



**Town of Old Saybrook**  
*Request for Proposal for*  
**Integrated Government Financial Management  
Software**

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**Proposal # 4-2015**

**Issued: August 11, 2015**  
**Due: September 4, 2015**

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**Town of Old Saybrook  
Old Saybrook, Connecticut**

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

Subject: Request for Proposal No.4-2015

Issued: August 11, 2015  
Due On: September 4, 2015

Re: **Integrated Government Financial Management System**

The Town of Old Saybrook, 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 OLD SAYBROOK BACKGROUND**

A. Statement of Purpose

The Town of Old Saybrook (hereinafter referred to as the Town) is seeking qualified software vendors to replace their current financial management, human resource systems and other core software systems, which include general ledger, purchasing, accounts payable, budgeting, fixed assets, and payroll, collectively referred to as the Government Financial Management Systems (GFMS). Note: Old Saybrook is only seeking proposals for a Town financial management system implementation. This project/implementation will not include the School District.

Finance/Payroll/Human Resources

The successful vendor(s) must be able to provide 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 vendor hosted solution).

B. Town of Old Saybrook Overview

The Town of Old Saybrook is one of the oldest towns in the state of Connecticut. It offers beautiful shores, vistas, marinas, and an eclectic collection of shops and restaurants on Main Street and nearby. There are two public beaches, several parks, a

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mini-golf course, a number of marinas, and a state-owned boat launching area. The community has approximately 10,000 residents and is located in Middlesex County, on the West side of the Connecticut River. The combined Town and School District operating budget is approximately \$43 million dollars. The Town's operating budget is approximately \$18 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 Old Saybrook 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 needs of the Town while providing management with the tools required to direct the Town. Within this context, the goals and objectives of this effort are:

1. To empower users with real-time, up-to-date access to information.
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, Word and Access.

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F. Proposal Process

Old Saybrook will receive sealed proposals until 2:00 PM on September 4, 2015 in the Accounting Department. Please direct all mail to the following address:

Old Saybrook Town Hall  
Attention: Lisa Carver  
Finance Director  
302 Main Street  
Old Saybrook, Connecticut 06475  
(860) 395-3127

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 fielded and clarifications will be made. No questions or clarifications will be addressed unless received via email by the Finance Director, [Lisa.Carver@OldSaybrookCT.gov](mailto:Lisa.Carver@OldSaybrookCT.gov). All questions must be received no later than the due date identified under 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 Lisa Carver, 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 CD media.

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3. Key Project Dates

The key dates for this proposal are as follows:

<b>Item</b>	<b>Date</b>
a. Proposal posting	August 11, 2015
b. Vendor Questions Due	August 21, 2015
c. Answers to Questions Due	August 28, 2015
d. Proposal response due	September 4, 2015
e. <i>Selection of Finalists</i>	September 18, 2015
f. <i>Test Drive Vendor Presentations</i>	September 28, 2015 to October 9, 2015
g. <i>Reference Checks</i>	October 16, 2015
h. <i>Vendor Selection</i>	November 20, 2015
i. <i>Begin Contract Negotiations</i>	November 20, 2015

\*Items e-i are tentative due 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 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 Old Saybrook. 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 for each software suite.

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

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the Qualified Software vendors will be given an opportunity to provide a “Test Drive.”

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 Old Saybrook. Additional weight will be given to companies with installations in Connecticut 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 Old Saybrook 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 Old Saybrook, 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 Old Saybrook, 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, payroll, 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. The module must also use position control to appropriately forecast and track salary and benefits costs by position.

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, 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/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. Human Resources

The human resources module must be tightly integrated with the payroll module. This module should be able to maintain employee's personal information including employee pay rates according to tenured and non-tenured experience, sick time, vacation time, and any other paid time off.

This system should be able to maintain customized personnel information by adding custom fields for employee's records.

J. Payroll

The payroll module must accommodate the multi-union operations of the Town. This module should support the wide variety of deductions and burden costs associated with personnel, including the reporting requirements of the various unions associated with the employees. Payroll must be highly integrated with the other modules of the system, including grant/project and general ledger, to ensure all labor costs are captured and accurately reported. The payroll module must be able to encumber by employee. This module must be able to generate the appropriate information required by the State of Connecticut.

K. Report Writer

Developing new and more meaningful reports is a critical component of the integrated system. The Town of Old Saybrook 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.

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L. On-line Search Capabilities

Access to information directly from displays is an important component of the integrated system. The Town of Old Saybrook 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.

M. 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.

**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.

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.

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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 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 OLD SAYBROOK. 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.

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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. a "Statement of Qualifications" that contains the following:
  - a. Historical, financial, sales, and organizational information for the past three years.
  - 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.

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5. Client Reference Worksheet: Please list the number for each in the appropriate column to the right.

	<b>Description</b>	<b>Number of:</b>
A	All Installations	
B	CT City/Town Installations	
C	CT School District Installations	
D	New Clients added in calendar year 2014	
E	Existing Clients lost in calendar year 2014	
F	New CT Clients added in calendar year 2014	
G	Existing CT Clients lost in calendar year 2014	
H	New Clients added in calendar year 2013	
I	Existing Clients lost in calendar year 2013	
J	New CT Clients added in calendar year 2013	
K	Existing CT Clients lost in calendar year 2013	

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

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2. Date of first release of proposed software suite:

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3. Last major release date of proposed software suite:

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4. Next planned release date of proposed software suite:

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5. Next release version number:

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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):

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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).

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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?

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11. Hardware and operating systems your software runs on:

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12. Virtualization software your system runs on:

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

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14. Describe your standard environment configuration as it relates to production, testing, and training environments/databases:

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15. 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.

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16. Warranty period (included in purchase price):

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17. 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:

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18. 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.

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19. Describe the capability of your application to accept and process on-line payments.

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

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

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

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

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21. Software support services/options:

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

\_\_\_\_\_

23. Please provide information on Application Service Provider (ASP)/Software as a Service (SAAS) services/options:

\_\_\_\_\_

24. Existence of national users group      Yes      \_\_\_\_\_      No      \_\_\_\_\_

Contact      \_\_\_\_\_

Location      \_\_\_\_\_

25. Existence of local users group      Yes      \_\_\_\_\_      No      \_\_\_\_\_

Contact      \_\_\_\_\_

Location      \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

27. Please describe the number of personnel and level of expertise required to properly and efficiently operate the proposed hardware, software system and application package(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

***Town of Old Saybrook –  
Request For Integrated Government Financial Management System Proposal***

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29. 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:

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

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31. 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?

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32. 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.

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33. 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 \_\_\_\_\_

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

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35. 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.K. - 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. (Current system: SunGard Pentamotion Phoenix General Accounting System Version 2.1.1.6)
- 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 time table 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 Old Saybrook.
- 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
2.	Payroll/Human Resources	5
3.	Time-Keepers	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.).

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*Finance/Payroll/Human Resources – Hosted on Premise*

**a. Software and Annual Maintenance Costs**

<b>Application Software Module</b>	<b>Software Price</b>	<b>Annual Maintenance Price</b>	<b>Total</b>
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Human Resources			
Payroll			
Report Writer			

**Total**

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**Optional Software and Annual Maintenance Price**

<b>Application Software Module</b>	<b>Software Price</b>	<b>Annual Maintenance Price</b>	<b>Total</b>

**Total**

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*Finance/Payroll/Human Resources – Hosted on Premise*

**b. Implementation Costs**

<b>Software Module</b>	<b>Consulting Days</b>	<b>Consulting Amount</b>	<b>Training Days</b>	<b>Training Amount</b>	<b>Conversion Cost</b>
General Ledger					
Budget					
Purchase Requisitions					
Purchase Orders					
Accounts Payable					
AR/Receipts/Investments/ Billing					
Fixed Assets					
Grants/Project Management					
Human Resources					
Payroll					
Report Writer					

**Total** \_\_\_\_\_  
**Travel cost** \_\_\_\_\_

<b>Software Module</b>	<b>Consulting Days</b>	<b>Consulting Amount</b>	<b>Training Days</b>	<b>Training Amount</b>	<b>Conversion Cost</b>

**Total** \_\_\_\_\_  
**Travel cost** \_\_\_\_\_

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*Finance/Payroll/Human Resources – Hosted on Premise*

**c. Custom/Enhancement Costs**

<b>Application Software Module</b>	<b>Number of Days</b>	<b>Total Amount</b>	<b>Comments</b>
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Human Resources			
Payroll			
Report Writer			
<b>Total</b>	=====	=====	
<b>Travel cost</b>	=====	=====	

<b>Application Software Module</b>	<b>Number of Days</b>	<b>Total Amount</b>	<b>Comments</b>
<b>Total</b>	=====	=====	
<b>Travel cost</b>	=====	=====	

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*Hardware and Operating System Software Costs*

**Recommended Hardware and Operating System Software**

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

**Minimum Hardware and Operating System Software**

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

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*Finance/Payroll/Human Resources – Vendor Hosted (SaaS)*

**a. Software and Annual Maintenance Costs**

<b>Application Software Module</b>	<b>Software Price</b>	<b>Annual Maintenance Price</b>	<b>Total</b>
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Human Resources			
Payroll			
Report Writer			

**Total**

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**Optional Software and Annual Maintenance Price**

<b>Application Software Module</b>	<b>Software Price</b>	<b>Annual Maintenance Price</b>	<b>Total</b>

**Total**

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*Town of Old Saybrook –  
Request For Integrated Government Financial Management System Proposal*

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*Finance/Payroll/Human Resources – Vendor Hosted (SaaS)*

**b. Implementation Costs**

<b>Software Module</b>	<b>Consulting Days</b>	<b>Consulting Amount</b>	<b>Training Days</b>	<b>Training Amount</b>	<b>Conversion Cost</b>
General Ledger					
Budget					
Purchase Requisitions					
Purchase Orders					
Accounts Payable					
AR/Receipts/Investments/ Billing					
Fixed Assets					
Grants/Project Management					
Human Resources					
Payroll					
Report Writer					

**Total**

**Travel cost**

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<b>Software Module</b>	<b>Consulting Days</b>	<b>Consulting Amount</b>	<b>Training Days</b>	<b>Training Amount</b>	<b>Conversion Cost</b>

**Total**

**Travel cost**

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*Town of Old Saybrook –  
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*Finance/Payroll/Human Resources – Vendor Hosted (SaaS)*

**c. Custom/Enhancement Costs**

<b>Application Software Module</b>	<b>Number of Days</b>	<b>Total Amount</b>	<b>Comments</b>
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Human Resources			
Payroll			
Report Writer			
<b>Total</b>	=====	=====	
<b>Travel cost</b>	=====	=====	

<b>Application Software Module</b>	<b>Number of Days</b>	<b>Total Amount</b>	<b>Comments</b>
<b>Total</b>	=====	=====	
<b>Travel cost</b>	=====	=====	

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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, Lisa Carver.

# Town of Old Saybrook Government Financial Management Software

## Table of Contents

Section	Abbreviation	Business Function/Application Area
<b>General and Technical Requirements</b>		
<b>1</b>	GEN	General and Technical Capabilities
<b>Financial and Operational Functions</b>		
<b>2</b>	GL	General Ledger
<b>3</b>	BUGT	Budgeting
<b>4</b>	REQ	Requisitions
<b>5</b>	PO	Purchasing and Inventory
<b>6</b>	AP	Accounts Payable
<b>7</b>	AR	Accounts Receivable
<b>8</b>	FA	Fixed Assets
<b>9</b>	GA	Grant Accounting Capabilities
<b>10</b>	HR	Human Resources
<b>11</b>	PR	Payroll
<b>12</b>	REP	Reporting/Report Writer Capabilities

Town of Old Saybrook 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
<b>General and Technical Capabilities</b>					
Requirement ID					
<b>I. System Design</b>					
1.	Designed specifically for Local Municipalities and Boards of Education				
2.	Supports the State of Connecticut's Uniform Chart of Accounts (UCOA)				
3.	Data is managed using a relational database engine				
4.	ODBC compliant				
5.	Data can be exported into standard spreadsheet file (Excel)				
6.	Data can be exported into standard database file (Access)				
7.	Data can be exported into standard word-processing file (Microsoft Word)				
8.	Data can be exported to PDF				
9.	Data can be exported into comma delimited file				
10.	Data can be exported into an ASCII file				
11.	All system master and transaction data files can be exported				
12.	All system transaction records can be exported				
13.	Allows the ability to electronically import all system master and transaction files from external				
14.	Fully integrated using a modular approach				
15.	Data can be accessed using look-up windows, pull-down field lists (i.e., vendors, clients, etc.)				
16.	Multiple users can operate in multiple modules concurrently				
17.	Multiple users can operate in the same module concurrently				
18.	Data entry screens can be customized to user specifications				
19.	Handles GASB reporting requirements				
20.	School Interoperability Framework (SIF) compliant				
21.	Provides "drill-down" and "drill-up" capabilities for any and all transactions				
22.	Provides "drill-down" and "drill-up" capabilities for any and all Accounting string segments				
<b>II. Network Features</b>					
1.	Operates in a Windows 20xx server environment				
2.	Works within a Terminal Services/Citrix Environment				
3.	Works within a Citrix Environment				
4.	Supports network virtualization via VMware				
5.	Supports network virtualization via Hyper-V				
<b>III. Communications</b>					
1.	Can be accessed with appropriate security via the Internet for all features				
2.	Allows remote access via Virtual Private Network (VPN)				
3.	Allows remote access via Citrix/Terminal Server				

Town of Old Saybrook 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
<b>General and Technical Capabilities</b>					
<b>IV. System Security</b>					
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				
<b>V. Data &amp; File Maintenance Utilities</b>					
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				
<b>VI. Report Output Options</b>					
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 Old Saybrook 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
<b>General and Technical Capabilities</b>					
<b>VIII. Software Documentation</b>					
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				
<b>IX. On-line Help</b>					
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				
	Supports automated/user defined tracking of all Town and School District paid time off (sick, vacation, personnel, perfect attendance)				
	e. vacation, personnel, perfect attendance)				
	f. System tutorial				
2.	Error code messages are presented in plain English				

Town of Old Saybrook 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
<b>General and Technical Capabilities</b>					
<b>X. Tickler System</b>					
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.	A Note/Tickler system exists within the HR/Personnel module				
10.	A Note/Tickler system exists within the Payroll module				
11.	Ticklers can be tracked by:				
	a. Entry date				
	b. Task start date				
	c. Task completion date				
	d. System can track positions with the Town and School District separately				
	e. Tickler code				
	f. Unlimited text				
12.	Reports can be generated based on tickler fields				
13.	User can access tickler reports on line				
<b>XI. Audit Trail information</b>					
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 Old Saybrook 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
<b>General Ledger Capabilities</b>					
Requirement ID					
<b>I. System Integration</b>					
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.	Payroll: Transaction data applied automatically to specified GL accounts				
9.	System has the ability to interface with the QDS Tax Assessment and Collection Software				
10.	Has the ability to electronically import accounting transactions				
11.	Has the ability to electronically export accounting transactions				
<b>II. System Capabilities &amp; Processing Features</b>					
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				
1.	Entries for multiple periods can be entered at one time				
2.	System will support 13 fiscal periods				
3.	Allocations may be generated based on user defined percentages				
4.	Allocations may be generated based on user defined formulas				
5.	System will generate automatic reversals				
6.	Entry of beginning balances is automated during prior year close				
7.	One-sided journal entries are allowed but are limited to users with appropriate security				
8.	Accepts manual and recurring journal entries. Also accepts journal entries created in separate integrated modules				
9.	Identifies journal entries by type, module, and user				
10.	Historical summary reports/information can be generated from retained transaction detail				
11.	System provides automatic due to/due from (interfund) processing for all transactions				
12.	System tracks pre-encumbrance and encumbrance activities				
13.	Journal entries can be approved online via user defined workflow				

Town of Old Saybrook 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
<b>General Ledger Capabilities</b>					
<b>III. Posting to General Ledger/General Journal</b>					
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				
<b>IV. On-Line Inquiry</b>					
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 Old Saybrook 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/School District-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				
8.	System capability to generate separate State/Federal reports for Town & School District				

Town of Old Saybrook 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
<b>Budget Capabilities</b>					
Requirement ID					
<b>I. System Integration</b>					
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				
<b>II. System Capabilities &amp; Processing Features</b>					
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 Old Saybrook 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
<b>Budget Capabilities</b>					
<b>III. Forecasting Features</b>					
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				
3.	"What-if" scenarios can be saved for re-use and evaluation				
4.	Produces 1-10 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				
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				
<b>IV. On-line Inquiry</b>					
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				
<b>V. Standard Reports</b>					
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.	Encumbered Budget Report				
8.	Departmental Budget Report				
9.	Budget Worksheet Report				
10.	Budget Detail for Selected Period				
11.	Budget Detail by Date Range				
12.	Budget reports by any combination of Accounting String Segment levels				
<b>VI. Audit Trails and Security</b>					
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 Old Saybrook 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
<b>Purchase Requisitions Capabilities</b>					
Requirement ID					
<b>I. System Integration</b>					
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				
<b>II. System Capabilities &amp; Processing Features</b>					
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				
<b>III. On-line Catalog</b>					
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 Old Saybrook 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
<b>Purchase Requisitions Capabilities</b>					
<b>IV. On-line Inquiry</b>					
1.	Ability to query by:				
	a. Date range on Requisition Date				
	b. Requisition Number				
	c. Vendor Name				
	d. Vendor Number				
	e. Requestor's Division				
	f. Requisition Status				
	g. Approval status				
	h. User Definable Fields				
2.	On-line inquiries can be printed				
<b>V. Standard Reports</b>					
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				
<b>VI. Audit Trail and Security</b>					
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 Old Saybrook 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
<b>Purchase Order Capabilities</b>					
Requirement ID					
<b>I. System Integration</b>					
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				
<b>II. System Capabilities &amp; Processing Features</b>					
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.	System will not allow duplicate Purchase Order numbers				
7.	Order date can be system generated to be current date				
8.	Order date can be overridden by user with date greater than current date				
9.	Each Purchase Order line item can be assigned to multiple G/L accounts and multiple funds				
10.	Warning provided if PO exceeds the budget limit for an account				
11.	User permissions determine if a user has authority to exceed a budget line item				
12.	Purchasing module allows for multiple document types (i.e., Purchase Order, Direct Purchase, Personal Service Agreement, etc.)				
13.	Purchasing module provides for blanket POs, Contracts and Master Agreements				
14.	PO module supports and tracks discounts				
15.	Commodity code can be assigned to a PO from a lookup table				
16.	Ability to enter item quantities and amount by line item				
17.	Comments can be added to each line of the PO				
18.	Special Instructions to vendor can be added on Purchase Order				
19.	System provides free-form comment field for internal purposes				
20.	Ability to copy Purchasing Order Detail to new Purchasing Order				
21.	Partially received orders may be manually closed				
22.	Purchase Orders must be fully received to automatically be closed				
23.	Purchase Order modifications are tracked				
24.	Provides capability to utilize workflow to track modifications to purchase orders				
25.	Supports emailing purchase orders to vendor				
26.	Ability to restrict employee access between Town and School District employees				

**Town of Old Saybrook**  
**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				
<b>1.</b>	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				
<b>2.</b>	On-line inquiries can be printed				
<b>3.</b>	On-line inquiries can be exported to Excel				
<b>4.</b>	On-line inquiries can be exported to PDF				

Town of Old Saybrook 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. Requisition Approver				
	e. Date Range on Order Date				
	f. PO Status (open vs. closed)				
	g. PO Number				
	h. PO Change Orders				
	i. PO receipts				
	j. Requisition & PO Comments				
	k. Commodity code				
	l. 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.	Ability to track employment history of positions and salary held within the Town and School District				
6.	Commodity Code purchase analysis by Department				
7.	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 Old Saybrook 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
<b>Accounts Payable Capabilities</b>					
Requirement ID					
<b>I. System Integration</b>					
1.	General Ledger: Accounts Payable Transaction data automatically applied to specified GL				
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.	Payroll: Reimbursements can be added to payroll check				
6.	Fixed Assets: Accounts Payable module updates Fixed Asset module with new assets				
7.	Import: System allows the ability to electronically import Accounts Payable transactions				
8.	Export: System allows the ability to electronically export Accounts Payable transactions				
<b>II. System Capabilities &amp; Processing Features</b>					
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 Old Saybrook 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
<b>Accounts Payable Capabilities</b>					
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				
<b>III. Invoice Processing Features</b>					
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 Old Saybrook 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
<b>Accounts Payable Capabilities</b>					
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				
<b>IV. Check and Payment Processing</b>					
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 track employment history of positions and salary held within the Town and School District				
9.	Ability to print to user formatted checks				
10.	Ability to reprint one or more checks				
11.	Accommodates manual checks				
12.	Provides software security over the ability to generate and electronically sign checks				
13.	Provides adequate security and on-line audit trail for invoice payment process				
14.	Provides ability to create bank file to support positive pay				
15.	Provides ability to pay vendors via ACH file				
16.	Ability to import cancelled check file from bank and identify cleared and outstanding checks				
17.	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 Old Saybrook 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
<b>Accounts Payable Capabilities</b>					
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.	Supports automated/user defined tracking of all Town and School District paid time off (sick, vacation, personnel, perfect attendance)				
23.	Ability to sort checks by user code and create duplicate copy of check information				
24.	Void check function with auto reversal of entry				
25.	System will not issue negative check if credit amounts exceed payment amounts.				
<b>V. On-line Inquiry</b>					
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.	System can track positions with the Town and School District separately				
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 Old Saybrook 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
<b>Accounts Payable Capabilities</b>					
<b>VI. Vendor access</b>					
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				
<b>VII. Standard Reports</b>					
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 Old Saybrook 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
<b>Accounts Receivable, Receipts and Billing Capabilities</b>					
<b>Requirement ID</b>					
<b>I. System Integration</b>					
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.	Payroll: Generates bills from custodian overtime during building use/rental				
5.	Import: System allows the ability to electronically import Accounts Receivable receipts and billing (e.g. GolfTrak)				
6.	Export: System allows the ability to electronically export Accounts Receivable receipts and billing				
<b>II. System Capabilities &amp; Processing Features</b>					
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 Old Saybrook**  
**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
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**Accounts Receivable, Receipts and Billing Capabilities**

<b>III. Invoice/Cash Receipt Processing</b>					
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				
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.)				
<b>IV. On-line Inquiry</b>					
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 Old Saybrook**

**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
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**Accounts Receivable, Receipts and Billing Capabilities**

V.	Standard Reports	Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>1.</b>	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				
<b>2.</b>	Ability to track employment history of positions and salary held within the Town and School District				
	a. Client Name or portion of name				
	b. Client Number				
	c. Invoice Number				
	d. Invoice Date				
	e. Invoice Status				
	f. Date Range				
<b>3.</b>	Aged Accounts Receivable				
<b>4.</b>	Provides ability to generate reports using blank paper or preprinted forms				
<b>5.</b>	Account Receivable Payment History				
<b>6.</b>	Customer payment status				
<b>7.</b>	Provide investment reporting including:				
	a. By fund				
	b. By investment entity				
	c. By collateral type				
	d. By investment type				
	e. Reports by maturity				
<b>8.</b>	Cash receipts journal				
<b>9.</b>	Supports automated/user defined tracking of all Town and School District paid time off (sick, vacation, personnel, perfect attendance)				
<b>10.</b>	Write-off report containing date, amount of write-off, and use				

Town of Old Saybrook Government Financial Management Software Fixed Assets Vendor System Functions and Features List		Software Functionality Analysis		
		Currently Available in Software	Not Available	Comments
<b>Fixed Asset Capabilities</b>				
Requirement ID				
<b>I. System Integration</b>				
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			
<b>II. System Capabilities &amp; Processing Features</b>				
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			

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

Town of Old Saybrook Government Financial Management Software Fixed Assets Vendor System Functions and Features List		Software Functionality Analysis		
		Currently Available in Software	Not Available	Comments
<b>Fixed Asset Capabilities</b>				
<b>III. On-Line Inquiry</b>				
<b>1.</b>	Ability to query information by:			
	a. Fixed asset class/type			
	b. Tag number			
	c. Location			
	d. Department			
<b>IV. Standard Reports</b>				
<b>1.</b>	Asset list reports can be created by:			
	a. Fixed asset class/type			
	b. Tag number			
	c. Location			
	d. Work code			
	e. Ability to track employment history of positions and salary held within the Town and School District			
	f. Category			
	g. Asset number			
	h. Acquisition method			
<b>2.</b>	Detailed activity report			
<b>3.</b>	GASB 34 asset reporting			
<b>4.</b>	Generate UPC Code report			
<b>5.</b>	Depreciation expense report			
<b>6.</b>	Asset addition report			
<b>7.</b>	Asset disposal report			
<b>8.</b>	General Ledger posting report			
<b>9.</b>	Net book value report			
<b>10.</b>	Assets due for replacement report			
<b>11.</b>	Insured value report			
<b>12.</b>	Change of Assets by Fund at Cost (Selective by Fiscal Year)			
<b>13.</b>	Change of Assets by Fund Net of Depreciation (Selective by Fiscal Year)			
<b>14.</b>	Asset Additions and Deletions at Historical Cost (Selective by Fiscal Year)			
<b>15.</b>	Asset Additions and Deletions Net of Depreciation (Selective by Fiscal Year)			
<b>16.</b>	Supports automated/user defined tracking of all Town and School District paid time off (sick, vacation, personnel, perfect attendance)			
<b>17.</b>	Accumulated Depreciation Summary by Category			
<b>18.</b>	Depreciable Asset Detail			
<b>19.</b>	User defined report capability			

Town of Old Saybrook 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.	Payroll: Employees can be automatically charged to grants/projects				
6.	Fixed Assets: Purchases and projects can automatically update the capital asset records				
7.	Import: System allows the ability to electronically import grant/project accounting transactions				
8.	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 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, Payroll, 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 Old Saybrook 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
<b>Grant/Project Accounting Capabilities</b>					
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				
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				
<b>III. On-line Inquiry</b>					
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 Old Saybrook**  
**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 Old Saybrook Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>Personnel / Human Resources Capabilities</b>					
Requirement ID					
<b>I. System Integration</b>					
1.	System tracks employee/candidate job applications				
2.	Payroll: Payroll transactions automatically update the Human Resource module Budget: Human Resource systems updates the budget module based on the salaries of filled & open positions				
3.	Import: System has the ability to electronically import HR information & transactions				
4.	Export: System has the ability to electronically export HR information & transactions				
5.					
<b>II. System Capabilities &amp; Processing Features</b>					
1.	System tracks demographic information about each employee including:				
	a. Employee ID				
	b. Employee Name: (first name and last name kept separately)				
	c. Ethnic Origin: Choose from a user-maintainable list				
	d. Sex/Gender				
	e. Current Address				
	f. Previous Address and Effective Date of change				
	g. System tracks multiple phone numbers for employee (office, home, cell phone)				
	h. Marital Status				
	i. Previous Names				
	j. Suffixes				
	k. Spouse Name				
	l. Personal email address				
2.	System tracks emergency contact information				
3.	System tracks employment information about each employee including:				
	a. Current Salary Amount				
	b. Job Code				
	c. Employment Status (hourly, salary, contract, substitute)				
	d. Current Pay Grade (Level)				
	e. Current Pay Step				
	f. Current Certification(s)				
	g. Date certified				
	h. Degrees held				
	i. Current Supervisory Cycle				
	j. Current Union Affiliation				
	k. Date of Union Affiliation				
	l. Date of Last Increase				

**Town of Old Saybrook**

**Government Financial Management Software**

**Human Resources**

Vendor System Functions and Features List

**Software Functionality Analysis**

Currently Available in Software	Available Within 6 Months	Not Available	Comments
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**Personnel / Human Resources Capabilities**

	m. Ability to restrict employee access between Town and School District employees				
	n. Date of hiring for current position				
	o. Date employee left position				
	p. Current job category: (Select from a list)				
	q. Name of Department employee works				
	r. Department/Location Number (select from a list)				
	s. Physical location of where employee works: (Select from a list)				
	t. Name of last employer				
	u. Date of last employer				
	v. Date of last evaluation				
	w. Leave of Absence(s)				
<b>4.</b>	System tracks medical contact information including:				
	a. Physician Name				
	b. Physician phone number				
	c. Preferred hospital name				
<b>5.</b>	System tracks key dates including:				
	a. Hire date				
	b. Contract date				
	c. Tenure date				
	d. Termination date				
	e. Leave of Absence date				
	f. Fingerprint date				
	g. Pension date				
	h. Retirement date				
	i. Rehire date				
	j. Adjusted seniority date				
	k. Transfer date				
	l. Pay rate change date				
	m. Offer date				
<b>6.</b>	System tracks key employee information including:				
	a. College/University graduated from				
	b. College/University major				
	c. Degree obtained				
	d. System can track multiple degrees				
	e. Date degree obtained				

**Town of Old Saybrook**

**Government Financial Management Software**

**Human Resources**

Vendor System Functions and Features List

**Software Functionality Analysis**

Currently Available in Software	Available Within 6 Months	Not Available	Comments
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**Personnel / Human Resources Capabilities**

7.	System can track multiple events and respective dates for the items identified above				
8.	Ability to track employee events and their respective dates (i.e.. marriage, LOA, change from part time to full time employees)				
9.	System can and designate each position as a full or part time position				
10.	Ability to track employment history of positions and salary held within the Town and School				
11.	Employee evaluations can be tracked for different groups				
12.	System tracks all evaluations of employees performance including: dates evaluated, action items, overall assessment				
13.	System can track termination dates and reasons why employee left position				
14.	Supports bi-weekly and weekly salaries				
15.	Supports balloon payments and odd number of weeks (ex. 22 pays during the year)				
16.	Supports School District's lump sum/balloon, 21 pay and 26 pay requirements				
17.	Module tracks attendance detail and history by day				
18.	Ability to setup and track "over the limit" flags for various attendance codes				
19.	System tracks detailed insurance coverage's for multiple years				
20.	System provides integration to budget module and creates appropriate transactions of step raises, contract and benefit changes				
21.	Generates organization charts for all positions				
22.	System can store photograph of employee				
23.	System can track employee status (e.g. active, LOA, LOA w/ benefits, terminated, etc.)				
24.	System can track and associate electronic documents to an employee's file				
25.	System can track and send email messages to an employee or selected groups of employees				
26.	System can automatically assign employee IDs and accepts user assigned IDs				
27.	System allows employees to request data changes (withholding, addresses, etc...) on-line through the Internet				
28.	Supports automated/user defined tracking of all Town and School District paid time off (sick, vacation, personnel, perfect attendance)				

Town of Old Saybrook Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>Personnel / Human Resources Capabilities</b>					
<b>III. Salary Capabilities</b>					
1.	System tracks bargaining unit				
2.	System tracks position and step number for each employee				
3.	System can maintain multiple salary schedules per employee				
4.	System salary schedules can be developed by Grade (level) and by step				
5.	System can implement a new salary schedule for an employee based on an effective date				
6.	System tracks history of salary schedules				
7.	Ability to view employee salary history for multiple years				
8.	System can update salary schedules based on a specific percentage increase				
9.	System tracks longevity and can automatically apply salary increase				
10.	Longevity increase can be automatically applied on employees anniversary date				
11.	Longevity increase can be automatically applied at the beginning of fiscal year				
12.	System can automatically run employee step increases for an employee's anniversary date by bargaining unit				
13.	System can automatically run employee step increases for an employee's contract date by bargaining unit				
14.	System provides "What-if" capability to determine percent increases and step/level increases to salaries and benefits				
<b>IV. Position Control</b>					
1.	Tracks all approved positions (open and filled)				
2.	System can track positions with the Town and School District separately				
3.	A position can be assigned to an employee or multiple employees				
4.	Positions include a "report to" field to designate lines of authority & facilitate organizational structure				
5.	System tracks history of all employees within a particular position				
6.	Each position can have salary schedules associated with it				
7.	An employee can be assigned to multiple positions				
8.	System provides warning if a single user is assigned to more than a 1.0 FTE				
<b>V. Benefits</b>					
1.	Accommodates an unlimited number user defined benefits				
2.	Benefit codes are table driven				
3.	Benefit amounts can be a calculation based on employee's budgeted salary (Life and Disability)				
4.	Benefit amounts can be flat amount with percent breakdown for employee/employer share				
5.	System tracks employee and employer share of benefits for each payroll cycle				
6.	System tracks employee and employer share of benefits by month				
7.	System tracks all historical benefits transactions				
8.	System tracks the dates when benefits were added, modified and deleted				
9.	Track dates of start/stop benefits for head count balancing of benefits				

Town of Old Saybrook Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>Personnel / Human Resources Capabilities</b>					
10.	Ability to track dependents name, DOB and full time student status by benefit (benefits may have different restrictions)				
11.	Ability to view employee benefits from prior years				
12.	Time and attendance benefits can be accrued and used by either day or hour units				
13.	HR module tracks all benefits and respective deductions in detail provided to employee				
14.	Benefit/deduction information is transferred to Payroll module for appropriate processing				
15.	System provides ability to track retirees				
16.	System provides ability to track beneficiaries				
17.	System provides ability to track dependents				
	a. System has ability to track dependent's age				
	b. System has ability to "flag" or identify a dependent who is no longer eligible for coverage				
<b>VI. Professional Development</b>					
1.	Tracks Professional Development (PD) & training courses taken incl. start/end date of class				
2.	System can track PD and training courses an employee participated in (including event dates, re-training dates)				
3.	System tracks CEU's for certification				
4.	System tracks in-service credits for professional development				
5.	System provides notification when certificate is expiring				
6.	System warns/reports when an employee does not have appropriate certifications for a position				
<b>VII. Applicant tracking</b>					
1.	Provides for applicant tracking for each position				
2.	Potential employees can submit application through web based portal				
3.	System tracks and maintains applicant and other electronic document information				
4.	Ability to post job openings with job descriptions to the Web				
5.	Application information automatically downloaded into HR system and employee master record				
<b>VIII. Employee Change Status Tracking(Tracks &amp; notifies depts./personnel of employee changes)</b>					
1.	System can track employee changes and generate emails to personnel based on change type				
2.	Ability to select reason for an employee change from a list				
3.	Ability to add and track comments to an employee change				
4.	Ability to track effective date of employee change				
5.	Ability to track approvals of employee change				
6.	Ability to create a sign-off workflow for employee changes				

Town of Old Saybrook Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>Personnel / Human Resources Capabilities</b>					
<b>IX. Tickler System</b>					
1.	A Note/Tickler system exists within the Human Resource module				
2.	Ticklers can be tracked by:				
	a. User				
	b. Entry date				
	c. Task start date				
	d. Task completion date				
	e. Task category				
	f. Tickler code				
	g. Unlimited text				
3.	Reports can be generated based on tickler fields				
4.	User can access tickler reports through application				
<b>X. On-line Inquiry</b>					
1.	Ability to query by:				
	a. Employee name				
	b. Employee number				
	c. Position number				
	d. Employee union				
	e. Employee date range of hire				
	f. Department number				
	g. Partial name				
	h. Wildcards				
2.	Ability to "drill down" into multiple levels of detail				
3.	Ability to review attendance records by employee				
4.	Ability to review transactions on-line by date range				
5.	Secretary or Clerk can review payroll and employee information for their Department only				
6.	Administrators/Supervisors can review and request changes to employees in their organization only				
7.	Ability to sort/query by all major fields including uses of paid-time-off (PTO), all categories of PTO and balances in all categories				
8.	Employee/applicant skill search				
9.	On-line inquiries can be printed				

**Town of Old Saybrook**  
**Government Financial Management Software**  
**Human Resources**  
Vendor System Functions and Features List

**Software Functionality Analysis**

Currently Available in Software	Available Within 6 Months	Not Available	Comments
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**Personnel / Human Resources Capabilities**

<b>XI. Standard Reports</b>					
<b>1.</b>	Employee listing by Department				
<b>2.</b>	Employee listing by Location				
<b>3.</b>	Employee listing by position				
<b>4.</b>	User defining sorting, filtering and categorizing of reports				
<b>5.</b>	Employee hire report by date range				
<b>6.</b>	Attendance report by Department				
<b>7.</b>	Total hours worked by person, by department for specified date range				
<b>8.</b>	Employee profile report by employee and/or Department				
<b>9.</b>	Employee Training/Certification listing				
<b>10.</b>	Employee salary and position history report				
<b>11.</b>	Ability to generate benefits statement and deduction by employee				
<b>12.</b>	Generates form letters from the HR database:				
	a. Non-renewal notification				
	b. Non-renewal confirmation				
	c. Job-change confirmation				
	d. Non-renewal rescind				
	e. Expiring certification reminder				
	f. Employee absence report				
<b>13.</b>	System can generate the following reports:				
	a. EEOC reports and graphs				
	b. Cobra/HIPAA compliance reports				
	c. OSHA Report				
	d. Termination report				
<b>14.</b>	Generate pension census report				
<b>15.</b>	Vacation liability report				
<b>16.</b>	Supports all State mandated reports				
	a. System can generate ED162 State report				
	b. System can generate ED163 State report				

Town of Old Saybrook Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>Payroll Capabilities</b>					
Requirement ID					
<b>I. System Integration</b>					
1.	General Ledger: Payroll transactions automatically update the G/L module				
2.	Personnel: Payroll module interfaces with HR to obtain demographic, salary, and deduction				
3.	Grant/Project: Payroll transactions can be applied to specific grants/projects				
4.	Accounts Payable: Automatically generates payroll vendor checks				
5.	Accounts Receivable: Can generate bills for police private duty and custodian overtime				
6.	Ability to interface with a time clock				
7.	Import: System allows the ability to electronically import Payroll information and transactions				
8.	Export: System allows the ability to electronically export Payroll information and transactions				
<b>II. System Capabilities &amp; Processing Features</b>					
1.	System uses the Personnel module to track demographic information about each employee				
2.	Detailed earning and deduction information is tracked by employee for each pay period				
3.	Detailed earning and deduction information is tracked by fiscal and calendar year				
4.	System processes payroll on both a positive or exception basis				
5.	Ability to specify payroll frequency (weekly, bi-weekly, monthly) by employee				
6.	Ability to process multiple payrolls at one time				
7.	System produces electronic files for distribution				
8.	System tracks and manages multiple retirement plans				
9.	System allows an employees pay to be distributed to multiple G/L accounts and funds				
10.	System allows an employees pay to be distributed to multiple Grant/Project accounts				
11.	System prints one check for employees with multiple distributions to multiple departments				
12.	System produces one W-2 per employee who has worked in multiple departments				
13.	During the payroll edit process a user has the ability to review the information and make any appropriate adjustments				
14.	Employee can be specified as both an hourly and salaried employee				
15.	System produces a payroll worksheet for each payroll period				
16.	System has the ability to create direct deposits by employee and electronically submit file				
17.	System provides for automatic check-voiding capability				
18.	Voided checks are reflected in the month they are voided not when the check was produced				
19.	System tracks in detail earnings, deductions, taxes				
20.	When processing special pay, user has ability to manually adjust all deductions				
21.	System tracks vacation, sick and personal time accruals				
22.	Ability to track multiple accrual rates by employee for vacation, sick and personal time				
23.	Ability to track vacation, sick, personal and FMLA time taken by hours or days				
24.	Ability to track "additional benefit" time such as bereavement, workers compensation, sick bank				

Town of Old Saybrook Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Payroll Capabilities					
25.	Ability to restrict employee access between Town and School District employees				
26.	System can generate magnetic media information for insurance carriers				
27.	System can track employee union affiliation				
28.	Retains individual earnings history for as many years as desired				
29.	Provides ability to charge payroll by fixed dollar, time allocation, or percentage allocation				
30.	Calculates overtime pay automatically based on pay code				
31.	Ability of the system to calculate retro pay on overtime, extra pay, pay losses, etc. on contracts that are negotiated late				
32.	Codes are table driven allowing mass updates for rate changes, deductions, & related benefits				
33.	Accommodates check voiding by updating appropriate general ledger accounts and employee earnings information				
34.	Supports payroll encumbering for all employees, some employees, and/or no employees				
35.	Handles employee reimbursement payments				
36.	Provides immediate screen access to employee absence information with year-to date and available balance indicated				
37.	Once an employee is terminated from the HR module, a check cannot be processed for that employee as of the effective date				
38.	Users can manually maintain federal and state tax tables without vendor intervention				
39.	System can determine per diem rate based on annual salary				
40.	System can determine hourly rate based on annual salary				
41.	System has the ability to receive payroll check listing from bank & reconcile checks automatically				
42.	Earning Type/Code Information:				
	a. Ability to provide for an unlimited number of earning types				
	Earning types can include a variety of incentive and related earnings (i.e. Educational incentives,				
	b. longevity)				
	c. Earning type can be assigned & scheduled to an employee to occur at a certain time or frequency				
	d. User has ability to prevent/override earning types for a pay period				

**Town of Old Saybrook**  
**Government Financial Management Software**  
**Payroll**  
Vendor System Functions and Features List

**Software Functionality Analysis**

Currently Available in Software	Available Within 6 Months	Not Available	Comments
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**Payroll Capabilities**

<b>43.</b>	Deductions:				
	a. System provides for an unlimited number of deduction types				
	b. Each deduction can be specified as either taxable or pre-tax				
	c. Each deduction can be specified as percent of gross, net, or flat amount				
	d. Max. of each deduction can be specified & system will not include deduction once limit reached				
	e. Deductions can be prioritized to make sure appropriate deductions get accounted for first				
	f. Deductions can be scheduled to occur for particular payrolls				
	g. Users can manually modify deductions "on-the-fly" without impacting original deduction amount				
	h. Retirement deductions can be specified as certain percentage of annualized salary				
	i. Deduction can be set up for future payroll processing				
	j. System limits 401k, 403b, (etc.) deductions appropriately for salary limitations				
	k. Deduction code descriptions are printed on employee checks/vouchers				
	l. System provides utilities to globally update employee deduction amounts				
<b>44.</b>	Check printing:				
	a. System check layout can be modified to pre-printed payroll checks				
	b. Check numbers are automatically generated by system				
	c. Ability to track employment history of positions and salary held within the Town and School District				
	d. Selected checks may be reprinted				
	e. Payroll checks can be re-issued with the current date				
	Pay stubs are generated for employees with direct deposit and can be either printed or				
	automatically emailed				
	g. Pay stub identifies balance remaining on vacation, sick, and personal time				
	h. System prints on "blank" check stock				
	i. Voiding a check appropriately adjusts all affected accruals and GL accounts				
	j. SSN does NOT display on the check/voucher stub				
	k. Ability to show a message on check/voucher stub for all employees				
	l. Ability to show a message on check/voucher stub for all employees in a selected Bargaining Unit				
	m. Ability to show a message on check/voucher stub for all employees in a selected Location				
	n. Ability to show a message on a check/voucher stub for a single employee				

Town of Old Saybrook Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>Payroll Capabilities</b>					
<b>III. Timesheets/Expense Reporting</b>					
1.	System provides ability to enter time "remotely"				
2.	System provides ability for time entry to be performed by third party (i.e. secretary) with appropriate security				
3.	System provides sign-off process (i.e. supervisor) before posting to payroll system				
4.	Ability to adjust absence data after information has been posted (with audit trail)				
5.	System validates attendance entries by total hours entered by day				
6.	Supports automated/user defined tracking of all Town and School District paid time off (sick, vacation, personnel, perfect attendance)				
7.	System has an online time-capture system				
8.	a. System time-capture directly integrates with payroll module				
	Ability to interface with a Time Clock system				
	a. Ability to interface with ExecuTime Time Clock system				
	b. Ability to interface with Kelly Services teacher attendance system				
9.	Timesheet validates total required hours at data entry				
10.	Ability to list all reported employee time on single screen for approval				
11.	System will track and record reasons for absences				
12.	Ability to track and view attendance history by day				
13.	Ability to track and view attendance history by attendance classification				
14.	Ability to generate report by person identifying on a calendar, dates of absences				
<b>IV. Special Requests</b>					
1.	Employees can enter special requests on-line (professional absence, vacation, leave of absence)				
2.	Ability to enter purpose of request in free-form memo field				
3.	Supervisory approvals can be entered on-line				
4.	Approved and rejected requests can be emailed to requesting employee				
<b>V. On-line Inquiry</b>					
1.	System can track positions with the Town and School Department separately				
	a. Employee number				
	b. Employee name (partial)				
	c. Department/Location				
	d. Social security number				
2.	Secretary or Clerk can review payroll and employee information for their Department only				
3.	Ability to review monthly summary information				
4.	Ability to search check history by employee name				
5.	Ability to search check history by check number				

Town of Old Saybrook Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Payroll Capabilities					
VI. Substitutes					
1.	Substitutes can have multiple pay schedules based on the following:				
	a. Pay schedule				
	b. Consecutive days worked				
	c. Total number of days worked				
	d. Substituting for a particular employee				
	e. Length of time associated with the school department				
2.	Ability to associate a substitute with an absent teacher				
3.	Substitute time entry can be processed through the same time and attendance module				
4.	Substitute entry is automatically brought into the payroll as substitute exception posting				
5.	Dates of substitute work for an employee can be summarized and printed on the employees check/voucher				
6.	System easily allows for substitutes that:				
	a. Have worked at a multitude of locations during the pay period				
	b. Are being paid at a number of different rate amounts				
	c. Are being paid from a number of different distribution accounts				
VII. Standard Reports					
1.	Detailed earnings register by employee, by department for a given date range				
2.	Detailed earnings register by employee, by salary account number for a given date range				
3.	Detailed deduction register by employee, by department for a given date range				
4.	Payroll register by department, by employee for a date range				
5.	Payroll reports and pre-payroll register can be run as often as needed prior to running payroll				
6.	Deduction limits reached report by employee, by Department, and by deduction				
7.	Ability to produce retirement reports required by any governmental entity				
8.	Quarterly Data to IRS and electronically transmit information				
9.	Ability to produce W2's in MMREF format and electronically transmit information				
10.	Ability to produce W2 and electronically transmit information				

Town of Old Saybrook Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>Payroll Capabilities</b>					
11.	System can generate W2C's				
12.	System can retain prior year W2's indefinitely				
13.	System allows user to reprint W2's easily				
14.	System provides the ability to enter W2's manually				
15.	System provides the ability to adjust any aspect of the W2's manually				
16.	System appropriately handles Group Term Life information from the Payroll				
17.	System provides the ability to capture Section 125, 414h, 457b, 403b, 401k, Roth 401k, Roth 403b, etc.				
18.	System properly generates W2's for employees that have more information than can fit on a single W2 form				
19.	System can generate 1099R's				
20.	Employees quarterly wage report by department				
21.	Union member report (detail earning and deduction by union member)				
22.	Fulfills federal and state reporting requirements				
23.	Ability to generate a financial report identifying payroll savings comparing payroll budget vs. actual and encumbered payroll				
<b>VIII. Other Reports - Payroll and tax processing</b>					
1.	Payroll processing reports including but not limited to:				
	a. Detail registers				
	b. Summary registers				
	c. Exception registers				
	d. End of Month, Quarter, Year, Fiscal Year reports				
	e. W2				
	f. W2C				
2.	Federal BLS 790S - Bureau of Labor Statistics Report on Current Employment Statistics - Educational Services				
3.	EVS File - Verification Service for employee SSN's				
4.	941 - Employers Quarterly Federal Tax Return				
5.	Supports all State mandated payroll reports				
6.	Ability to run a check history report by check run				
7.	Ability to run a check history report by employee				

Town of Old Saybrook Government Financial Management Software Report Writer Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
<b>Custom Report Writer Financials</b>					
Requirement ID					
<b>I. System Integration</b>					
1.	Ability to extract information from:				
	a. General Ledger				
	b. Budget				
	c. Accounts Payable				
	d. Accounts Receivable				
	e. Purchasing				
	f. Fixed Assets				
	g. Grants/Projects				
	h. Personnel				
	i. Payroll				
<b>II. System Capabilities &amp; Processing Features</b>					
1.	The software is ODBC compliant				
2.	Supports the ability to save created reports so they are available for future use				
3.	Provides ability to generate totals, sub-totals, and balances for user defined segments of the chart of accounts				
4.	Accommodates reports based on different fiscal years and/or specified periods				
5.	Produces reports based on account type (assets, liabilities, revenues, and expenses)				
6.	Provides ability to perform calculations between columns (ex. Budget - Actual = Balance)				
7.	Accommodates user defined ranges				
8.	Supports ability for user defined sort orders for reports				
9.	Provides a data dictionary to aid users in selecting the correct fields				
10.	Accommodates ability to select any field in any software module				
11.	Provides ability to make custom designed reports available to selected or all users				
12.	Generates reports in PDF format				
13.	Supports ability to interface with:				
	a. Spreadsheet				
	b. Word processor				
	c. Database				
14.	Provides ability to export to:				
	a. Excel				
	b. Fixed Length ASCII				
	c. Comma delimited ASCII				
	d. PDF				
15.	Restricts G/L Account numbers based on user permissions				
16.	Ability to restrict employee access between Town and School District employees				

## Town of Old Saybrook

### RFP 4-2015

#### APPENDIX A - INSURANCE

##### INSURANCE EXHIBIT - PROFESSIONAL SERVICES

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.

For the purpose of this clause, the term "professional individual or firm" shall also include the individual's or firm's respective officers, agents, officials, employees, volunteers, boards and commissions.

##### A. Minimum Scope and Limits of Insurance

The Consultant shall procure and maintain during the life of this Contract, such insurance policies, including those set forth below, as will protect itself from all claims for bodily injuries, death or property damage which may arise under this Contract; whether the acts were made by the Consultant or by any subcontractor or anyone employed by them directly or indirectly. The following insurance policies are required:

1. Professional Liability insurance protecting the Consultant and its employees in an amount not less than \$1,000,000.
2. Employer's Liability coverage in an amount not less than \$500,000.
3. Worker's Compensation Insurance in accordance with all applicable state and federal statutes.
4. General Liability Insurance of an amount of \$1,000,000 per occurrence; \$2,000,000 in aggregate. The Town of Old Saybrook shall be an additional insured. There shall be no added exclusions or limiting endorsements
5. Motor Vehicle Liability Insurance shall be \$3,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined. The Town of Old Saybrook shall be an additional insured. There shall be no added exclusions or limiting endorsements. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.
6. Umbrella/Excess Liability Insurance shall be provided to apply excess of the Professional Liability, Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of \$5,000,000.

#### B. License and rating

Any insurance provider of the Consultant shall be admitted and authorized to do business in the State of Connecticut and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" overall and a minimum Financial Size Category of "V". Insurance policies and certificates issued by non-admitted insurance companies are not acceptable unless approved in writing by the Town.

#### C. Indemnification

To the fullest extent permitted by law, for any loss not covered by insurance under this contract, the Consultant shall indemnify, defend and hold the Town, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, to its proportionate extent, from any negligent, grossly negligent, reckless and/or intentional wrongful or tortious acts or omissions by the Consultant or its employees and agents occurring in the performance of this agreement. Further, the Contractor agrees to waive any right of recovery by its insurer against the Town.

#### D. Verification of Coverage

The Consultant shall furnish the Town with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Finance Director before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The Town reserves the right to require complete, certified copies of all required policies, at any time.

All insurance documents required by this Exhibit shall be mailed to the Finance Director.