether your system fits the Town's business needs, we are providing you with a Software Functionality Analysis Matrix for all software suites. This series of documents are provided to you on the following pages. This section identifies the details of the functions and features on a module by module basis. We ask that you identify the availability of each function according to three defined categories for each module using the attached forms:

1. Currently Available – The software currently has this function/feature.
2. Future Modification – This function/feature will be available in 6 months.
3. Not Available – The software does not provide for this function/feature and/or it will NOT be available within 6 months.

If you wish to receive an electronic version (MS Excel) of the features and functions checklist, please contact the Finance Director, Mandi Moore.

Town of Windsor Locks Government Financial Management Software

Table of Contents		
Section	Abbreviation	Business Function/Application Area
General and Technical Requirements		
1	GEN	General and Technical Capabilities
Financial and Operational Functions		
2	GL	General Ledger
3	BUGT	Budgeting
4	REQ	Requisitions
5	PO	Purchasing and Inventory
6	AP	Accounts Payable
7	AR	Accounts Receivable
8	FA	Fixed Assets
9	GA	Grant Accounting Capabilities
10	CM	Content Management (not required)

Town of Windsor Locks Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
General and Technical Capabilities					
Requirement ID					
I. System Design					
1.	Designed specifically for Local Municipalities and Boards of Education				
2.	Data is managed using a relational database engine				
3.	ODBC compliant				
4.	Data can be exported into standard spreadsheet file (Excel)				
5.	Data can be exported into standard database file (Access)				
6.	Data can be exported into standard word-processing file (Microsoft Word)				
7.	Data can be exported to PDF				
8.	Data can be exported into comma delimited file				
9.	Data can be exported into an ASCII file				
10.	All system master and transaction data files can be exported				
11.	All system transaction records can be exported				
12.	Allows the ability to electronically import all system master and transaction files from external				
13.	Fully integrated using a modular approach				
14.	Data can be accessed using look-up windows, pull-down field lists (i.e., vendors, clients, etc.)				
15.	Multiple users can operate in multiple modules concurrently				
16.	Multiple users can operate in the same module concurrently				
17.	Data entry screens can be customized to user specifications				
18.	Handles GASB reporting requirements				
19.	Provides "drill-down" and "drill-up" capabilities for any and all transactions				
20.	Provides "drill-down" and "drill-up" capabilities for any and all Accounting string segments				
21.	Provides "warning" messages when blatantly incorrect entries are attempted (i.e. posting payroll to capital fund)				
II. Network Features					
1.	Operates in a Windows 20xx server environment				
2.	Works within a Terminal Environment				
3.	Works within a Citrix Environment				
4.	Supports network virtualization via VMware				
5.	Supports network virtualization via Hyper-V				
III. Communications					
1.	Can be accessed with appropriate security via the Internet for all features				
2.	Allows remote access via Virtual Private Network (VPN)				

Town of Windsor Locks Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
General and Technical Capabilities					
IV. System Security					
1.	Security access controls throughout system can be set at the:				
	a. System level				
	b. Module level				
	c. Menu option level				
	d. Accounting string segments				
2.	Security access controls allowed are:				
	a. No access				
	b. Inquiry/Read				
	c. Write				
	d. Change				
	e. Delete				
3.	Security Access controls for multiple users can be assigned via workgroups				
4.	Group and/or role based security				
V. Data & File Maintenance Utilities					
1.	Backup and restore utilities are standard				
2.	Data file recovery and control record correction utilities are standard				
3.	Data integrity checks occur within the system at module startup				
4.	System allows a user-friendly definable purge/deletion per module by:				
	a. Date range				
	b. Accounting String levels				
5.	Supports at least two different environments or databases to allow for production processing and testing				
6.	All system master and transaction database files retained for a minimum of 5 years				
7.	All system master and transaction database files retained until archived/purged				
VI. Report Output Options					
1.	Reports printed to screen have full view access				
2.	Reports printed to screen have "drill-down" access to information detail				
3.	Reports can be saved to a comma delimited file format without headers				
4.	Reports can be saved to a comma delimited file format with headers				
5.	Reports can be saved to MS Word file format				
6.	Reports can be saved to MS Excel file format				
7.	Reports can be saved to MS Access file format				
8.	Reports can be saved directly to an HTML file format (for Internet use)				
9.	Reports can be saved directly to an XML file format				
10.	Reports can be saved to Adobe PDF format				
11.	Standard reports can be run with ad-hoc selection criteria (i.e., specified data range, etc.)				

Town of Windsor Locks Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
General and Technical Capabilities					
VIII. Software Documentation					
1.	Full documentation is available in hard copy				
2.	Full documentation is available on-line within the system				
3.	System documentation contains the following:				
	a. Full system index				
	b. Full glossary of terms used within text				
	c. All error codes and detailed instructions on how to resolve problems				
	d. Detailed functional software documentation				
	e. Detailed technical software documentation				
	f. User training guide and manual				
IX. On-line Help					
1.	On-Line help contains the following:				
	a. Context sensitive help information at module/field level				
	b. Help library can be searched using context sensitive queries				
	c. Key topics can be searched				
	d. User definable help messages may be added to system				
	e. System tutorial				
2.	Error code messages are presented in plain English				

Town of Windsor Locks Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
General and Technical Capabilities					
X. Tickler System					
1.	A Note/Tickler system exists within the General Ledger module				
2.	A Note/Tickler system exists within the Accounts Payable module				
3.	A Note/Tickler system exists within the Accounts Receivable module				
4.	A Note/Tickler system exists within the P.O. Requisition module				
5.	A Note/Tickler system exists within the Bid Management module				
6.	A Note/Tickler system exists within the Purchasing module				
7.	A Note/Tickler system exists within the Grant/Project Accounting module				
8.	A Note/Tickler system exists within the Budget module				
9.	Ticklers can be tracked by:				
	a. Entry date				
	b. Task start date				
	c. Task completion date				
	d. Tickler code				
	e. Unlimited text				
10.	Reports can be generated based on tickler fields				
11.	User can access tickler reports on line				
XI. Audit Trail information					
1.	Audit trail information is captured for all module master and transaction files, including:				
	a. Transaction description				
	b. Before and after image of transaction				
	c. Before and after image of change				
	d. Date and time stamp of transaction change				
	e. User identification information				
2.	Prevents deletion of transactions that have been posted to the system				

Town of Windsor Locks Government Financial Management Software General Ledger Vendor System Functions and Features List			Software Functionality Analysis			
			Currently Available in Software	Available Within 6 Months	Not Available	Comments
General Ledger Capabilities						
Requirement ID						
I. System Integration						
1.		Budget: Transaction data applied automatically to specified GL accounts				
2.		Purchasing: Transaction data applied automatically to specified GL accounts				
3.		Accounts Payable: Transaction data applied automatically to specified GL accounts				
4.		Accounts Receivable/Billing: Transaction data applied automatically to specified GL accounts				
5.		Grant/Project Accounting: Transaction data applied automatically to specified GL accounts				
6.		Purchase Order Requisition: Transaction data applied automatically to specified GL accounts				
7.		System has the ability to interface with the QDS Tax Assessment and Collection Software				
8.		Has the ability to electronically import accounting transactions				
9.		Has the ability to electronically export accounting transactions				
II. System Capabilities & Processing Features						
1.		The Chart of Accounts is user defined				
2.		Supports the State of Connecticut's Uniform Chart of Accounts (UCOA)				
3.		Account number structure can be user defined for each segment				
4.		Ability to track fund, department, program, and grant/project balances				
5.		Accounts can be easily setup and managed				
6.		Supports interfund accounting and pooled cash				
7.		Multiple months may be kept open without required closing				
8.		Multiple years may be kept open without required closing (Max of 2 years open)				
9.		Hard period close is not required in order to continue processing transactions in future months				
10.		Entries for multiple periods can be entered at one time				
11.		System will support 13 fiscal periods				
12.		Allocations may be generated based on user defined percentages				
13.		Allocations may be generated based on user defined formulas				
14.		System will generate automatic reversals				
15.		Entry of beginning balances is automated during prior year close				
16.		One-sided journal entries are allowed but are limited to users with appropriate security				
17.		Accepts manual and recurring journal entries. Also accepts journal entries created in separate integrated modules				
18.		Identifies journal entries by type, module, and user				
19.		Historical summary reports/information can be generated from retained transaction detail				
20.		System provides automatic due to/due from (interfund) processing for all transactions				
21.		System tracks pre-encumbrance and encumbrance activities				
22.		Journal entries can be approved online via user defined workflow				

Town of Windsor Locks Government Financial Management Software General Ledger Vendor System Functions and Features List			Software Functionality Analysis			
			Currently Available in Software	Available Within 6 Months	Not Available	Comments
General Ledger Capabilities						
III. Posting to General Ledger/General Journal						
1.		Transactions can be posted to GL in real-time mode making all key data current				
2.		Transactions can be posted to GL in batch mode by users				
3.		Users can select specific batches to post				
4.		System provides the ability to import journal entries from non-integrated systems				
5.		Imported journal entries are subject to the same controls as entries generated within the GL				
6.		System allows posting to both prior and future accounting periods with appropriate permissions				
7.		Date sensitive posting is allowed by:				
	a.	Designated posting period				
	b.	According to effective transaction date				
IV. On-Line Inquiry						
1.		Transaction detail can be viewed for current fiscal year				
2.		Transaction detail can be viewed for any prior fiscal year				
3.		Transaction detail may be viewed according to a user defined range of dates				
4.		Prior year transaction detail may be viewed by a user-defined range of dates				
5.		Ability to search by:				
	a.	Any chart of account segment				
	b.	General journal entry date				
	c.	Reference number (General Journal Number/General Journal Entry Number)				
	d.	User				
6.		On-line inquiry items can be printed				
7.		On-line inquiry items can be exported to Excel				
8.		On-line inquiry items can be exported to PDF				

Town of Windsor Locks Government Financial Management Software General Ledger Vendor System Functions and Features List			Software Functionality Analysis			
			Currently Available in Software	Available Within 6 Months	Not Available	Comments
General Ledger Capabilities						
V. Standard Reports						
1.		Reports are designed to be generated by end users with selection criteria				
2.		Transaction detail reports may be:				
	a.	Printed according to a range of GL reference numbers				
	b.	Printed by date range				
	c.	Printed by journal type				
	d.	Sorted by journal entry number				
	e.	Sorted by journal entry date				
	f.	Include journal source data				
3.		Reports can be generated on demand in detail or summary				
4.		The following financial reports can be generated either on a MTD or YTD basis:				
	a.	Town-wide Financial Statements				
		i. Statement of net assets				
		ii. Statement of activities				
	b.	Fund Financial Statements				
		Fund balance sheets				
		ii. Statement of revenue, expenditure and changes in fund balance				
	c.	Proprietary Fund Statements				
		i. Fund balance sheets				
		ii. Statement of revenue, expenditure and changes in fund balance				
		iii. Statement of cash flows				
	d.	Fiduciary Fund Statements				
		i. Statement of net assets				
		ii. Statement of changes in fiduciary net assets				
	e.	Budgetary Comparison Reports				
		i. Budget-to-actual comparison schedule				
		ii. Statement of revenue, expenditure and changes in fund balance				
5.		Ability to generate financial statements by grant/project				
6.		System can produce all financial reports required by the State of Connecticut				
7.		System can generate ED001 State reports (future)				
8.		System capability to generate separate State/Federal reports for Town & School District (future)				

Town of Windsor Locks Government Financial Management Software Budget Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Budget Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Budget transaction data automatically applied to specified GL accounts				
2.	Provides ability to interface with the payroll/human resource modules to provide budgeting by position and for payroll costs				
3.	Import: System allows the ability to electronically import budget transactions				
4.	Export: System allows the ability to electronically export budget transactions				
II. System Capabilities & Processing Features					
1.	New fiscal year budget can be established automatically by rolling over the prior fiscal year budget				
2.	Rolling over budgets can be adjusted for the new fiscal year using a fixed dollar amount				
3.	Rolling over budgets can be adjusted for the new fiscal year using a percentage amount				
4.	Rolling over budgets can be adjusted for the new fiscal year using a formula				
5.	Original and revised budgets for each account are retained				
6.	All Budget Totals including Balance can be tracked at each Accounting String segment level				
7.	Budget information can be stored for up to five years or more				
8.	Budget module provides a warning if purchase requisition exceeds budget limit				
9.	Budget module provides a warning if Purchase Orders exceed budget limit				
10.	Budget override is available by security permissions				
11.	Supports on-line centralized and on-line decentralized budget input during budget preparation				
12.	System automatically allocates the account budget amount across accounting periods				
13.	Ability to aggregate user defined accounts to check budgets at a user defined level				
14.	Provides for the input of text comments to explain budget entries				
15.	Produces current year estimates based on current year budget and year-to-date actual amounts				
16.	Supports decentralized input of budget adjustments				
17.	Supports a user defined workflow for input, approval, and posting of budget adjustments				
18.	Provides ability to drill-down on actual balances to see detail transactions for accounts				
19.	Users can enter narratives/budget descriptions for each budget line item				
20.	System tracks multiple narratives per budget line item				

Town of Windsor Locks Government Financial Management Software Budget Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Budget Capabilities					
III. Forecasting Features					
1.	Budget forecasts include the ability to create multiple "what-if" scenarios using existing data				
2.	Forecasts include employee compensation data including salaries, benefits and expected increases to				
3.	"What-if" scenarios can be saved for re-use and evaluation				
4.	Produces 1-5 year projected budget				
5.	Forecasting scenarios can be rolled over to establish the adopted budget				
6.	Ability to restrict employee access between Town and School District employees (future)				
7.	Forecast data can be imported to/exported from Microsoft Excel spreadsheet formats				
8.	System has ability, based on historical trends, to project total expenses and total revenues at the fiscal year end				
IV. On-line Inquiry					
1.	Ability to query by:				
	a. Any combination of Accounting String Segment levels				
	b. Fiscal Year/Month				
	c. Calendar Year				
	d. Budget modification				
	e. Budget total amount				
	f. User definable field				
2.	On-line inquiries can be printed				
V. Standard Reports					
1.	Actual vs. Budget Reports by any combination of Accounting String Segment levels				
2.	Five-year Budget Comparison Report				
3.	Provide monitoring reports based on user-defined parameters (ex. All expenditures more than 5% over budget)				
4.	Budget Journal Report				
5.	Budget Distribution Report				
6.	Budget Adjustment Journals				
7.	Departmental Budget Report				
8.	Budget Worksheet Report				
9.	Budget Detail for Selected Period				
10.	Budget Detail by Date Range				
11.	Budget reports by any combination of Accounting String Segment levels				
VI. Audit Trails and Security					
1.	Maintains an audit trail of all budget level inputs and approvals				
2.	Provides ability to lock budget after approval to prevent modification				
3.	Maintains an audit trail of all budget adjustments (transfers or additional appropriations)				

Town of Windsor Locks Government Financial Management Software Purchase Requisitions Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Requisitions Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Purchasing transaction data automatically applied to specified GL Accounts				
2.	Budget: Purchasing transaction data automatically checks budget amount/availability				
3.	Purchase Order: Requisition module automatically updates Purchase Order Module				
4.	Inventory: Requisitions confirm and adjust on-hand quantities in specific locations				
II. System Capabilities & Processing Features					
1.	Software allows users to electronically enter purchase requisition information				
2.	Commodity can be assigned to requisition from a lookup table				
3.	Vendor can be assigned to requisition from a lookup table				
4.	Users can enter a request comment per requisition line item				
5.	Requisition numbers are automatically generated by system				
6.	Order date can be system generated to be current date				
7.	Order date can be overridden by user with date greater than current date				
8.	A requisition can generate multiple purchase order numbers				
9.	Supports centralized and decentralized input of purchase requisitions				
10.	Automatically commits funds when requisitions are approved				
11.	Supports on-line documentation of vendor quotes received by requisitions				
12.	Users can distribute each line item to multiple accounts				
13.	Ability to enter item quantities and amount by line item				
14.	Special instructions to vendor can be added to requisition document				
15.	System provides free-form comment field for internal purposes				
16.	Software prevents users from exceeding budget by line item (unless authorized by permissions)				
17.	Software prevents users from exceeding budget by group of line items (unless authorized)				
18.	User security determines if a user has authority to exceed a budget line item				
19.	User defined workflow routes requisitions for approval				
20.	Separate and distinct approval routings can be setup by department/location				
21.	Approvals can be established according to set dollar levels or authority				
22.	Allows input of requisitions for future year				
III. On-line Catalog					
1.	Integrates with on-line vendor catalogs				
2.	Catalog(s) and content can be searched by product or by vendor				
3.	Ability to limit selection of materials available for requisition				
4.	Catalog tracks quantities and prices ordered				
5.	Catalog items can be linked to contract purchase orders established with vendor				

Town of Windsor Locks Government Financial Management Software Purchase Requisitions Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Requisitions Capabilities					
IV. On-line Inquiry					
1.	Ability to query by:				
	a. Date range on Requisition Date				
	b. Requisition Number				
	c. Vendor Name				
	d. Vendor Number				
	e. Requestor's Department				
	f. Requisition Status				
	g. Approval status				
	h. User Definable Fields				
2.	On-line inquiries can be printed				
V. Standard Reports					
1.	Requisition Status reports by:				
	a. Requestor's Department				
	b. Requisition Type				
	c. Vendor Name				
	d. Vendor Number				
	e. GL Account Number				
2.	Data Range Report on Requisition Date by:				
	a. Vendor Name (Partial Name) or Range				
	b. Vendor Number or Range				
	c. Requisition Type				
	d. Requestor's Department				
3.	Requisition Distribution report by G/L account, by Department				
4.	Requisition History - for current, year-to-date and prior fiscal years				
5.	Pre-Encumbrance Reports by any combination of Accounting String Segment Levels				
VI. Audit Trail and Security					
1.	Maintains an appropriate on-line audit trail for creation, modification, approval, and rejection of purchase requisitions and approvals (including user ID, user action and date and time)				

Town of Windsor Locks Government Financial Management Software Purchase Orders Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Order Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Purchasing transaction data automatically applied to specified GL Accounts				
2.	Budget: Purchasing transaction data automatically checks budget amount/availability				
3.	Accounts Payable: Purchase Order module automatically updates Accounts Payable Module				
4.	Fixed Assets: Purchase orders can automatically update the fixed asset module				
5.	Grant/Project Accounting: Purchasing transaction data automatically applied by Accounting String to Grant/Project Accounting Module				
6.	Import: System allows the ability to electronically import from purchasing transactions				
7.	Export: System allows the ability to electronically export from purchasing transactions				
II. System Capabilities & Processing Features					
1.	One PO can automatically be created from multiple requisitions				
2.	Purchase Order numbers can be automatically generated by system				
3.	Supports centralized and decentralized input of purchase orders				
4.	Automatically converts purchase requisitions to purchase orders				
5.	Automatically encumbers funds when purchase orders are created				
6.	Ability to encumber capital funds				
7.	System will not allow duplicate Purchase Order numbers				
8.	Order date can be system generated to be current date				
9.	Order date can be overridden by user with date greater than current date				
10.	Each Purchase Order line item can be assigned to multiple G/L accounts and multiple funds				
11.	Warning provided if PO exceeds the budget limit for an account				
12.	User permissions determine if a user has authority to exceed a budget line item				
13.	Purchasing module allows for multiple document types (i.e., Purchase Order, Direct Purchase, Personal Service Agreement, etc.)				
14.	Purchasing module provides for blanket POs, Contracts and Master Agreements				
15.	PO module supports and tracks discounts				
16.	Commodity code can be assigned to a PO from a lookup table				
17.	Ability to enter item quantities and amount by line item				
18.	Comments can be added to each line of the PO				
19.	Special Instructions to vendor can be added on Purchase Order				
20.	System provides free-form comment field for internal purposes				
21.	Ability to copy Purchasing Order Detail to new Purchasing Order				
22.	Partially received orders may be manually closed				
23.	Purchase Orders must be fully received to automatically be closed				
24.	Purchase Order modifications are tracked				
25.	Provides capability to utilize workflow to track modifications to purchase orders				
26.	Supports emailing purchase orders to vendor				
27.	Ability to restrict employee access between Town and School District employees (future)				

Town of Windsor Locks Government Financial Management Software Purchase Orders Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Order Capabilities					
III. On-line Inquiry					
1.	Ability to query by:				
	a. Purchase Order Date using a date range				
	b. PO Type				
	c. PO Number				
	d. Vendor Name				
	e. Vendor Number				
	f. Department/Location				
	g. Order Status				
	h. Requisition Approver				
	i. Requisition Number				
	j. PO Change Orders				
	k. PO receipts				
	l. Requisition & PO Comments				
	m. Commodity code				
	n. G/L Code				
	o. User Definable Fields				
2.	On-line inquiries can be printed				
3.	On-line inquiries can be exported to Excel				
4.	On-line inquiries can be exported to PDF				

Town of Windsor Locks Government Financial Management Software Purchase Orders Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Order Capabilities					
IV. Standard Reports					
1.	Order Status reports by:				
	a. Vendor Name				
	b. Vendor Number				
	c. Requestor's Department				
	d. Date Range on Order Date				
	e. PO Status (open vs. closed)				
	f. PO Number				
	g. PO Change Orders				
	h. PO receipts				
	i. Requisition & PO Comments				
	j. Commodity code				
	k. G/L account				
2.	Expected Delivery - List of deliveries by date required				
3.	Purchase History - for current, year-to-date and prior fiscal years				
4.	Overdue Purchasing Documents by any combination of G/L account segments				
5.	Commodity Code purchase analysis by Department				
6.	Receipt History report				
V. Audit Trail and Security					
1.	Allows users to inquire the on-line audit trail				
2.	Logs all changes made to vendor file showing user id, date, and time				
3.	Logs all changes made to requisitions and purchase orders showing user id, date, and time				
4.	Provides software security over the ability to generate and electronically sign purchase orders				

Town of Windsor Locks Government Financial Management Software Accounts Payable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Payable Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Accounts Payable Transaction data automatically applied to specified GL accounts				
2.	Budget: Accounts Payable data automatically applied by Accounting String to Budget Module				
3.	Purchasing: Accounts Payable automatically updated by Purchase Order Module				
4.	Grant/Project Accounting: Accounts Payable Transaction data automatically applied to specific Grant/Project in this module				
5.	Fixed Assets: Accounts Payable module updates Fixed Asset module with new assets				
6.	Import: System allows the ability to electronically import Accounts Payable transactions				
7.	Export: System allows the ability to electronically export Accounts Payable transactions				
II. System Capabilities & Processing Features					
1.	System allows multiple addresses to be used (I.e. billing, general address)				
2.	System prevents input of duplicate vendors				
3.	Vendors can be grouped and sorted by user definable categories				
4.	Payment terms are user definable				
5.	Discount amounts can be identified				
6.	Vendors can be created for one-time usage with appropriate permissions				
7.	Notes & dates on various vendor discussions can be captured in a free-form field				
8.	Vendors can be setup for 1099 processing				
9.	A/P module maintains all 1099 information (allows multiple amount thresholds based upon 1099 type and payment type)				
10.	Credit/debit memos are supported				
11.	Direct disbursements are supported				
12.	Wire transfers are supported				
13.	System tracks invoice history by vendor				
14.	System tracks payment history by vendor				

Town of Windsor Locks Government Financial Management Software Accounts Payable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Payable Capabilities					
15.		System allows user to "drill down" into Purchase Order (if generated)			
16.		System allows user to combine multiple vendors together and keeps all history (assuming they are duplicate vendors)			
18.		This module tracks the following vendor information on a summary screen:			
	a.	Year-to-date purchases			
	b.	Year-to-date payments			
	c.	Month-to-date purchases			
	d.	Purchases last year			
	e.	Date of last purchase			
	f.	Current balance			
	g.	Last check number			
	h.	Last check amount			
	i.	Year-to-date discounts taken			
	j.	Year-to-date discounts missed			
III. Invoice Processing Features					
1.		Invoices can automatically input from PO information			
2.		Invoices can be paid without creating a Purchase Order			
3.		Invoice numbers can be manually entered			
4.		System allows users to create recurring invoices			
5.		System will not allow duplicate invoice numbers			
6.		Invoice date can be system generated to be current date			
7.		Invoice date can be overridden by user			
8.		Vendor can be assigned to an invoice from a lookup table			
9.		Vendors can be added "on-the-fly" while entering invoices with appropriate permissions			
10.		Ability to add vendors can be limited to authorized users only			
11.		Provides adequate security and audit trail for online receiving process			
12.		Allows for automatic and user-defined assignment of vendor numbers			
13.		Accommodates unlimited accounts for invoice amount distribution			
14.		Accommodates vendor discounts based on defaults, but allows users (with appropriate authority) to override			
15.		Supports ability to scan supporting documentation and checks and associate the scanned images with the transaction			
16.		Supports on-line receiving of goods where the receiving is automatically matched with the purchase order and invoice			

Town of Windsor Locks Government Financial Management Software Accounts Payable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Payable Capabilities					
17.		Provides a user-defined workflow for on-line receiving of goods			
18.		Provides a user-defined workflow for decentralized input of invoices			
19.		Provides a user-defined workflow for approval and payment of invoices			
20.		Prevents duplicate payments by comparing vendor/invoice combinations to paid invoices			
21.		Each invoice line item may be assigned to multiple G/L accounts			
22.		User permissions determine if a user has authority to exceed a budget line item			
23.		System provides an invoice adjustment option			
24.		System provides ability to delete invoices			
25.		System can calculate and track retainage amount on each invoice			
IV. Check and Payment Processing					
1.		Automatically assign check numbers			
2.		Ability to select invoices by vendor			
3.		Ability to select invoices by due date			
4.		Ability to select invoices by discount date			
5.		System automatically applies credit memo to check run			
6.		Multiple Purchase Orders may be paid on a single invoice			
7.		Payments can be placed on hold and flagged for later action			
8.		Ability to print to user formatted checks			
9.		Ability to reprint one or more checks			
10.		Accommodates manual checks			
11.		Provides software security over the ability to generate and electronically sign checks			
12.		Provides adequate security and on-line audit trail for invoice payment process			
13.		Provides ability to create bank file to support positive pay			
14.		Provides ability to pay vendors via ACH file			
15.		Ability to import cancelled check file from bank and identify cleared and outstanding checks			
16.		Identifies vendors with missing information such as W-9 and TIN and allows user to:			
	a.	Do not permit (stop process)			
	b.	Permit but Warn (process after warning user)			
	c.	Ignore (process without checking)			
17.		Supports Positive Pay			
18.		Allow multiple standard check formats			

Town of Windsor Locks Government Financial Management Software Accounts Payable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Payable Capabilities					
19.		Free-form comments can be placed on check or check stub			
20.		Account number appears on check			
21.		Invoices paid identified on check stub - by invoice number			
22.		Ability to sort checks by user code and create duplicate copy of check information			
23.		Void check function with auto reversal of entry			
24.		System will not issue negative check if credit amounts exceed payment amounts			
V. On-line Inquiry					
1.		Ability to Query by:			
	a.	Vendor number			
	b.	Vendor name - full name, partial name, sort name			
	c.	Invoice number			
	d.	Invoice Status			
	e.	Invoice date range			
	f.	Order date range			
	g.	Check date range			
	h.	Check number			
	i.	Check amount			
	j.	User definable fields			
	k.	Purchasing Order number			
2.		Ability to "drill-down" to all invoice detail from any field on inquiry screen			
3.		On-line inquiries can be printed			
4.		On-line inquiries can be exported to Excel			
5.		On-line inquiries can be exported to PDF			

Town of Windsor Locks Government Financial Management Software Accounts Payable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Payable Capabilities					
VI. Vendor access					
1.	Ability for vendor to inquire and view checks processed for them in the financial system				
2.	Ability for vendors to electronically request updates to their information (address, TIN, etc.)				
3.	Ability for vendors to obtain their 1099 information on-line				
VII. Standard Reports					
1.	Standard Vendor Reports by:				
	a. Vendor name (Partial name) or Range				
	b. Vendor number or range				
	c. Vendor purchase analysis				
	d. Invoice information by invoice date ranges (Order date, Receipt date, Date Required, Check Date)				
	e. Invoice status by date range				
	f. Invoice deletion list				
	g. Invoices "on-hold" list				
	h. General Ledger distribution				
	i. Aged payables (user defined aging) on demand				
	j. Check register by date range				
	k. Outstanding check register				
	l. Check history by vendor by date range				
	m. Pre-check register				
	n. Retention by vendor				
	o. Cash requirements/forecasting				
2.	Ability to view reports on screen				
3.	Produces a Vendor No Activity report showing vendors with no activity for a user defined period of time				
4.	Produces check register reports for all checks printed, including manual, voided and leader checks				
5.	System creates 1099 edit list prior to printing final 1099 forms				
6.	System creates 1099 forms and 1099 files for electronic distribution				

Town of Windsor Locks Government Financial Management Software Accounts Receivable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Receivable, Receipts and Billing Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Accounts Receivable transaction data automatically applied to specified General Ledger Accounts				
2.	Budget: Accounts Receivable data automatically applied by Accounting String to Budget Module				
3.	Grant/Project Accounting: Accounts Receivable transaction data automatically applied by Accounting String to Grant/Project Accounting module				
4.	Import: System allows the ability to electronically import Accounts Receivable receipts and billing (e.g. GolfTrak)				
5.	Export: System allows the ability to electronically export Accounts Receivable receipts and billing				
II. System Capabilities & Processing Features					
1.	Customer ID is alphanumeric				
2.	System allows for multiple types of addresses (i.e.. General & billing addresses)				
3.	Ability to define payment terms per customer				
4.	Multiple payment options (annual, semi-annual, monthly, etc.) can be configured for each client				
5.	Ability to set up user definable customer sort categories				
6.	Supports decentralized input of cash receipts				
7.	Supports decentralized input of billing items				
8.	Generates bank deposit tickets				
9.	Supports ability to calculate interest, late charges, and penalties				
10.	Provides for drill-down inquiry on charges and payments				
11.	Identifies accounts sent to collection agencies or sold to third parties				
12.	Supports automatic allocation of interest income based on user specified parameters				
13.	Customers can be added "on-the-fly" at invoice entry time (with appropriate permissions)				
14.	Ability to capture notes and dates regarding customer discussions				
15.	Delinquent Client accounts can be put on hold preventing further transactions				

Town of Windsor Locks Government Financial Management Software Accounts Receivable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Receivable, Receipts and Billing Capabilities					
III. Invoice/Cash Receipt Processing					
1.	Invoice numbers are automatically generated by system				
2.	"One-time" customers can be established				
3.	General Ledger accounts can be assigned to each invoice item				
4.	Posting periods can be selectively assigned at time of invoicing				
5.	System will automatically generate recurring billings				
6.	Credits (pre-pays, credit memos, negative invoices) automatically matched to open invoices				
7.	Credit hold override can be performed by authorized users only				
8.	Users can write-off dollar amounts based on level of security				
9.	System provides ability to create debit and credit memos based on level of security				
10.	System allows printing of a receipt for payment				
11.	Ability to restrict employee access between Town and School District employees (Future)				
12.	Bill formats can be tailored to customer requirements				
13.	Bills can be produced on demand (daily, weekly, monthly, semi-annually, annually)				
14.	Posting periods can be selectively assigned at time of invoicing				
15.	Sequential receipt numbers are automatically assigned by system				
16.	Cash received can be allocated to multiple invoices				
17.	General ledger accounts can be manually assigned				
18.	Multiple deposits can be made in a single day				
19.	Receipts are accepted for one time customers				
20.	Miscellaneous cash receipts are accepted (rebates, miscellaneous sales, etc.)				
IV. On-line Inquiry					
1.	Ability to query by:				
	a. Client number				
	b. Client name or portion of name				
	c. Invoice total amount				
	d. Invoice date				
	e. Invoice status				
	f. Any combination of G/L account segments				
	g. Cash receipt by date range (Preparation date, date check deposited, date check received)				
2.	Ability to view customer history				
3.	On-line inquiries can be printed				
4.	On-line inquiries can be exported to Excel				
5.	On-line inquiries can be exported to PDF				

Town of Windsor Locks Government Financial Management Software Accounts Receivable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Receivable, Receipts and Billing Capabilities					
V. Standard Reports					
1.	Statement Generation:				
	a. Ability to generate statements				
	b. Statements can be produced based on minimum dollar amount thresholds				
	c. Invoice descriptions can be printed on statements				
	d. Itemized periodic statements can be generated (annual, semi- annual, monthly)				
	e. Produces overdue notices				
	f. Custom dunning or "special instructions" messages can be added to statements and invoices				
	g. Custom dunning or "special instructions" messages can be created for individual customers				
2.	Aged Accounts Receivable				
3.	Provides ability to generate reports using blank paper or preprinted forms				
4.	Account Receivable Payment History				
5.	Customer payment status				
6.	Provide investment reporting including:				
	a. By fund				
	b. By investment entity				
	c. By collateral type				
	d. By investment type				
	e. Reports by maturity				
7.	Cash receipts journal				
8.	Write-off report containing date, amount of write-off, and use				

Town of Windsor Locks Government Financial Management Software Fixed Assets Vendor System Functions and Features List		Software Functionality Analysis		
		Currently Available in Software	Not Available	Comments
Fixed Asset Capabilities				
Requirement ID				
I. System Integration				
1.	General Ledger: Transaction data applied automatically to specified GL accounts			
2.	Purchase Order: Fixed Asset items purchased are integrated with this module			
3.	Accounts Payable: Fixed Asset items purchased are integrated with this module			
4.	Grant/Project Accounting: Transaction data applied automatically to specified Grant/Project			
5.	Import: Ability to electronically import Fixed Asset transactions			
6.	Export: Ability to electronically export Fixed Asset transactions			
II. System Capabilities & Processing Features				
1.	System tracks all fixed asset types			
2.	Ability to track the following information by Fixed Asset:			
	a. Description			
	b. Fixed Asset class			
	c. Fixed Asset type			
	d. Model number			
	e. Serial number			
	f. Tag number			
	g. Acquisition method			
	h. Acquisition date			
	i. Original cost			
	j. Estimated Useful life			
	k. Funding source			
	l. Department purchased by			
	m. PO number			
	n. Vendor purchased from			
	o. Description-Unlimited free form text			
	p. Fixed asset function			
	q. Status			
	r. VIN or Marker number			
	s. Total accumulated depreciation			
	t. Actual cash value			
	u. G/L asset account			
	v. G/L depreciation account			
	w. G/L account used to purchase asset			

Town of Windsor Locks Government Financial Management Software Fixed Assets Vendor System Functions and Features List		Software Functionality Analysis		
		Currently Available in Software	Not Available	Comments
Fixed Asset Capabilities				
3.		Ability to record the value of fixed asset based on how asset was purchased (i.e. donated, leased)		
4.		Ability to generate a bar-coded asset tag		
5.		Ability to read bar-code asset tags for verification and reporting purposes		
6.		Ability to track insurance by fixed asset		
7.		Ability to track historical improvements by fixed asset		
8.		Ability to track historical adjustments by fixed asset		
9.		Ability to track historical location placement by fixed asset		
10.		Ability to track fixed asset retirements		
11.		Ability to automatically calculate depreciation on a monthly basis		
12.		Ability to automatically calculate depreciation on an annual basis		
13.		Provides ability to track assets below capitalization threshold for inventory purposes, but ignores those assets for financial reporting purposes		
14.		Supports ability to expense assets for fund reporting and to capitalize and depreciate the same assets (when appropriate) for entity-wide reporting		
15.		Provides ability to capitalize proprietary fund assets		
16.		Software supports the following depreciation methods:		
	a.	No depreciation		
	b.	Straight-line		
18.		Ability to track salvage value of fixed asset		
19.		Ability to track disposal of fixed assets by each asset item		
20.		Ability to project depreciation expense for future periods		
21.		System is capable of calculating depreciation of disposed assets mid-year		
22.		System calculates and displays the Remaining Life (Months) for each asset		
23.		System automatically updates Item Life (Months) based on asset class default		
24.		Ability to scan documents or photos into system		
25.		Provides the ability to purge retired fixed assets		
26.		Maintain a transaction history which includes the value of each field in a purged asset record		

Town of Windsor Locks Government Financial Management Software Fixed Assets Vendor System Functions and Features List		Software Functionality Analysis		
		Currently Available in Software	Not Available	Comments
Fixed Asset Capabilities				
III. On-Line Inquiry				
1.	Ability to query information by:			
	a. Fixed asset class/type			
	b. Tag number			
	c. Location			
	d. Department			
IV. Standard Reports				
1.	Asset list reports can be created by:			
	a. Fixed asset class/type			
	b. Tag number			
	c. Location			
	d. Work code			
	e. Category			
	f. Asset number			
	g. Acquisition method			
2.	Detailed activity report			
3.	GASB 34 asset reporting			
4.	Generate UPC Code report			
5.	Depreciation expense report			
6.	Asset addition report			
7.	Asset disposal report			
8.	General Ledger posting report			
9.	Net book value report			
10.	Assets due for replacement report			
11.	Insured value report			
12.	Change of Assets by Fund at Cost (Selective by Fiscal Year)			
13.	Change of Assets by Fund Net of Depreciation (Selective by Fiscal Year)			
14.	Asset Additions and Deletions at Historical Cost (Selective by Fiscal Year)			
15.	Asset Additions and Deletions Net of Depreciation (Selective by Fiscal Year)			
16.	Accumulated Depreciation Summary by Category			
17.	Depreciable Asset Detail			
18.	User defined report capability			

Town of Windsor Locks Government Financial Management Software Grants/Projects Accounting Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Grant/Project Accounting Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Project Accounting transaction data automatically applied to specified General Ledger Accounts				
2.	Purchasing: Purchasing transaction data automatically applied by account structure to Grant/Project Accounting Module				
3.	Accounts Payable: Accounts Payable transaction data automatically applied by Account String to				
4.	Accounts Receivable: Accounts Receivable transaction data automatically applied by Account String to Grant/Project Accounting Module				
5.	Fixed Assets: Purchases and projects can automatically update the capital asset records				
6.	Import: System allows the ability to electronically import grant/project accounting transactions				
7.	Export: System allows the ability to electronically export grant/project accounting transactions				
II. System Capabilities & Processing Features					
1.	Ability to track lifecycle of grant/projects/capital projects over multiple years				
2.	Ability to copy a grant from one year to the next				
3.	System tracks general information about a grant/project including:				
	a. Multiple contact people				
	b. Multiple addresses				
	c. Grant/project start and end dates				
	d. Estimated completion date				
	e. Grant/project type				
	f. Project manager				
	g. Grant/project proposed budget				
	h. CFDA number				
	i. User-defined cost categories				
4.	A project can be assigned to multiple Funds, Departments, Programs				
5.	Ability to post activity related to a project from all sources including: PO, AP, AR, GL				
6.	Ability to track "budget/planned" line item detail for each project				
7.	Ability to track "actual" line item detail for each project				
8.	Supports an unlimited number of projects/grants				
9.	Provides ability to have project/grant years differ from the fiscal year				

Town of Windsor Locks Government Financial Management Software Grants/Projects Accounting Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Grant/Project Accounting Capabilities					
10.	Provides ability to automatically allocate general and administrative costs based on an approved				
11.	Tracks all account types (asset, liability, equity, revenue, and expenditure) at the project/grant level				
12.	Maintains an audit trail of all budget adjustments (transfers and additional appropriations)				
13.	Transactions are tracked and reported by type of income				
14.	Transactions are tracked and reported by type of expense				
15.	System tracks cost & revenue data by last year, current year and life of grant/project year				
16.	Ability to restrict employee access between Town and School District employees (future)				
17.	Grant/projects can be put on hold and no transaction can be applied to the grant/project				
18.	Ability to re-class transactions to different grant/projects				
III. On-line Inquiry					
1.	Ability to query by:				
	a. Grant/Project number				
	b. Grant/Project name or portion of name				
	c. Contact Name				
	d. Primary Project Manager				
2.	Ability to "drill down" into multiple levels of detail				
3.	Ability to review transactions on-line by date range				
4.	On-line inquiries can be printed				
5.	On-line inquiries can be exported to Excel				
6.	On-line inquiries can be exported to PDF				

Town of Windsor Locks Government Financial Management Software Grants/Projects Accounting Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Grant/Project Accounting Capabilities					
IV. Standard Reports					
1.	Transaction listing by Grant/Project, by date range				
2.	Project balance by line item for budget vs. actual for a date range				
3.	Project lists by:				
	a. Project number				
	b. Project name				
	c. Primary Project manager				
	d. Project Status				
	e. Fund				
	f. Department				
	g. Program				
	h. Date Project initiated				
	i. Date Project closed				
	j. User definable fields				
4.	Monthly distributions by grant/project				
5.	Aged payables by grant/project				
6.	Open payables by grant/project				
7.	Aged Receivables by grant/project				
8.	Income/Expense Report				

Town of Windsor Locks Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Content Management (Not Required)					
Requirement ID					
I.	System Capabilities & Processing Features				
1.	Integrates with financial management system				
2.	Supports native file formats (faxes, TIFF images, JPEG, PDF)				
3.	Allows input via:				
	a. Scanner				
	b. Email				
	c. Manual upload/attachment				
	d. Automated bulk upload				
	e. Mobile apps				
4.	Document Indexing (date, document type)				
5.	Provides Optical Character Recognition (OCR) capabilities				
6.	Includes robust search capabilities (simple key word search)				
7.	Includes meta data search				
8.	Includes redaction capabilities				
9.	Includes role-based access and limitation/permission capabilities				
10.	Provides Audit trail capabilities				
11.	Provides document versioning capabilities				
12.	Ability to restore to previous document versions				
13.	Reporting/Report Writer capabilities				
14.	Easy to use user interface				
15.	User dashboard				
16.	Cloud-access to files				
17.	Includes workflow automation				
18.	Document Processing (conversion of typed/handwritten text) into electronic format				
19.	Provides encryption technology				
21.	Ability to purge documents/content by data range				