

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 337-13

AN ORDINANCE

authorizing an agreement with Tyler Technologies, Inc. for the Columbia Financial Enterprise Resource System (COFERS) project; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute an agreement with Tyler Technologies, Inc. for the Columbia Financial Enterprise Resource System (COFERS) project. The form and content of the agreement shall be substantially in the same form as set forth in "Exhibit A" attached hereto.

SECTION 2. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2013.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

AGREEMENT

This agreement ("Agreement") is made this _____ day of _____ 2013 ("Effective Date") by and between **Tyler Technologies, Inc.**, a Delaware corporation with offices at 1 Tyler Drive, Yarmouth, Maine 04096 ("Tyler") and the **City of Columbia**, a Missouri municipal corporation, with offices at 701 E Broadway, 5th Floor, Columbia, Missouri 65201 ("Client"). Client and Tyler are each individually referred to herein as a "Party" and collectively as the "Parties".

In consideration of the mutual covenants and promises set forth herein, Tyler and Client agree that Tyler shall provide products and services, and Client shall pay prices, as set forth in this Agreement. Tyler shall provide to Client the products, software and services set forth in the Investment Summary which is attached as Exhibit 1 and as further described in the Statement of Work outlined in Exhibit 6, and including the interfaces or data exchanges contained therein.

SECTION A – SOFTWARE LICENSE AGREEMENT

1. License Grant.

- a) Upon the Effective Date, Tyler hereby grants to Client a non-exclusive, non-transferable, royalty-free, revocable license to use the Tyler software products set forth in the investment summary attached hereto as Exhibit 1 ("Investment Summary") and related interfaces identified in the Statement of Work contained in Exhibit 6 and incorporated herein by reference (collectively, the "Tyler Software Products") and Tyler user guides provided in or with the Tyler Software Products ("User Guides") for Client's business purposes only and otherwise subject to the terms and conditions of this Agreement. This license is revocable by Tyler if Client fails to comply with the terms and conditions of this Agreement, including without limitation, Client's failure to timely pay the Software fees in full. Upon Client's payment in full for the Tyler Software Products, this license will become irrevocable, subject to the restrictions on use and other terms set forth in this Agreement.
- b) Tyler shall retain ownership of, including all intellectual property rights in and to, the Tyler Software Products and User Guides.
- c) The Tyler Software Products are not licensed to perform functions or processing for any entity or organization other than the City of Columbia.
- d) The right to transfer the Tyler Software Products to a different environment is included in this Agreement. The Tyler Operating System and Database Administration Support Service (hereinafter, "OSDBA") fee includes remote system transfer service once every two (2) years to migrate the production system to a different environment. Client acknowledges that Tyler's obligation to provide maintenance services on, and the warranty for, the Tyler Software Products is dependent on Client's use of the Tyler Software Products in an environment supported by Tyler.
- e) Client acknowledges and agrees that the Tyler Software Products and User Guides are proprietary to Tyler and have been developed as trade secrets at Tyler's expense. Tyler acknowledges that Client is subject to the Missouri Sunshine Law. The Parties agree that this Agreement shall be interpreted in accordance with the provisions of the Missouri Sunshine Law. If Client receives a Sunshine request pertaining to the Tyler Software Products and/or User Guides, Client shall notify Tyler to allow Tyler to take any action Tyler deems appropriate or necessary to protect the Tyler Software Products and/or User Guides.
- f) Except as provided within the Statement of Work, the Tyler Software Products may not be modified by anyone other than Tyler. If Client modifies the Tyler Software Products without Tyler's prior written consent, Tyler's obligations to provide maintenance services on, and the warranty for, the Tyler Software Products will be void. Client shall not perform decompilation, disassembly, translation or other reverse engineering on the Tyler Software Products.
- g) Client may make copies of the Tyler Software Products for archive and backup purposes only. Client shall repeat any and all proprietary notices on any copy of the Tyler Software Products. Client may make copies of the Tyler User Guides for internal use only.

h) Tyler maintains an escrow agreement with an escrow services company under which Tyler places the source code of each major release of the Tyler Software Products. The Escrow Agreement is attached as Exhibit 8. At Client's request, Tyler shall add Client as a beneficiary to such escrow agreement. Client will pay the annual beneficiary fees directly to the escrow services company and Tyler shall maintain Client's status as a beneficiary so long as Client is current in the payment of the annual beneficiary fees. Tyler shall notify Client if Tyler's escrow agreement with Iron Mountain Intellectual Property Management, Inc. is terminated.

2. License Fees. Client agrees to pay Tyler, and Tyler agrees to accept from Client as payment in full for the license granted herein, the Software fees set forth in the Investment Summary.

3. Limited Warranty. For the purposes of this Agreement, a "Defect" is defined as a failure of the Tyler Software Products to substantially conform to the then-current Tyler User Guides and the Functional Specifications set forth in Exhibit 5 ("Functional Specifications"). In the event of conflict between the then-current Tyler User Guides and the Functional Specifications, then for a period of five (5) years from the Effective Date the Functional Specifications shall control, thereafter the then-current Tyler User Guides shall control. Tyler agrees that the warranted functionality shall not be removed in future releases of the Tyler Software Products, except in connection with compliance with state or federal mandates, however, Tyler may in such future releases, provide the functionality by a different method, manner, process, or way. A Tyler Software Product is "Defective" if it contains a Defect. For as long as a current Maintenance Agreement is in place, Tyler warrants that the Tyler Software Products will not contain Defects. If the Tyler Software Products do not perform as warranted, Tyler will use reasonable efforts, consistent with industry standards, to cure the Defect in accordance with Tyler's then-current support call process (Tyler's current support call processes are set forth in the documents attached hereto as Exhibit 2 (a) and Exhibit 2 (b)). Should Tyler be unable to cure the Defect or provide a replacement product, Client will be entitled to a refund of the Software fee paid for the Defective Tyler Software Product, as depreciated on a straight-line basis over a seven (7) year period commencing two (2) years from the earlier of 1) the date set forth in the mutually developed Statement of Work for the first productive use of all Tyler Software Products using actual Client Data ("Live Production") of the applicable Tyler Software Product, unless Live Production is delayed by Tyler's failure to perform, in which event the date for Live Production will be postponed the corresponding number of days, or; 2) the first day of Live Production of all applicable Tyler Software Products, which will be Client's sole remedy should Tyler be unable to cure the Defect or provide a replacement product.

4. Intellectual Property Infringement Indemnification.

a) Tyler's Obligations. To the fullest extent not prohibited by law, Tyler shall indemnify and hold harmless Client, its directors, officers, agents and employees from and against all claims, damages, losses, and expenses (including but not limited to reasonable attorney's fees) arising by reason of any and all claims that a Tyler Software Product, if used within the scope of this Agreement, directly infringes that party's registered United States patent, copyright or trademark issued and existing as of the Effective Date or as of the distribution date of a release to the Tyler Software Product, and will pay the amount of any resulting adverse final judgment issued by a court of competent jurisdiction or of any settlement made by Tyler in writing. Tyler's liability for damages and expenses arising out of an intellectual property infringement claim, whether based on a theory of contract or tort, including negligence and strict liability shall not be limited to the amount of Software fees set forth in the Investment Summary and paid by Client.

b) Client's Obligations. Tyler obligations in this section are contingent on the Client performing all of the following in connection with any claim as described herein:

- i. Promptly notifies Tyler in writing of any such claim; and
- ii. Gives Tyler reasonable cooperation, information, and assistance in connection with the claim; and
- iii. Should the claims involve all of Tyler's customers, Client consents to Tyler's primary control and authority with respect to the defense, settlement or compromise of the claim(s), provided, however, Tyler shall obtain Client's consent, prior to settling or compromising any claim in the event that Client is a named party in such action and the proposed settlement, compromise or resolution of such claim

requires any payment from Client which will not be indemnified by Tyler, or any action by Client including the cessation of use of the infringing Tyler Software Product.

c) Exceptions to Tyler's Obligations. Tyler will have no liability hereunder if the claim of infringement or an adverse final judgment rendered by a court of competent jurisdiction results from:

- i. Client's use of a previous version of a Tyler Software Product and the claim would have been avoided had Client used the current version of the Tyler Software Product;
- ii. Client's combining the Tyler Software Product with devices or products not provided by Tyler, except those devices or products identified in the Statement of Work;
- iii. Use of a Tyler Software Product in applications, business environments or processes for which the Tyler Software Product was not designed or contemplated, and where use of the Tyler Software Product outside such application, environment or business process would not have given rise to the claim. This exception shall not apply to those applications, business environments or processes identified by Client in the Statement of Work;
- iv. Corrections, modifications, alterations or enhancements that Client made to the Tyler Software Product which are not identified in the Statement of Work, and such correction, modification, alteration or enhancement is determined by a court of competent jurisdiction to be a contributing cause of the infringement;
- v. Use of the Tyler Software Product by any person or entity other than Client or Client's employees, Client's volunteers, or Client's court designated providers and contractors; or
- vi. Client's willful infringement, including Client's continued use of a Tyler Software Product after a court of competent jurisdiction issues an injunction prohibiting Client's use of such Tyler Software Product.

d) Remedy.

i. In the event a Tyler Software Product is, by a court of competent jurisdiction, finally determined to be infringing and its use by Client is enjoined, Tyler will, at its election and at its sole expense:

(a) Procure for Client the right to continue using the infringing Tyler Software Product;

(b) Modify or replace the infringing Tyler Software Product so that it becomes non-infringing;
or

(c) Terminate Client's license for the infringing Tyler Software Product and refund to Client as follows: If the claim for infringement occurs within two (2) years from the earlier of 1) the date set forth in the mutually developed Statement of Work for Live Production of the applicable Tyler Software Product, unless Live Production is delayed by Tyler's failure to perform, in which event the date for Live Production will be postponed the corresponding number of days, or; 2) the first day of Live Production of the applicable Tyler Software Product, then Tyler will refund to Client all software, professional services fees, and maintenance fees paid by Client. If the claim for infringement occurs thereafter, then Tyler will refund to Client the Software fee paid for the infringing Tyler Software Product as depreciated on a straight-line basis over a seven(7) year period commencing two (2) years from the earlier of 1) the date set forth in the mutually developed Statement of Work for Live Production of the applicable Tyler Software Product, unless Live Production is delayed by Tyler's failure to perform, in which event the date for Live Production will be postponed the corresponding number of days, or; 2) the first day of Live Production of the applicable Tyler Software Product.

5. Limitation of Liability. Except for Tyler's indemnification obligations under this Agreement, Tyler shall not be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Tyler Software Products. Except as otherwise expressly set forth in this Software License Agreement, Tyler's liability for damages and expenses arising out of this Software License Agreement, whether based on a theory of contract or tort, including negligence and strict liability, will be limited to two (2) times the total fees set forth in the Investment Summary and paid by Client. Such License fees reflect and are set in reliance upon this limitation of liability.

6. Successor Software. As long as Client maintains a continuous Maintenance Agreement with Tyler for each of the Tyler Software Products and (i) in the event a Tyler Software Product is no longer supported, and (ii) Tyler makes available successor software products (e.g., software products based on a new technical architecture) (“Successor Products”) with substantially similar price, features, and functionality to the Tyler Software Product within seven (7) years from Phase V Final Acceptance, then Client, at its sole discretion, may transfer the Tyler Software Product to the Successor Products, for no additional license fees. In the event Client elects to transfer the Tyler Software Products to the Successor Products, Client shall return to Tyler the Tyler Software Products and pay the then-current maintenance fees for the Successor Products, fees for services, and fees for third party hardware and software associated with the transfer to the Successor Products Tyler’s then current rate(s). There shall be no additional fees for the purchase of the licenses to the Successor Products.

SECTION B – PROFESSIONAL SERVICES AGREEMENT

1. Services. Tyler shall provide the services set forth in the Investment Summary at Client's election, including Consulting, Training, Conversion, and other miscellaneous Services.

2. Professional Services Fees.

- a) Notwithstanding specific prices to the contrary set forth in the Investment Summary, all Consulting and Training services will be invoiced in half-day and full-day increments.
- b) Expenses will be billed in accordance with the then-current Tyler Business Travel Policy, based on Tyler's usual and customary practices. Copies of receipts will be provided on an exception basis at no charge. Should all receipts for non per diem expenses be requested, an administrative fee will be incurred. Receipts for mileage and miscellaneous items less than five dollars (\$5) are not available.

3. Additional Services.

- a) Training and/or consulting services utilized in excess of those set forth in the Investment Summary and additional related services not set forth in the Investment Summary will be billed at Tyler's then-current rates. Tyler will hold the rates set forth in the Investment Summary in place for sixty (60) months from the Effective Date.
- b) Programming and/or interface quotes are estimates based on Tyler’s understanding of the specifications supplied by Client. In the event Client requires additional work performed above the specifications provided, Tyler will submit to Client an amendment containing an estimate of the charges for the additional work. Client will have sixty (60) calendar days from the date the estimate is provided to approve the amendment.

4. Limitation of Liability. Except for Liquidated Damages, in no event shall Tyler be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the provision or quality of the services or the use of the Tyler Software Products. Tyler's liability for damages and expenses arising out of this Professional Services Agreement, whether based on a theory of contract or tort, including negligence and strict liability will be limited to two (2) times the total fees set forth in the Investment Summary and paid by Client. Such fees reflect and are set in reliance upon this limitation of liability.

5. Cancellation. In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the canceled services if Tyler is unable to re-assign its personnel. Notwithstanding the foregoing, Client shall not be liable to Tyler if the cancellation is due to Tyler’s action or inaction.

6. Services Warranty. Tyler warrants that it shall perform services in a professional, workmanlike manner,

consistent with industry standards. In the event Tyler provides services that do not conform to this warranty, Tyler will re-perform the services at Tyler's sole expense.

7. Personnel. Tyler shall at all times utilize qualified personnel in providing Services to Client. Tyler shall provide Client with the resumes of the members of the Tyler team assigned to Client's project at least two weeks in advance of their start date on the project. In the event Tyler personnel provide services that do not conform to the warranties herein or are otherwise deemed unacceptable to Client, Tyler will be given an opportunity to correct the deficiency. In the event the deficiency persists, the Client may require the removal of personnel in question, however, both Parties shall work towards a mutually agreeable remedy in the event of a change in Project Manager or other personnel, including the effect upon the timelines and milestones set forth in the Statement of Work, the Project Plan, and in any of the Data Exchange Schedules adopted by the Parties pursuant to Section F, and the Project Manager's participation level. Tyler shall perform the services contemplated herein without unreasonably interfering with the activities of the Client's staff or visitors.

8. Client Property. All persons working for or on behalf of Tyler whose duties bring them upon the Client's premises shall obey the rules and regulations that are established by the Client and shall comply with the reasonable directions of the Client.

9. Hardware Recommendations. Tyler's recommended system configuration and hardware compatibility information for Client's initial installation, planned hardware upgrades and replacements is contained within the Statement of Work, which the City is relying upon given Tyler's experience with similar client situations. By doing so, Tyler warrants that the recommended hardware configuration is sufficient to operate the Tyler Software Products and System Software. In the event the recommended hardware configuration is not sufficient to operate the Tyler Software Products and System Software due solely to factors within Tyler's control, Client may, at its election, invoke the termination for cause provision in Section G (15) (a) or require Tyler to provide the necessary products and services at no cost to Client in order to achieve such operation.

10. Project Plan and Acceptance. Tyler will develop a detailed project plan that details both Tyler's and Client's responsibilities as indicated in the Statement of Work ("Project Plan"). The Project Plan should be in sufficient detail to specify the installation, conversion, training, testing, acceptance, and live operation activities. Both Tyler and Client agree that a mutually agreeable Project Plan will be submitted to Client within sixty (60) days of the project kickoff meeting. In the event Tyler is unable to provide the Project Plan within sixty (60) days of the project kickoff meeting, due to Tyler's action or inaction, Client will have at its option, the ability to receive a credit from Tyler in the amount of Five Hundred Dollars (\$500) per business day until the Project Plan is delivered. The Project Plan will also include the criteria by which the Tyler Software Products will be tested and accepted by Client.

11. Acceptance Testing.

a) ERP System Acceptance

1) Conditional Acceptance: Upon Tyler's notification that the Tyler Software Products conform to all requirements listed in the Functional Requirements for each application, the Client shall begin testing for the Tyler Software Products scheduled for Live Production in a non-production environment using the test procedures and standards contained in the Statement of Work and the Project Plan, or such other standards as are mutually agreed upon in writing ("User Acceptance Test").

(i) The duration of the User Acceptance Test shall be defined in the project plan but will at least provide thirty (30) calendar days.

(ii) If the Client determines that a module, component, program modification, or interface, or the ERP System as a whole, does not perform as provided for in this Agreement, the Client shall deliver to Tyler a report describing the discrepancies.

(iii) In the event Tyler disagrees with Client's determination that a Software Component or the ERP System as a whole does not perform as provided for in this Agreement, Tyler will invoke

the dispute resolution process set forth herein in Section G, Article 7.

(iv) Tyler shall correct the errors or defects and the Client may re-perform the User Acceptance Test.

(v) This procedure shall continue until Conditional Acceptance of the phase has been granted.

2) Final Acceptance: Once Conditional Acceptance of the phase has occurred, and the Live Production Date for each phase has been reached, the Client shall begin using Tyler Software Products in a production environment (Live Testing). After Client has operated the Tyler Software Products for ninety (90) consecutive calendar days and there are no reported unresolved Priority 1 or Priority 2 issues ("Acceptance Issues") and all work tasks, deliverables, and milestones as described in the Statement of Work are completed and accepted, Final Acceptance shall be issued by Client.

(i) Final acceptance will occur for each phase independently and for the ERP System as a whole (defined as "phase closure and "project closure".)

(ii) If Acceptance Issues are resolved within the last fifteen (15) days of the ninety (90) day period, Client will have an additional fifteen (15) days of Live Testing.

3) Final Acceptance of the ERP System by the Client will not release Tyler from complying with the warranties and maintenance requirements set forth herein.

4) Failure of User Acceptance Testing: If after conducting the User Acceptance Test the Tyler Software Products or the ERP System do not function in compliance with the specifications detailed in the agreement including the Statement of Work and the Functional Requirements or if Tyler fails to materially adhere to these procedures at the Client's reasonable discretion, the Client shall have the option, upon notice to Tyler to:

(i) Terminate this entire Agreement for cause in accordance with the provisions of this Agreement in Section G, Article 15 in the event of a Priority 1 issue; or

(ii) Accept the Tyler Software Products or ERP System at its then level of performance; or

(iii) Permit the User Acceptance Test or Live Testing to be further extended for such period as mutually agreed upon by the parties in writing; or

(iv) Accept those modules of the ERP System that pass the acceptance criteria and require Tyler to conform the remaining portions to the requirements of the Agreement; or

(v) Pursue such remedies as may be available to Client at law or in equity.

b) Non-ERP System Deliverable Acceptance

1) The Client will review, approve and provide written sign-off for all Deliverables and Milestones in the following way:

(i) Tyler will submit each deliverable to the Client for review. Upon completion of project Milestones, Tyler shall notify the Client that the Milestone has been completed and will present the Acceptance Form.

(ii) The Client will identify in writing any required changes, deficiencies, and/or additions necessary, based on the Deliverable Acceptance Criteria or requirements in the SOW within ten (10) business days of receipt of each draft deliverable.

(iii) Tyler will revise each deliverable or re-perform services required for each Milestone based on feedback from the Client and submit a revised version of the deliverable for review and sign-off from the Client. The Client will then review the deliverable and provide any additional comments on any required changes, deficiencies, and/or additions necessary within five (5) business days or receipt of the deliverable or Acceptance Form. This process will be repeated until the Client grants acceptance of the Deliverable or Milestone.

(iv) Upon acceptance of the Deliverable or Milestone, the Client Project Manager will sign a Deliverable Acceptance form and shall return it to the Tyler.

2) Notification of the lack of action on the acceptance of a Deliverable or Milestone (no signed acceptance or no notification of required changes, deficiencies, and/or additions) will be reported in writing to the Client by the Tyler at the end of the review period following delivery. In the event the extended review period expires without the Client's action to either accept or reject the deliverable, and the Client and Tyler have not mutually agreed upon an extended review period, the deliverable shall be considered accepted.

SECTION C – MAINTENANCE AGREEMENT

1. Scope of Agreement. Client agrees to purchase and Tyler agrees to provide maintenance services for the Tyler Software Products in accordance with the following terms and conditions. It is specifically understood and agreed that this Maintenance Agreement shall extend to interfaces developed by Tyler for the Client which shall be supported as provided herein.

2. Term of Agreement.

a) Initial Term. The initial terms of the Maintenance Agreement are as follows:

Phase I: Commencing upon installation of the Tyler Software Products and ending one (1) year from installation of the Tyler Software Products

Phase II: Commencing upon installation of the Tyler Software Products and ending one (1) year from installation of the Tyler Software Products

Phase III: Commencing upon installation of the Tyler Software Products and ending upon initiation of Phase III, not to exceed April 1, 2015

Phase IV: Commencing upon installation of the Tyler Software Products and ending upon initiation of Phase IV, not to exceed January 1, 2016

Phase V: Commencing upon installation of the Tyler Software Products and ending upon initiation of Phase V, not to exceed October 1, 2016

b) Renewal Maintenance Terms. Software maintenance will renew automatically for additional one (1) year terms at Tyler's then-current Maintenance Fees unless terminated in writing by either party at least thirty (30) days prior to the end of the then-current term, provided, however, that Tyler shall not increase Maintenance Fees for the Tyler Software Products set forth in the Investment Summary more than three percent (3%) for the first annual renewal (the increase will be based on the undiscounted first annual Maintenance Fees); three percent (3%) for the second annual renewal; three percent (3%) for the third annual renewal; three percent (3%) for the fourth annual renewal, five percent (5%) per year for each of the fifth, sixth, seventh, eighth, and ninth annual renewals. Thereafter, Tyler may increase the Maintenance Fees annually, but in no event shall the increase exceed the prevailing rate for Tyler's other customers that are similarly situated. In order to facilitate the management, billing and payment of the maintenance terms, the Parties may agree to prorate the maintenance fees associated with the Munis and EnerGov maintenance terms to align the maintenance terms.

c) Recommencing Maintenance. Client may recommence discontinued support by paying the lesser of i) cumulative maintenance fees Client would have paid had maintenance not been discontinued; or ii) the then-current Tyler license fees being charged to new Tyler clients.

d) Ongoing Support and Maintenance. Provided Client maintains a continuous Maintenance Agreement with Tyler and complies with the terms and conditions herein, including payment for ongoing maintenance services, Tyler shall provide maintenance and support services of the Tyler Software Products listed in the Investment Summary for a period of at least seven (7) years from Phase V Final Acceptance.

3. Payment.

a) Maintenance fees will be invoiced by Tyler annually in advance. Tyler shall provide Client with not less than sixty (60) days written notice of any change in annual Maintenance fees.

b) Additional Charges. Any maintenance services performed by Tyler for Client which are not covered by this Maintenance Agreement, as set forth in Section C (5), including materials and expenses, will be billed to Client at Tyler's then current rates.

c) Tyler reserves the right to suspend maintenance services if Client fails to pay undisputed Maintenance fees within sixty (60) calendar days of the due date. Tyler shall reinstate maintenance services upon Client's

payment of all past due Maintenance fees, including all such fees for the periods during which services were suspended.

4. Maintenance Services Terms and Conditions. For as long as a current Maintenance Agreement is in place, Tyler shall:

- a) In a professional, good and workmanlike manner, perform its obligations in accordance with Tyler's then-current support call process (Tyler's current support call processes are set forth in the documents attached hereto as Exhibit 2 (a) and Exhibit 2 (b)) in order to conform the Tyler Software Products to the applicable warranty under this Agreement. If Client modifies the Tyler Software Products without Tyler's prior written consent, Tyler's obligations to provide maintenance services on and warrant the Tyler Software Products will be void.
- b) Provide telephone support on the Tyler Software Products. Tyler personnel shall accept telephone calls during the hours set forth in Exhibit 2 (a) and Exhibit 2 (b).
- c) Continuously maintain a master set of the Tyler Software Products on appropriate media, a hardcopy printout of source code to the Tyler Software Products, and Tyler User Guides.
- d) Maintain personnel that are appropriately trained to be familiar with the Tyler Software Products in order to provide maintenance services.
- e) Provide Client with all releases Tyler makes to the Tyler Software Products that Tyler makes generally available without additional charge to customers possessing a current Tyler annual Maintenance Agreement. Third Party Products; and installation, Consulting and Training services related to the new releases will be provided to Client at Tyler's then-current rates. Client acknowledges and agrees that a new release of the Tyler Software Products is for implementation in the Tyler Software Products as they exist without Client customization or modification.
- f) Support prior releases of the Tyler Software Products in accordance with Tyler's then-current release life cycle policy.
- g) Modify the Tyler Software Products to remain compliant with state and federal mandates, for no additional license or maintenance fees, provided, however, that Tyler shall have a reasonable time to adapt the Tyler Software Products to comply with changes in the laws.

5. Limitations and Exclusions. Maintenance fees do not include installation or implementation of the Tyler Software Products, onsite support (unless Tyler cannot remotely correct a defect in a Tyler Software Product), application design, other consulting services, support of an operating system or hardware, and support outside Tyler's normal business hours.

6. Client Responsibilities.

- a) Client shall provide, at no charge to Tyler, full and free access to the Tyler Software Products; working space; adequate facilities within a reasonable distance from the equipment; and use of machines, attachments, features, or other equipment necessary to provide maintenance services set forth herein.
- b) Tyler currently utilizes "Go To Assist" as a secure commercial PC to PC remote connectivity tool to provide remote maintenance services. Client shall maintain for the duration of the Agreement a high-speed Internet connection capable of connecting to Client's PC's and server. Tyler strongly recommends that Client also maintain a modem or VPN for backup connectivity purposes. Tyler, at its option, will use the connection to assist with problem diagnosis and resolution. Tyler must complete a VPN vendor request form from the City before VPN access will be provided.

7. Limitation of Liability. Tyler shall not be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the provision or quality of maintenance services or use of the Tyler Software Products. Tyler's liability for damages and expenses arising out of this Maintenance Agreement, whether based on a theory of contract or tort, including negligence and strict liability will be limited to two (2) times the total fees set forth in the Investment Summary and paid by Client.

SECTION D – THIRD PARTY PRODUCT AGREEMENT

1. Agreement to License or Sell Third Party Products. For the price set forth in the Investment Summary, Tyler agrees to license or sell and deliver to Client, and Client agrees to accept from Tyler the System Software and Hardware set forth in the Investment Summary (collectively, the “Third Party Products”).

2. License of System Software.

- a) Upon Client's payment in full of the System Software fees, Tyler shall grant to Client and Client shall accept from Tyler a non-exclusive, nontransferable, non-assignable license to use the System Software and related documentation for Client's business purposes, subject to the terms and conditions set forth herein.
- b) The developer of the System Software (each a “Developer”, collectively “Developers”) shall retain ownership of the System Software.
- c) The right to transfer the System Software to a different environment is included in this Agreement. The Tyler Operating System and Database Administration Support Service (hereinafter, “OSDBA”) fee includes remote system transfer service once every two (2) years to migrate the production system to a different environment. Client acknowledges that Tyler’s obligation to provide maintenance services on, and the warranty for, the System Software is dependent on Client’s use of the System Software in an environment supported by Tyler.
- d) Client acknowledges and agrees that the System Software and related documentation (“System Software Documentation”) are proprietary to the Developer and have been developed as trade secrets at the Developer's expense. Client shall use best efforts to notify Tyler and Developer if a request for information related to the System Software and/or System Software Documentation is received by Client pursuant to the Missouri Sunshine Law. If the Client receives a Sunshine request pertaining to the System Software and/or System Software Documentation, Client shall notify Tyler and Developer to allow Tyler or Developer to take any action Tyler or Developer deems appropriate or necessary to protect the System Software and/or System Software Documentation.
- e) Client shall not perform decompilation, disassembly, translation or other reverse engineering on the System Software.
- f) Client may make copies of the System Software for archive purposes and backup purposes only. Client shall repeat any and all proprietary notices on any copy of the System Software. Client may make copies of the documentation accompanying the System Software for internal use only.

3. Delivery. Unless otherwise indicated in the Investment Summary, the prices for Third Party Products include costs for shipment while in transit from the Developer or supplier to Client.

4. Installation and Acceptance. Unless otherwise noted in the Investment Summary, the Tyler Software Product installation fee includes installation of the Third Party Products. Upon completion of installation, Client will obtain from Tyler a certification of completion, or similar document, which will constitute Client's receipt of the Third Party Products, subject to User Testing as set forth herein.

- a) Conditional Acceptance: Upon Tyler’s notification that the Third Party Products conform to all requirements listed in the Functional Requirements for each application, the Client shall begin testing for the Third Party Products scheduled for Live Production in a non-production environment using the test procedures and standards contained in the Statement of Work and the Project Plan, or such other standards as are mutually agreed upon in writing (“User Acceptance Test”).
 - (i) The duration of the User Acceptance Test shall be defined in the project plan but will at least provide thirty (30) calendar days.
 - (ii) If the Client determines that a module, component, program modification, or interface, the Third Party Product or the ERP System as a whole, does not perform as provided for in this Agreement, the Client shall deliver to Tyler a report describing the discrepancies.
 - (iii) In the event Tyler disagrees with Client’s determination that a Software Component, the Third Party Product, or the ERP System as a whole does not perform as provided for in this

Agreement, Tyler will invoke the dispute resolution process set forth herein in Section G, Article 7.

(iv) Tyler shall correct the errors or defects and the Client may re-perform the User Acceptance Test.

(v) This procedure shall continue until Conditional Acceptance of the phase has been granted.

b) Final Acceptance: Once Conditional Acceptance of the phase has occurred, and the Live Production Date for each phase has been reached, the Client shall begin using Third Party Products in a production environment (Live Testing). After Client has operated the Third Party Products for ninety (90) consecutive calendar days and there are no reported unresolved Priority 1 or Priority 2 issues ("Acceptance Issues") and all work tasks, deliverables, and milestones as described in the Statement of Work are completed and accepted, Final Acceptance shall be issued by Client.

(i) Final acceptance will occur for each phase independently and for the Third Party Products as a whole (defined as "phase closure and "project closure".)

(ii) If Acceptance Issues are resolved within the last fifteen (15) days of the ninety (90) day period, Client will have an additional fifteen (15) days of Live Testing.

c) Final Acceptance of the Third Party Products by the Client will not release Tyler from complying with the warranties and maintenance requirements set forth herein.

d) Failure of User Acceptance Testing: If after conducting the User Acceptance Test the Third Party Products or the ERP System do not function in compliance with the specifications detailed in the agreement including the Statement of Work and the Functional Requirements or if Tyler fails to materially adhere to these procedures at the Client's reasonable discretion, the Client shall have the option, upon notice to Tyler to:

(i) Terminate this entire Agreement for cause in accordance with the provisions of this Agreement in Section G, Article 15 in the event of a Priority 1 issue; or

(ii) Accept the Third Party Products or ERP System at its then level of performance; or

(iii) Permit the User Acceptance Test or Live Testing to be further extended for such period as mutually agreed upon by the parties in writing; or

(iv) Accept those modules of the Third Party Products that pass the acceptance criteria and require Tyler to conform the remaining portions to the requirements of the Agreement; or

(v) Pursue such remedies as may be available to Client at law or in equity.

5. Site Requirements. Client shall provide a suitable environment, location and space for the installation and operation of the Third Party Products; sufficient and adequate electrical circuits for the Third Party Products; and installation of all required cables.

6. Warranties.

a) Tyler is authorized by each Developer to grant licenses or sublicenses to the System Software.

b) Tyler warrants that each System Software product will be new and unused, and if Client fully and faithfully performs each and every obligation required of it under this Third Party Product Agreement, Client's title or license to each System Software product will be free and clear of all liens and encumbrances arising through Tyler.

c) Client acknowledges and agrees that Tyler is not the manufacturer of the Third Party Products. As such, Tyler does not warrant or guarantee the condition or operating characteristics of the Third Party Products. Tyler hereby grants and passes through to Client any warranty that Tyler may receive from the Developer or supplier of the Third Party Products. Notwithstanding the foregoing, Tyler warrants that as long as the Third Party Products perform as warranted by the Developer or supplier of the Third Party Products, the Tyler Software Products will integrate with the Third Party Products.

7. Maintenance.

a) The Parties agree that Client is contracting directly with Emphasys/Sympro for maintenance services on those products.

b) In the event Client elects not to purchase through Tyler maintenance services on the System Software, it will

be the responsibility of Client to repair and maintain the System Software and purchase enhancements as necessary after acceptance.

c) In the event Client elects to purchase through Tyler maintenance services on the System Software, Tyler will facilitate resolution of a defect in a System Software product with the Developer.

d) In the event the Developer charges a fee for future System Software release(s), the Parties will negotiate an appropriate cost-sharing arrangement for such fee.

8. Limitation of Liability. In no event shall Tyler be liable for special, indirect, incidental, consequential, or exemplary damages, including, without limitation, any damages resulting from loss of use, loss of data, interruption of business activities, or failure to realize savings arising out of or in connection with the use of the Third Party Products. Tyler's liability for damages and expenses arising out of this Section D, Third Party Product Agreement, whether based on a theory of contract or tort, including negligence and strict liability will be limited to two (2) times the total fees set forth in the Investment Summary and paid by Client. Such prices are set in reliance upon this limitation of liability.

9. Adobe End User Software License Agreement. The Tyler Software Product "Tyler Forms Processing" contains Adobe software, requiring Client to execute an Adobe End User License Agreement. Tyler represents and warrants to Client that Tyler has the authority to grant the Adobe license to Client. Upon execution of this Agreement, Client shall execute the Adobe End User License Agreement in Exhibit 4.

SECTION E – DATA OWNERSHIP AND SECURITY

1. Tyler's Disaster Recovery services and OSDBA services shall at all times comply with the terms of this Agreement, good financial industry and accounting practices, applicable laws, and SSAE16 or successive applicable auditing standards. Tyler shall require its subcontractors to at all times comply with the terms of this Agreement, good financial industry and accounting practices, and applicable laws.

2. Duty to Report. Tyler shall maintain the security of Client content and data and that of Client's customers and any user that is stored in or in any way connected with Tyler Software Products and applications. If either Party believes or suspects that security has been breached or data compromised, whether it be from harmful code or otherwise, the Party shall notify the other Party of the issue or possible security breach within forty-eight (48) hours.

3. Binding Subcontractors and Subsidiaries to Data Security Standards. Tyler shall include similar provisions in Tyler's agreements with subcontractors and subsidiaries that perform work or services related to these Tyler Software Products and or have access to the Client's data contained therein or in the cloud storage.

4. No Harmful Code. Tyler warrants that the Tyler Software Products do not contain Harmful Code. For purposes of this Agreement, "Harmful Code" is any code containing any program, routine, or device which is designed to delete, disable, deactivate, interfere with or otherwise harm any software, program, data, device, system or service, including without limitation, any time bomb, virus, drop-dead device, malicious logic, worm, Trojan horse or trap or back door. Tyler shall include in contracts with any subcontractor a provision which prohibits the use of Harmful Code.

5. Data Ownership and Storage. Tyler covenants that any data from the Client, its employees or customers or derived therefrom shall be stored in the United States of America. The data or any information derived therefrom shall not be transferred, moved, or stored to or at any location outside the United States of America. All such data and any information derived therefrom shall be confidential and proprietary information belonging to either the Client or its customers or the users of the systems. Tyler covenants that Tyler, its subsidiaries or subcontractors shall not sell or give away any such Client data or information derived therefrom.

SECTION F – DATA EXCHANGE

1. This Agreement is contingent upon the Client obtaining methods of exchanging data between Tyler, Tyler's subcontractors, and third party software vendors for each and every data exchange identified by the Parties in the Scope of Work and /or otherwise required by this Agreement.

2. Requirements.

- a) Tyler shall reasonably work with identified third party software vendors to develop, implement, and maintain the data exchanges as identified in the Scope of Work.
- b) For each data exchange identified in the Scope of Work, Client shall include in its contract with the third party software vendors a provision requiring the third party software vendor to work with Tyler and Client on developing, implementing, and maintaining each of the data exchanges identified in the Scope of Work.
- c) Client shall also require in its contract with third party software vendors that the third party software vendor shall review and sign the specifications, the performance schedule and the test standards related to each applicable data exchange.
- d) For each and every data exchange identified within the Scope of Work, the Parties shall develop proposed specifications for each of the data exchange (hereinafter "Data Exchange Specifications"). The Parties shall reduce the Data Exchange Specifications to writing which shall be signed and dated by all Parties.
- e) For each data exchange, the Parties shall develop a schedule for production, testing, and installation (hereinafter "Data Exchange Schedule.") The Parties shall reduce the schedule(s) to writing which shall be signed and dated by all Parties.
- f) For each such data exchange, the Parties shall agree in writing, signed and dated by both Parties, to the testing standards and requirements (hereinafter "Data Exchange Test Standards").
- g) Client shall issue written notice to proceed with the development of each data exchange.

3. Changes to Data Exchange. In addition, the Parties agreeing to a data exchange may, by mutual agreement, impose additional requirements or amend the testing standards or the performance schedule. Should the Parties agree to change or amend any of the specifications, the performance schedule or the test standard, the changes shall be reduced to writing, signed, and dated by both Parties.

4. EACH DATA EXCHANGE, ON WHICH THE CLIENT HAS ISSUED A WRITTEN NOTICE TO PROCEED, SHALL BE DEVELOPED ACCORDING TO THE DATA EXCHANGE SPECIFICATIONS IN THE TIME PERIODS SET FORTH IN THE DATA EXCHANGE SCHEDULE. Upon completion of the development of the data exchange, Tyler shall notify Client that data exchange is complete and ready for testing. Client shall timely test the data exchange according to the Data Exchange Test Standards. If the data exchange passes the Client's testing according to the Data Exchange Test Standards, Client shall issue a written notice of acceptance of the data exchange.

5. Warranty. Tyler warrants that the data exchange shall perform according to the Data Exchange Specifications. Tyler also warrants that the data exchange shall not void any other warranty.

6. License for Use of the Data Exchange. Tyler grants Client a royalty –free license to the data exchange developed by Tyler for the City according to the Data Exchange Specifications and otherwise in accord with the license grant of this Agreement (See section A.1). This license is in addition to all other licenses purchased pursuant to this Agreement.

7. Maintenance of Functionality of Data Exchanges. So long as Client is current in its payment of maintenance fees for the Tyler Software Products, Tyler shall warrant the continued functionality of each and every one of the data exchanges and that each and every one shall perform according to the Data Exchange Specifications by which it was developed. There shall be no additional cost to the Client. Maintaining the functionality of the data exchanges shall include any necessary programming or redesign needed due to changes by Tyler.

8. Additional Data Exchanges. Should City desire additional data exchanges that are not listed in the Scope of Work, the City shall propose such additional data exchanges to Tyler, and Tyler shall promptly review and respond to any such proposal. In the even the Parties agree to an additional data exchange, the parties shall negotiate an amendment to this Agreement to add the data exchange(s) to the Agreement.

SECTION G – GENERAL TERMS AND CONDITIONS

1. Taxes. The fees set forth in the Investment Summary do not include any taxes, including, without limitation, sales, use or excise tax. Client is tax-exempt as of the Effective Date. Client's tax exempt certificate is attached as Exhibit 7. All taxes applicable to Client's purchase of products and/or services from Tyler shall be paid by Tyler to the proper authorities and shall be reimbursed by Client to Tyler. In no event shall Client be responsible for the following taxes:

- (a) Taxes based upon the net worth, gross or net income of Tyler; or
- (b) Taxes based upon any equipment or software, other than that which is listed in the Investment Summary, which are owned or licensed by Tyler; or
- (c) Taxes paid by or for any employee of Tyler.

2. Invoice Dispute.

- a) In the event Client believes products or services do not conform to warranties in this Agreement, Client will provide written notice to Tyler within thirty (30) calendar days of receipt of the applicable invoice. Client is allowed an additional fifteen (15) calendar days to provide written clarification and details. Tyler will provide a written response to Client that will include either a justification of the invoice or an adjustment to the invoice. Tyler and Client will develop a plan to outline the reasonable steps to be taken by Tyler and Client to resolve any issues presented in Client's notice to Tyler. Client may only withhold payment of the amount actually in dispute until Tyler completes its action items outlined in the plan. Notwithstanding the foregoing, if Tyler is unable to complete its actions outlined in the plan because Client has not completed its action items outlined in the plan, Client will remit full payment of the invoice.
- b) Any invoice not disputed as described above will be deemed accepted by Client. Tyler reserves the right to suspend delivery of all services in the event Client fails to pay an invoice not disputed as described above within sixty (60) calendar days of receipt of invoice.

3. Force Majeure. "Force Majeure" is defined as an event beyond the reasonable control of a party, including governmental action, war, riot or civil commotion, fire, natural disaster, labor disputes, restraints affecting shipping or credit, delay of carriers, inadequate supply of suitable materials or any other cause which could not with reasonable diligence be foreseen, controlled or prevented by the party. Neither party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure.

Force Majeure will not be allowed unless:

- a) Within ten (10) business days of the occurrence of Force Majeure, the party whose performance is delayed thereby provides the other party or parties with written notice explaining the cause and extent thereof, as well as a request for a time extension equal to the estimated duration of the Force Majeure events. Notwithstanding the foregoing, if the party cannot provide notice within ten (10) business days due to the impact of the Force Majeure, the party shall notify the other party as soon as conditions allow.
- b) Within ten (10) business days after the cessation of the Force Majeure event, the party whose performance was delayed provides the other party written notice of the time at which Force Majeure ceased and a complete explanation of all pertinent events pertaining to the entire Force Majeure situation.

Either party will have the right to terminate this Agreement if Force Majeure suspends performance of scheduled tasks by one or more parties for a period of one hundred-twenty (120) or more days from the scheduled date of the task. This paragraph will not relieve Client of its responsibility to pay for services and

goods provided to Client and expenses incurred on behalf of Client prior to the effective date of termination.

4. Cooperation and Assistance of the Parties.

Client acknowledges that the implementation of the Tyler Software Products is a cooperative process requiring the time and resources of Client personnel. Client shall, and shall cause Client personnel to, use all reasonable efforts to cooperate with and assist Tyler as may be reasonably required to meet the project deadlines and other milestones agreed to by the parties for implementation. Tyler shall not be liable for failure to meet such deadlines and milestones when such failure is due to Force Majeure (as defined above) or to the failure by Client personnel to provide such cooperation and assistance (either through action or omission). Client shall not be liable for failure to meet such deadlines and milestones when such failure is due to Force Majeure or to the failure by Tyler personnel to provide such cooperation and assistance (either through action or omission). Tyler acknowledges that Client is implementing additional software from other vendors. Tyler shall work with Client and the third party vendors to develop an implementation schedule that meets all Parties' needs.

5. Indemnification.

- a) Tyler shall indemnify and hold harmless Client and its agents, officials and employees from and against any and all direct claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) for personal injury or property damage arising from Tyler's negligence or willful misconduct.
- b) To the extent permitted by law, Client shall indemnify and hold harmless Tyler and its agents, officials and employees from and against any and all direct claims, losses, liabilities, damages, costs and expenses (including reasonable attorney's fees and costs) for personal injury or property damage arising from Client's negligence or willful misconduct.

6. DISCLAIMER. THE RIGHTS, REMEDIES, AND WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER RIGHTS, REMEDIES, AND WARRANTIES EXPRESSED, IMPLIED, OR STATUTORY, INCLUDING, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND SYSTEM INTEGRATION WHICH ARE HEREBY DISCLAIMED BY TYLER.

7. Dispute Resolution. Either party will notify the other in writing within thirty (30) days of becoming aware of a dispute. If the parties cannot resolve such dispute within thirty (30) calendar days of the other's receipt of written notice, the parties agree to participate in mediation with a mutually chosen mediator. Mediation shall take place in Missouri. Thereafter, either party may assert its other rights and remedies under this Agreement within a court of competent jurisdiction.

Nothing in this Article will prevent a party from applying to a federal or state court of competent jurisdiction to obtain injunctive relief pending resolution of the dispute through the dispute resolution procedures set forth herein.

8. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of Tyler and Client. No provision of the Agreement is intended to nor shall it in any way inure to the benefit of any customer, property owner or any other third party, so as to constitute any such person a third-party beneficiary under the Agreement.

9. Governing Law. This Agreement shall be governed by, interpreted and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be Boone County, Missouri or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri and waive any defense of forum non conveniens.

10. Missouri Sunshine Law. Nothing in this Agreement shall be construed to supersede, conflict with or

otherwise defeat any provision of the Missouri Revised Statutes Chapter 610 Governmental Bodies and Records (“Missouri Sunshine Law”).

11. Severability. If any term or provision of this Agreement or the application thereof, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable will not be affected thereby, and each term and provision of this Agreement will be valid and enforced to the fullest extent permitted by law.

12. No Waiver. In the event that the terms and conditions of this Agreement are not strictly enforced by Tyler or Client, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent Tyler or Client from enforcing each and every term of this Agreement thereafter.

13. Multiple Originals and Signatures. The Parties agree that three (3) originals of this Agreement shall be executed. As required by Missouri Law, Client shall retain two (2) copies of the Agreement with original signatures. Tyler shall retain one (1) copy of the Agreement with original signatures.

14. Amendment. This Agreement may only be modified by written amendment signed by the Parties.

15. Termination.

(a) Termination for Cause. Client may terminate this Agreement for cause in the event (i) Tyler becomes insolvent or generally does not pay its debts as they become due or admits, in writing, its inability to pay its debts or makes an assignment for the benefit of creditors; or (ii) Insolvency, receivership, reorganization, bankruptcy proceedings or other proceedings for relief under bankruptcy laws are commenced by or against Tyler; or (iii) Tyler does not cure a material breach of this Agreement within thirty (30) days of receiving notice of such breach from Client.

(b) Termination for Convenience. With thirty (30) days written notice, Client may terminate this Agreement for convenience.

(c) Termination by Mutual Agreement. This Agreement may be terminated at any time upon mutual agreement by both Parties.

(d) Effect of Termination. Upon such termination under this Article 15, Client shall pay Tyler for all services and expenses not in dispute and non-Defective Tyler Software Products which were delivered or incurred prior to the date Tyler received Client's notice of termination. Payment for services and expenses in dispute will be determined in accordance with the dispute resolution process. Upon termination or expiration of this Agreement, provided that Client has paid Tyler all amounts due under this Agreement, performed all obligations required to be performed by Client, and is not in material breach of this Agreement, Tyler shall promptly assist Client with the provision of all Client data to Client as a native database export in a format reasonably acceptable to the Client. Tyler shall be paid all applicable charges for services rendered through final termination of this Agreement and shall be reimbursed its reasonable out-of-pocket costs and expenses incurred in providing such termination assistance.

16. Nature of Client's Obligations. All obligations of the Client under this Agreement, which require the expenditure of funds, are conditional upon the availability of funds budgeted and appropriated for that purpose. In the event funds are not so budgeted and appropriated, Client may terminate this Agreement in accordance with Section G, Article 15 (b).

17. Approval of Governing Body and authority for Agreement. Client represents and warrants to Tyler that this Agreement has been approved by its governing body and is a binding obligation upon Client enforceable in accordance with its terms, except as limited by laws of general applicability limiting the enforcement of creditor's rights or by the exercise of judicial discretion in accordance with general principles of equity. Tyler

represents and warrants to Client that this Agreement has been approved in accordance with all action required by law and is a binding obligation upon Tyler enforceable in accordance with its terms, except as limited by laws of general applicability limiting the enforcement of creditor's rights or by the exercise of judicial discretion in accordance with general principles of equity.

18. No Assignment. This Agreement shall inure to the benefit of and be binding upon the Parties and their respective successors and permitted assigns. Neither Party shall assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other Party, except that Tyler may, without the prior written consent of Client, assign this Agreement in its entirety to the surviving entity of any merger or consolidation or to any purchaser of substantially all of Tyler's assets.

19. No Waiver of Immunities. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

20. Notices. All notices or communications required or permitted as a part of this Agreement will be in writing (unless another verifiable medium is expressly authorized) and will be deemed delivered when:

- 1) Actually received,
- 2) Upon receipt by sender of a certified mail, return receipt signed by an employee or agent of the party,
- 3) Upon receipt by sender of proof of email delivery, or
- 4) If not actually received, ten (10) days after deposit with the United States Postal Service authorized mail center with proper postage (certified mail, return receipt requested) affixed and addressed to the respective other party at the address set forth in this Agreement or such other address as the party may have designated by notice or Agreement amendment to the other party.

Consequences to be borne due to failure to receive a notice due to improper notification by the intended receiving party of a new address will be borne by the intended receiving party. The addresses of the parties to this Agreement are as follows:

Tyler Technologies, Inc.
1 Tyler Drive
Yarmouth, ME 04096
Attention: Contracts Manager

City of Columbia
701 E Broadway, 5th Floor
Columbia, MO 65201
Attention: Will Hobart, City Purchaser

21. Independent Contractor. This is not an agreement of partnership or employment of Tyler or any of Tyler's employees by Client. Tyler is an independent contractor for all purposes under this Agreement.

22. Insurance. Prior to performing services under this Agreement, Tyler shall provide Client with certificates of insurance evidencing the following minimum insurance coverage:

- a) Commercial general liability of at least \$1,000,000 per occurrence and \$2,000,000 aggregate;
- b) Automobile liability of at least \$1,000,000 combined single limit;
- c) Professional liability of at least \$2,000,000 aggregate; and
- d) Workers compensation complying with statutory requirements;
- e) Umbrella Liability Insurance of \$2,000,000

Tyler shall cause the Client to be named as additional insured on Tyler's Commercial General Liability policy and Automobile Liability coverage. Tyler's insurance agent currently uses a standard Acord Form which states "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions."

23. Confidentiality. Both parties recognize that their respective employees and agents, in the course of performance of this Agreement, may be exposed to confidential information and that disclosure of such

information could violate rights to private individuals and entities. Each party agrees that it shall not disclose any confidential information of the other party and further agrees to take appropriate action to prevent such disclosure by its employees or agents. The confidentiality covenants contained herein will survive the termination or cancellation of this Agreement. This obligation of confidentiality will not apply to information that:

- a) At the time of the disclosure is in the public domain;
- b) After disclosure, becomes part of the public domain by publication or otherwise, except by breach of this Agreement by a party;
- c) A party can establish by reasonable proof was in that party's possession at the time of disclosure;
- d) A party receives from a third party who has a right to disclose it to that party; or
- e) Is considered an open record pursuant to the Missouri Sunshine law. The receiving party shall give prompt notice of the service of process or other documentation that underlies the Sunshine request. The disclosing party reserves the right to obtain protective order or otherwise protect the confidentiality of its confidential information.

24. Nondiscrimination. Tyler shall not discriminate against any person employed or applying for employment concerning the performance of Tyler's responsibilities under this Agreement. This discrimination prohibition will apply to all matters of initial employment, tenure, and terms of employment, or otherwise with respect to any matter directly or indirectly relating to employment concerning race, color, religion, national origin, age, sex, sexual orientation, ancestry, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, or political affiliation.

25. Subcontractors. Tyler shall not subcontract any services under this Agreement without Client's prior written permission.

26. Shipping. Delivery will be F.O.B. shipping point. For products that Tyler provides electronically to Client by FTP site, Tyler shall be responsible for uploading all such content to the Tyler FTP site and providing Client sufficient information and access to the same. Client shall be responsible for downloading content from the Tyler FTP site.

27. Business License. In the event a local business license is required for Tyler to perform services hereunder, Client will notify Tyler prior to the Effective Date and will provide Tyler with the necessary paperwork and/or contact information.

28. Tyler Forms Processing. The Tyler Software Product "Tyler Forms Processing" must be used in conjunction with a Hewlett Packard or any other model of printer supported by Tyler, for printing checks.

29. Payment Terms.

a) Tyler Software License Fees.

- 1. Tyler shall invoice Client \$412,054.19 upon the Effective Date. Such amount equals 25% of the Tyler software license fees for all phases.
- 2. Tyler shall invoice Client \$412,054.19 when Tyler has made the Tyler Software Products available to Client for downloading. Such availability shall not occur prior to formal written notice by Tyler to Client that the Tyler Software Products are available for downloading. Such amount equals 25% of the Tyler software license fees for all phases.
- 3. Tyler shall invoice Client \$60,203.16 upon initiation of Phase I, not to exceed January 1, 2014. Such amount equals 25% of the Phase I Tyler software license fees.
- 4. Tyler shall invoice Client \$141,311.31 upon initiation of Phase II, not to exceed May 1, 2014. Such amount equals 25% of the Phase II Tyler software license fees.

5. Tyler shall invoice Client \$57,675.69 upon initiation of Phase III, not to exceed April 1, 2015. Such amount equals 25% of the Phase III Tyler software license fees.
6. Tyler shall invoice Client \$31,290.63 upon initiation of Phase IV, not to exceed January 1, 2016. Such amount equals 25% of the Phase IV Tyler software license fees.
7. Tyler shall invoice Client \$121,573.40 upon initiation of Phase V, not to exceed October 1, 2016. Such amount equals 25% of the Phase V Tyler software license fees.
8. Tyler shall invoice Client \$60,203.15 upon Phase I Live Production, not to exceed September 1, 2014. Such amount equals 25% of the Phase I Tyler software license fees.
9. Tyler shall invoice Client \$141,311.31 upon Phase II Live Production, not to exceed November 1, 2015. Such amount equals 25% of the Phase II Tyler software license fees.
10. Tyler shall invoice Client \$57,675.69 upon Phase III Live Production, not to exceed June 30, 2016. Such amount equals 25% of the Phase III Tyler software license fees.
11. Tyler shall invoice Client \$31,290.63 upon Phase IV Live Production, not to exceed March 31, 2017. Such amount equals 25% of the Phase IV Tyler software license fees.
12. Tyler shall invoice Client \$121,573.40 upon Phase V Live Production, not to exceed March 31, 2018. Such amount equals 25% of the Phase V Tyler software license fees.

b) Software Maintenance Fees.

1. Phase 1 Modules. Tyler shall provide maintenance from installation of the Tyler Software Products to one (1) year from installation of the Tyler Software Products at no cost to the City. Thereafter, City shall pay the maintenance fees associated with the Phase 1 Modules on the anniversary date of the installation of the Tyler Software Products.

2. Phase 2 Modules. Tyler shall provide maintenance from installation of the Tyler Software Products to one (1) year from installation of the Tyler Software Products at no cost to the City. Thereafter, City shall pay the maintenance fees associated with the Phase 2 Modules on the anniversary date of the installation of the Tyler Software Products.

3. Phase 3 Modules. Tyler shall provide maintenance from installation of the Tyler Software Products to initiation of Phase III, not to exceed April 1, 2015, at no cost to the City. Thereafter, City shall pay the maintenance fees associated with the Phase 3 Modules on the anniversary date of the Phase 3 initiation.

4. Phase 4 Modules. Tyler shall provide maintenance from installation of the Tyler Software Products to initiation of Phase IV, not to exceed January 1, 2016, at no cost to the City. Thereafter, City shall pay the maintenance fees associated with the Phase 4 Modules on the anniversary date of the Phase 4 initiation.

5. Phase 5 Modules. Tyler shall provide maintenance from installation of the Tyler Software Products to initiation of Phase V, not to exceed October 1, 2016, at no cost to the City. Thereafter, City shall pay the maintenance fees associated with the Phase 5 Modules on the anniversary date of the Phase 5 initiation.

c) Tyler shall invoice Client \$172,000 when Tyler has made the Tyler Software Products available to Client for downloading. Such availability shall not occur prior to formal written notice by Tyler to Client that the Tyler Software Products are available for downloading. Such amount equals 100% of the System Software license fees.

d) Tyler shall invoice Client respective Hardware fees (totaling \$53,746) of upon delivery of such Hardware.

e) Tyler shall invoice Client \$40700 upon installation of the Tyler Software Products. Such sum equals
 100% of the year 1 System Software maintenance fees (\$13,700)
 100% of the year 1 OSDBA Contract Services fee (\$27,000)

f) Tyler shall invoice the Tyler Forms Library Fees upon delivery of the respective library.

g) Tyler shall invoice the respective Conversion Fees upon Final Acceptance of the delivery of the respective converted data.

h) Prices do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy. Tyler's current Business Travel Policy is attached hereto as Exhibit 3. Estimated travel expenses based on current scope are listed in the Investment Summary.

i) Tyler shall invoice Client fees for the services fees set forth in the Investment Summary, if and as provided, upon the occurrence of each Milestone set forth in the Statement of Work, subject to the following retainage: Client will retain the first ten percent (10%) of the Implementation and Consulting fees (as determined by the total amount of fees listed in the Investment Summary upon the Effective Date) associated with the service days provided to Client with such retainage to be payable sixty (60) days following Live Production, by phase, not to exceed the dates set forth in the Statement of Work.

j) Tyler shall invoice Client Business Process Consulting fees 50% upon the Effective Date and 50% upon completion of service, by product.

k) Tyler shall invoice Client fees for all other services identified in the Investment Summary, plus all expenses, if and as provided/incurred, unless otherwise indicated in this Section G (29).

l) Payment is due within forty-five (45) days of the invoice date.

m) Tyler shall invoice Client a fifty percent (50%) deposit for modifications and Munis interfaces ("Modification"), upon delivery of specifications and fifty percent (50%) ninety (90) days after Final Acceptance of the Modification. Tyler will perform a Modification upon receipt of written notice to proceed from Client.

n) Tyler shall invoice Client the year 1 Disaster Recovery fee of \$27,000 upon receipt by Tyler of Client's data.

o) Costs Not to Exceed. Client will pay Tyler a not-to-exceed price of \$4,552,237.75, such sum exclusive of maintenance fees and expenses which shall also be remitted by Client in accordance with the requirements of this Agreement. The not-to-exceed price shall not apply in the event Client exceeds the scope of the services itemized in the Statement of Work and otherwise included in this Agreement or if Client fails to timely perform all of its material obligations under this Agreement.

30. Optional Items. Pricing for optional products and services shall be valid for sixty (60) months from the Effective Date.

31. Tyler Products and Services. Client may purchase additional Tyler products and services at then-current list price, pursuant to the terms of this Agreement, by executing a mutually agreed addendum.

32. Contract Documents. This Agreement includes the following exhibits:

- Exhibit 1 - Investment Summary
- Exhibit 2 (a) - Munis Support Call Process
- Exhibit 2 (b) - EnerGov Support Call Process
- Exhibit 3 - Business Travel Policy
- Exhibit 4 - Adobe End User License Agreement
- Exhibit 5 - Functional Specifications
- Exhibit 6 - Statement of Work

Exhibit 7 – Client’s Tax-Exempt Certificate
Exhibit 8 – Tyler Escrow Agreement
Exhibit 9 – Solution Gap Log

33. Compliance with Laws. Tyler shall, at all times, observe and comply with all federal, state, and local laws, ordinances and regulations.

34. Survival. The following sections of this Agreement shall extend beyond and survive the end of the contract term or cancellation of this Agreement: Section A (1) License Grant, Section A (4) Intellectual Property Infringement Indemnification, Section A (5) Limitation of Liability, Section B (4) Limitation of Liability, Section C (7) Limitation of Liability, Section D (2) License of System Software, Section D (8) Limitation of Liability, Section G (5) Indemnification, Section G (6) Disclaimer, Section G (8) No Intended Third Party Beneficiaries, Section G (9) Governing Law, Section G (15) Termination and Section G (23) Confidentiality.

35. Publicity. Tyler shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures, or other representation of Client except on the specific written authorization in advance of Client’s Purchasing Agent. Tyler shall not install any signs or other displays within or without Client’s premises unless in each instance the prior written approval of Client’s Purchasing Agent has been obtained. However, nothing in this clause shall preclude Tyler from listing Client on its routine client list for matters of reference.

36. Conflict of Interest. Tyler shall not knowingly employ as a director, officer, employee, agent, or subcontractor any elected or appointed official of Client or any member of his/her immediate family.

37. Employment of Unauthorized Aliens. Tyler agrees to comply with Missouri State Statute section 285.530 in that Tyler shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this contract Tyler shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Tyler shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. Tyler shall require each subcontractor to affirmatively state in its contract with Tyler that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. Tyler shall also require each subcontractor to provide Tyler with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

38. Compliance with the Americans with Disability Act and Section 508 of the Rehabilitation Act of 1973. Within one (1) year of the Effective Date, Tyler will develop and share with Client a plan to include ADA compliance in future releases of public-facing portions of its software.

39. Additional Training Days. The Parties have included fifty (50) days of optional, additional training days in the Statement of Work. Client shall only pay for the additional training days used. Client shall have no obligation to pay for any optional days of training not used by Client. Client’s project manager shall provide Tyler’s Project Manager with written notice of its intent to use the optional additional days of training prior to the scheduling of any additional optional training.

40. Integration with EnerGov Products. Tyler represents and warrants that attached files with metadata will be stored in and retrieved from the Tyler Content Manager Enterprise product from within the EnerGov products by October 1, 2016.

41. Entire Agreement. This Agreement represents the entire agreement of Client and Tyler with respect to the subject matter hereof, and supersedes any prior agreements, understandings and representations.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement in the manner appropriate to each as of the dates set forth below.

Tyler Technologies, Inc.

By: _____

Name: _____

Title: _____

Date: _____

City of Columbia

By: _____

Name: Mike Matthes

Title: City Manager

Date: _____

Attest:

By: _____

Name: Sheela Amin

Title: City Clerk

Date: _____

Approved as to form:

By: _____

Name: Nancy Thompson

Title: City Counselor

Date: _____

Exhibit 1

Investment Summary

Investment Summary follows this page.

CITY OF COLUMBIA, MO ERP PROJECT INVESTMENT SUMMARY

Tyler Software and Related Services								
Phase	Description	License	Impl. Days	Impl. Rate	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
	Financials:							
2	Accounting/GL/BG/AP	\$255,000.00	48	\$1,175	\$56,400.00	\$22,400.00	\$333,800.00	\$45,900.00
4	Work Orders, Fleet & Facilities Management	\$80,000.00	57	\$1,175	\$66,975.00	\$22,556.00	\$169,531.00	\$14,400.00
2	Fixed Assets	\$64,000.00	18	\$1,175	\$21,150.00	\$8,500.00	\$93,650.00	\$11,520.00
2	Inventory	\$64,000.00	18	\$1,175	\$21,150.00	\$8,000.00	\$93,150.00	\$11,520.00
2	Purchase Orders	\$66,000.00	18	\$1,175	\$21,150.00	\$4,500.00	\$91,650.00	\$11,880.00
2	Requisitions	\$46,200.00	23	\$1,175	\$27,025.00	\$0.00	\$73,225.00	\$8,316.00
2	Project & Grant Accounting	\$40,000.00	14	\$1,175	\$16,450.00	\$11,000.00	\$67,450.00	\$7,200.00
3	Munis Cash Management	\$46,200.00	12	\$1,175	\$14,100.00	\$0.00	\$60,300.00	\$8,316.00
2	Bid Management	\$30,000.00	9	\$1,175	\$10,575.00	\$0.00	\$40,575.00	\$5,400.00
2	Contract Management	\$28,500.00	9	\$1,175	\$10,575.00	\$0.00	\$39,075.00	\$5,130.00
2	BMI Asset Track Interface	\$5,500.00	5	\$1,175	\$5,875.00	\$0.00	\$11,375.00	\$990.00
2	BMI CollectIT Interface	\$5,500.00	5	\$1,175	\$5,875.00	\$0.00	\$11,375.00	\$990.00
2	e-Procurement	\$46,200.00	1	\$1,175	\$1,175.00	\$0.00	\$47,375.00	\$8,316.00
	Payroll HR:							
3	Payroll w/Employee Self Service	\$45,500.00	20	\$1,175	\$23,500.00	\$16,800.00	\$85,800.00	\$8,190.00
3	HR Management	\$20,000.00	8	\$1,175	\$9,400.00	\$5,000.00	\$34,400.00	\$3,600.00
3	Professional Development	\$7,700.00	3	\$1,175	\$3,525.00	\$0.00	\$11,225.00	\$1,386.00
	Revenue:							
3	Accounts Receivable	\$58,500.00	27	\$1,175	\$31,725.00	\$0.00	\$90,225.00	\$10,530.00
3	Tyler Cashiering	\$77,000.00	10	\$1,175	\$11,750.00	\$0.00	\$88,750.00	\$13,860.00
3	General Billing	\$27,500.00	16	\$1,175	\$18,800.00	\$13,800.00	\$60,100.00	\$4,950.00
4	Maplink GIS Integration	\$16,500.00	1	\$1,175	\$1,175.00	\$0.00	\$17,675.00	\$2,970.00
1	Central Property File	\$2,750.00	1	\$1,175	\$1,175.00	\$0.00	\$3,925.00	\$688.00
3	UB Special Assessments	\$3,300.00	5	\$1,175	\$5,875.00	\$1,200.00	\$10,375.00	\$594.00
	Community Development:							
5	Tyler Energov Business License Software *	\$141,950.00				\$0.00	\$141,950.00	\$25,551.00
5	Tyler Energov Citizen Access Portal- Licensing/Permitting *	\$30,000.00				\$0.00	\$30,000.00	\$5,400.00
5	Tyler Energov Citizen Portal- Licensing *	\$30,000.00				\$0.00	\$30,000.00	\$5,400.00
5	Tyler Energov Decision Engine *	\$9,999.00				\$0.00	\$9,999.00	\$1,799.82
5	Tyler Energov Electronic Plan Review *	\$59,999.00				\$0.00	\$59,999.00	\$10,799.82
5	Tyler Energov GIS Integration *	\$35,000.00				\$0.00	\$35,000.00	\$6,300.00
	Tyler Energov iG Enforce Annual Fee *	\$0.00				\$0.00	\$0.00	\$7,080.00
	Tyler Energov iG Inspect Annual Fee *	\$0.00				\$0.00	\$0.00	\$7,080.00
5	Tyler Energov iG Workforce Server *	\$19,999.00				\$0.00	\$19,999.00	\$3,599.82
5	Tyler Energov Permitting *	\$141,950.00				\$0.00	\$141,950.00	\$25,551.00
5	Tyler Energov Food Inspections - 10 User Permit / Land Management Suite *	\$29,999.00				\$0.00	\$29,999.00	\$5,399.82
5	Tyler Energov Food Inspections - 8 iG Workforce (Includes iG Inspect mobile app) *	\$7,992.00				\$0.00	\$7,992.00	\$1,438.56
5	Tyler Energov Food Inspections - GIS Integration (10 Users) *	\$5,000.00				\$0.00	\$5,000.00	\$900.00
	Other:							
1	Tyler Incident Management	\$44,000.00	12	\$1,175	\$14,100.00	\$0.00	\$58,100.00	\$7,920.00
2	CAFR Statement Builder	\$28,000.00	4	\$1,175	\$4,700.00	\$0.00	\$32,700.00	\$5,040.00
	Tyler Energov Data Conversion					\$35,040.00	\$35,040.00	\$0.00
4	Citizen Self Service	\$58,500.00	1	\$1,175	\$1,175.00	\$0.00	\$59,675.00	\$10,530.00
1	Tyler Notify (Addtl. Per Text and Per Call Fees)	\$0.00	6	\$1,175	\$7,050.00		\$7,050.00	\$36,000.00
	OSDBA	\$0.00	-	\$1,175	\$0.00	\$0.00	\$0.00	\$27,000.00
	Disaster Recovery (Munis)	\$0.00	-	\$1,175	\$0.00	\$0.00	\$0.00	\$27,000.00
	Productivity:							
1	Tyler Content Manager Enterprise	\$125,000.00	22	\$1,175	\$25,850.00	\$93,800.00	\$244,650.00	\$22,500.00
1	Role Tailored Dashboard	\$44,000.00	12	\$1,175	\$14,100.00	\$0.00	\$58,100.00	\$7,920.00
2	Tyler Reporting Services	\$53,000.00	3	\$1,175	\$3,525.00	\$0.00	\$56,525.00	\$13,250.00
1	Munis Office	\$44,000.00	3	\$1,175	\$3,525.00	\$0.00	\$47,525.00	\$7,920.00
1	Tyler Forms Processing	\$19,500.00	-	\$1,175	\$0.00	\$0.00	\$19,500.00	\$3,900.00
	Sub-Total:	\$1,963,738.00			\$459,425.00	\$242,596.00	\$2,665,759.00	\$461,925.84
	Less Discount	\$228,773.00			\$0.00	\$0.00	\$228,773.00	\$407,925.84
	Sub-Total:	\$1,734,965.00	391		\$459,425.00	\$242,596.00	\$2,436,986.00	\$54,000.00
	Contract Discount:	\$86,748.25						

CITY OF COLUMBIA, MO ERP PROJECT INVESTMENT SUMMARY

TOTAL: \$1,648,216.75

Other Services					
Description	Quantity	Unit Price	Extended Price		
AP/PR Check Recon Import	1	\$1,000.00	\$1,000.00		
AP Positive Pay Export Format	1	\$3,000.00	\$3,000.00		
Business Process Consulting-Accounts Payable	1	\$21,000.00	\$21,000.00		
Business Process Consulting-Budget	1	\$21,000.00	\$21,000.00		
Business Process Consulting-Bid Management	1	\$14,000.00	\$14,000.00		
Business Process Consulting- Contract Management	1	\$14,000.00	\$14,000.00		
Business Process Consulting- Fixed Assets	1	\$21,000.00	\$21,000.00		
Business Process Consulting- General Billing & Miscellaneous Cash Receipts	1	\$31,500.00	\$31,500.00		
Business Process Consulting- General Ledger	1	\$21,000.00	\$21,000.00		
Business Process Consulting- HR Management	1	\$28,000.00	\$28,000.00		
Business Process Consulting- Inventory	1	\$21,000.00	\$21,000.00		
Business Process Consulting- Project/Grant Accounting	1	\$31,500.00	\$31,500.00		
Business Process Consulting- Professional Development	1	\$14,000.00	\$14,000.00		
Business Process Consulting- Purchasing & Requisitions	1	\$21,000.00	\$21,000.00		
Business Process Consulting- Payroll	1	\$28,000.00	\$28,000.00		
Business Process Consulting- Munis Cash Management	1	\$21,000.00	\$21,000.00		
Business Process Consulting- Work Orders, Fleet & Facilities	1	\$38,500.00	\$38,500.00		
Business Process Consulting-Business Licenses	1	\$31,500.00	\$31,500.00		
Business Process Consulting-Permits & Code Enforcement	1	\$38,500.00	\$38,500.00		
Estimated Travel Expenses	1	\$259,820.00	\$259,820.00 **Estimate.		
Install Fee - New Server Install	1	\$20,000.00	\$20,000.00		
Miscellaneous Training Days	50	\$1,175.00	\$58,750.00		
Modifications, Enhancements & Interfaces					
-Fleet #163: Vehicle Pooling	40	\$1,100.00	\$44,000.00		
-Fleet #164: New Repair Components	5	\$1,100.00	\$5,500.00		
-Fleet #162: Add fields to store PetroVend information	10	\$1,100.00	\$11,000.00		
-Master Address #200: Revenue Contracts	5	\$1,100.00	\$5,500.00		
-Purchasing #203: Work Order # on P-card Transaction	5	\$1,100.00	\$5,500.00		
-HR #55: Evaluation competencies	8	\$1,100.00	\$8,800.00		
-HR #58: Performance Notes on Evaluations	7	\$1,100.00	\$7,700.00		
-HR #37: Audit trail on Job Descriptions	10	\$1,100.00	\$11,000.00		
-Food Inspections Mod #209-1: Custom field exposed in iG Inspect Mobile App	5	\$1,100.00	\$5,500.00 Maint. Of \$1K has been added for this mod		
-Food Inspections Mod #209-2: Ability to include other reports in iG Inspect Mobile App	5	\$1,100.00	\$5,500.00 Maint. Of \$1K has been added for this mod		
-Food Inspections Mod #209-3: Inspection Checklist Grouping	5	\$1,100.00	\$5,500.00 Maint. Of \$1K has been added for this mod		
-Food Inspections Mod #209-4: Manage non-compliances in iG Inspect Mobile App	5	\$1,100.00	\$5,500.00 Maint. Of \$1K has been added for this mod		
-Loans Modification: If 80% of principal is paid, no late fee is assessed	3	\$1,100.00	\$3,300.00		
-Interface: IVR/Outage System to Master Address w/Energov	8	\$1,100.00	\$8,800.00		
-Interface: Outage IVR to Tyler Notify	5	\$1,100.00	\$5,500.00		
-Interface: Sales Tax File to Energov	8	\$1,100.00	\$8,800.00		
-Interface: Teleworks IVR to Energov	8	\$1,100.00	\$8,800.00		
-Interface: Munis and Vermont Systems	14	\$1,100.00	\$15,400.00		
-Interface: Munis and Clancy Parking	14	\$1,100.00	\$15,400.00		
-Interface: Munis and Advanced Utilities	16	\$1,100.00	\$17,600.00		
-Interface: Tyler Incident Management and Advanced Utilities Service Order Request	9	\$1,100.00	\$9,900.00		
-Interface: Munis Work Orders and Advanced Utilities Service Order Request	10	\$1,100.00	\$11,000.00		
-Interface: Munis and PetroVend	3	\$1,100.00	\$3,300.00		
Sub-total Modifications:				\$228,800.00	
Tyler Energov Food Inspections Implementation Services	200	\$170.00	\$34,000.00		
P-Card Import Format W/O Encumbrances	1	\$7,500.00	\$7,500.00		
Post Go Live Assistance (3 months)	60	\$1,175.00	\$70,500.00		
Project Management-1/2 Time	9	\$12,500.00	\$112,500.00		
Project Manager (Monthly)	20	\$20,750.00	\$415,000.00		
PR Positive Pay Export Format	1	\$3,000.00	\$3,000.00		
Report Development Assistance	20	\$1,100.00	\$22,000.00		
System Admin & Security	7	\$1,175.00	\$8,225.00		
Testing Assistance	30	\$1,175.00	\$35,250.00		
Tyler Energov Consulting	2000	\$170.00	\$340,000.00		
Tyler Energov Forms	44	\$125.00	\$5,500.00		
Tyler Content Manager Enterprise - Optiview Conversion Implementation Services	7	\$1,175.00	\$8,225.00		
Tyler Energov Report Development Assistance	53	\$125.00	\$6,600.00		
Tyler Energov Training Certificates	80	\$50.00	\$4,000.00		
Tyler Energov Training Services	250	\$147.00	\$36,750.00		
Tyler Forms Library- Payroll	1	\$1,500.00	\$1,500.00		
Tyler Forms Library- Personnel Actions	1	\$2,500.00	\$2,500.00		
Tyler Forms Library- Financial/General Billing	1	\$5,500.00	\$5,500.00		
Tyler Forms Processing Configuration	1	\$0.00	\$0.00 Included with Install fee above		
TOTAL:			\$2,106,420.00		
3rd Party Hardware, Software and Services					
Description	Quantity	Unit Price	Total Price	Unit Maintenance	Maintenance

CITY OF COLUMBIA, MO ERP PROJECT INVESTMENT SUMMARY

BMI-ASSETRACK-PPC for MUNIS (Incl. Install Fee	1	\$6,500.00	\$6,500.00	\$0.00	\$0.00
BMI CollectIT Inventory Scanning System	1	\$6,500.00	\$6,500.00	\$0.00	\$0.00
Cash Drawer	18	\$230.00	\$4,140.00	\$0.00	\$0.00
Hand Held Scanner- Model 4600G	18	\$415.00	\$7,470.00	\$0.00	\$0.00
Hand Held Scanner Stand	18	\$25.00	\$450.00	\$0.00	\$0.00
ID Tech MiniMag USB Reader	18	\$62.00	\$1,116.00	\$0.00	\$0.00
Printer- (EPSON TM-H6000iii)	18	\$1,400.00	\$25,200.00	\$0.00	\$0.00
Power Supply	18	\$40.00	\$720.00	\$0.00	\$0.00
Sympro Cash Mgmt. Impl. Services	70	\$250.00	\$17,500.00	\$0.00	\$0.00
Sympro Cash Mgmt. Training	30	\$250.00	\$7,500.00	\$0.00	\$0.00
Sympro Debt Service Management	1	\$43,750.00	\$43,750.00	\$0.00	\$0.00
Sympro Debt Service Impl. Services	100	\$187.50	\$18,750.00	\$0.00	\$0.00
Emphasys Desktop Solution	1	\$60,000.00	\$60,000.00	\$0.00	\$0.00
Sympro Debt Service Management Training	24	\$250.00	\$6,000.00	\$0.00	\$0.00
Emphasys Desktop Management Training	24	\$250.00	\$6,000.00	\$0.00	\$0.00
Sympro Project Manager	33	\$188.00	\$6,204.00	\$0.00	\$0.00
Tyler Secure Signature System with 2 Keys	1	\$1,650.00	\$1,650.00	\$0.00	\$0.00
Tyler Unlimited Client Access	1	\$68,250.00	\$68,250.00	\$13,700.00	\$13,700.00
3rd Party Hardware Sub-Total:			\$53,746.00		\$0.00
3rd Party Software Sub-Total:			\$172,000.00		\$13,700.00
3rd Party Services Sub-Total:			\$61,954.00		\$0.00
TOTAL:			\$287,700.00		\$13,700.00

Summary	One Time Fees	Recurring Fees*
Total Tyler Software	\$1,648,216.75	\$461,925.84
Total Tyler Services	\$2,808,441.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$287,700.00	\$13,700.00
Summary Total	\$4,744,357.75	\$475,625.84
Contract Total	\$4,812,057.75	(Includes SW, Services, & 1st Year Maint.)
*1st Year's Annual Maintenance on Tyler Software is waived.		

CITY OF COLUMBIA, MO ERP PROJECT INVESTMENT SUMMARY

Detailed Breakdown of Conversions (Included in Contract Total)		
Description	Unit Price	Extended Price
AC Opt 1- Actuals- H	\$3,500.00	\$3,500.00
Ac Opt 2- Budgets- H	\$3,500.00	\$3,500.00
AC Standard COA- H	\$4,000.00	\$4,000.00
AP Opt 1- Checks- H	\$3,400.00	\$3,400.00
AP Opt 2- Invoice- H	\$5,000.00	\$5,000.00
AP Standard Master- H	\$3,000.00	\$3,000.00
FA Opt 1- History- H	\$3,500.00	\$3,500.00
FA Std Master- H	\$5,000.00	\$5,000.00
GB Opt 1- Recurring Invoices- H	\$5,000.00	\$5,000.00
GB Opt 2- Bills- H	\$6,000.00	\$6,000.00
GB Std CID- H	\$2,800.00	\$2,800.00
IN Opt 1- Commodity Codes- H	\$3,000.00	\$3,000.00
IN Std Master- H	\$5,000.00	\$5,000.00
PGA Standard - H	\$4,000.00	\$4,000.00
PG Opt 1- Actuals=H	\$3,500.00	\$3,500.00
PG Opt 2- Budgets- H	\$3,500.00	\$3,500.00
PR Payroll- Option 1 Deductions- D	\$2,800.00	\$2,800.00
PR Payroll- Option 2 Accrual Balances- D	\$2,500.00	\$2,500.00
PR Payroll- Option 3 Accumulators- D	\$2,000.00	\$2,000.00
PR Payroll- Option 4 Check History- D	\$2,000.00	\$2,000.00
PR Payroll- Option 5 Earning/Deduction Hist-D	\$3,500.00	\$3,500.00
PR Payroll- Option 7 PM Action History	\$2,000.00	\$2,000.00
PR Payroll- Option 8 Position Control- D	\$2,000.00	\$2,000.00
PR Payroll Option 9 State Retirement Tables D	\$2,000.00	\$2,000.00
PR Payroll- Standard- D	\$3,000.00	\$3,000.00
Purchase Orders- Standard- H	\$4,500.00	\$4,500.00
Tyler Content Manager EE- AC Opt 2- Budgets (total balances only) up to 3yrs-H	\$4,400.00	\$4,400.00
Tyler Content Manager EE- AP Opt 1- Checks- H	\$1,800.00	\$1,800.00
Tyler Content Manager EE- AP Standard Master H	\$6,500.00	\$6,500.00
Tyler Content Manager EE- BL Option 1- Bills (Header,Detail)-H	\$1,800.00	\$1,800.00
Tyler Content Manager EE- BL Standard Master- Customer Accounts- H	\$1,300.00	\$1,300.00
Tyler Content Manager EE- FA Standard- Master, GL Accounts, Purchase History- H	\$2,600.00	\$2,600.00
Tyler Content Manager EE- GB Option 2- Bills (Header,Detail), Payment History, Invoices- H	\$3,000.00	\$3,000.00
Tyler Content Manager EE- GB Standard- CID- H	\$1,300.00	\$1,300.00
Tyler Content Manager EE- Option 1 Deductions- D	\$1,400.00	\$1,400.00
Tyler Content Manager EE- Option 4 Check History- D	\$1,000.00	\$1,000.00
Tyler Content Manager EE- Optiview Conversion (Non-Munis Content)	\$50,000.00	\$50,000.00
Tyler Content Manager EE- Option 7 PM Action History- D	\$1,000.00	\$1,000.00
Tyler Content Manager EE- Option 8 Position Control- D	\$1,400.00	\$1,400.00
Tyler Content Manager EE- Payroll Standard- Employee, Address- D	\$7,000.00	\$7,000.00
Tyler Content Manager EE- Permits and Code Enforcement- Option 1- Applications- E	\$1,800.00	\$1,800.00
Tyler Content Manager EE- Permits and Code Enforcement- Option 2- Violations- E	\$1,300.00	\$1,300.00
Tyler Content Manager EE- Permits and Code Enforcement- Option 3- Inspections- E	\$1,300.00	\$1,300.00
Tyler Content Manager EE- Purchase Orders- Standard- Open PO's- H	\$3,600.00	\$3,600.00
Tyler Content Manager EE- Work Order Option 1- Work Order Asset- H	\$1,300.00	\$1,300.00
WO Opt 1- Work Order Asset- H	\$5,500.00	\$5,500.00
WO Opt 2- Closed WO History No Cost Data- H	\$8,500.00	\$8,500.00
WO Opt 3- WO History With Cost Data- H (Fleet)	\$8,556.00	\$8,556.00
Energov Data Conversions		
-Business License: Businesses, licenses and permits, charges and receipts, and classification codes	\$8,760.00	
-Inspections & Code: All active cases, case actions, case violation information, generic inspections information, case cash receipts information, user setup and code files	\$4,380.00	
-Inspections & Code: All completed cases, case actions, case violation information, generic inspections information, case cash receipts information, user setup and code files	\$4,380.00	
-Permitting: All active building permits with associated information including general permit information, application names, miscellaneous information, structure setup, application tracking, permit setup, cash receipts & charges, application fees, application documents, inspection results	\$8,760.00	
-Permitting: All completed building permits with associated information including general permit information, application names, miscellaneous information, structure setup, application tracking, permit setup, cash receipts & charges, application fees, application documents, inspection results	\$8,760.00	
		\$35,040.00
Special Assessments / Loans		\$1,200.00
TOTAL:		\$242,596.00

Optional Tyler Software & Related Services

CITY OF COLUMBIA, MO ERP PROJECT INVESTMENT SUMMARY

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Performance Based Budgeting	\$85,000.00	33 @ \$1175	\$38,775.00	\$0.00	\$123,775.00	\$15,300.00
Risk Management	\$40,000.00	14 @ \$1175	\$16,450.00	\$0.00	\$56,450.00	\$7,200.00
Employee Expense Reimbursement	\$24,000.00	9 @ \$1175	\$10,575.00	\$0.00	\$34,575.00	\$4,320.00
Standard Fuel Interface	\$5,500.00	7 @ \$1175	\$8,225.00	\$0.00	\$13,725.00	\$990.00
Payroll / HR						
Applicant Tracking	\$8,800.00	4 @ \$1175	\$4,700.00	\$4,000.00	\$17,500.00	\$1,584.00
Tyler Meeting Manager	\$45,000.00	3 @ \$1175	\$3,525.00	\$0.00	\$48,525.00	\$8,100.00
Tyler Content Manager Enterprise Disaster Recovery						\$30,000.00
Productivity						
Tyler Pulse Connection	\$120,000.00	14 @ \$1175	\$16,450.00	\$0.00	\$136,450.00	\$30,000.00
Tyler Pulse Connection (ThirdParty App.)	\$25,000.00	14 @ \$1175	\$16,450.00	\$0.00	\$41,450.00	\$6,250.00
Tyler Content Manager Web License	\$10,000.00	3 @ \$1175	\$3,525.00	\$0.00	\$13,525.00	\$1,800.00
Tyler Pulse Connection (TylerApplication)	\$0.00	10 @ \$1175	\$11,750.00	\$0.00	\$11,750.00	\$0.00
Tyler Content Manager WorkFlow	\$4,000.00	2 @ \$1175	\$2,350.00	\$0.00	\$6,350.00	\$720.00
Sub- Total:	\$367,300.00		\$132,775.00	\$4,000.00	\$504,075.00	\$106,264.00
Less Discount:	\$55,095.00		\$0.00	\$0.00	\$55,095.00	\$76,264.00
TOTAL:	\$312,205.00	113.00	\$132,775.00	\$4,000.00	\$448,980.00	\$30,000.00

Optional Other Services				
Description	Quantity	Unit Price	Discount	Extended Price
TCM-EE Conversion: Applicant Tracking	1	\$4,000.00	\$0.00	\$4,000.00
Business Process Consulting-Applicant Tracking	1	\$14,000.00	\$0.00	\$14,000.00
Business Process Consulting- Employee Expense Reimbursement	1	\$1,400.00	\$0.00	\$14,000.00
Business Process Consulting- Performance Based Budgeting	1	\$38,500.00	\$0.00	\$38,500.00
Business Process Consulting- Risk Management	1	\$21,000.00	\$0.00	\$21,000.00
Tyler Energov End User Training	380	\$147.00	\$0.00	\$55,860.00
TOTAL:				\$143,360.00

Discount Detail								
Description	License	License Discount	License Net	Contract Discount	Contract Net	Maintenance Basis	Maintenance Discount	Year One Maint Net
Financials:								
Accounting/GL/BG/AP	\$255,000.00	\$38,250.00	\$216,750.00	\$10,837.50	\$205,912.50	\$45,900.00	\$45,900.00	\$0.00
Bid Management	\$30,000.00	\$4,500.00	\$25,500.00	\$1,275.00	\$24,225.00	\$5,400.00	\$5,400.00	\$0.00
BMI Asset Track Interface	\$5,500.00	\$825.00	\$4,675.00	\$233.75	\$4,441.25	\$990.00	\$990.00	\$0.00
BMI CollectIT Interface	\$5,500.00	\$825.00	\$4,675.00	\$233.75	\$4,441.25	\$990.00	\$990.00	\$0.00
Contact Management	\$28,500.00	\$4,275.00	\$24,225.00	\$1,211.25	\$23,013.75	\$5,130.00	\$5,130.00	\$0.00
Fixed Assets	\$64,000.00	\$9,600.00	\$54,400.00	\$2,720.00	\$51,680.00	\$11,520.00	\$11,520.00	\$0.00
Inventory	\$64,000.00	\$9,600.00	\$54,400.00	\$2,720.00	\$51,680.00	\$11,520.00	\$11,520.00	\$0.00
Munis Cash Management	\$46,200.00	\$6,930.00	\$39,270.00	\$1,963.50	\$37,306.50	\$8,316.00	\$8,316.00	\$0.00
Project and Grant Accounting	\$40,000.00	\$6,000.00	\$34,000.00	\$1,700.00	\$32,300.00	\$7,200.00	\$7,200.00	\$0.00
Purchase Orders	\$66,000.00	\$9,900.00	\$56,100.00	\$2,805.00	\$53,295.00	\$11,880.00	\$11,880.00	\$0.00
Requisitions	\$46,200.00	\$6,930.00	\$39,270.00	\$1,963.50	\$37,306.50	\$8,316.00	\$8,316.00	\$0.00
Work Orders, Fleet & Facilities Management	\$80,000.00	\$12,000.00	\$68,000.00	\$3,400.00	\$64,600.00	\$14,400.00	\$14,400.00	\$0.00
e-Procurement	\$46,200.00	\$46,200.00	\$0.00	\$0.00	\$0.00	\$8,316.00	\$8,316.00	\$0.00
Payroll/HR:								
HR Management	\$20,000.00	\$3,000.00	\$17,000.00	\$850.00	\$16,150.00	\$3,600.00	\$3,600.00	\$0.00
Payroll w/ESS	\$45,500.00	\$6,825.00	\$38,675.00	\$1,933.75	\$36,741.25	\$8,190.00	\$8,190.00	\$0.00
Professional Development	\$7,700.00	\$1,155.00	\$6,545.00	\$327.25	\$6,217.75	\$1,386.00	\$1,386.00	\$0.00
Revenue:								
Maplink GIS Integration	\$16,500.00	\$2,475.00	\$14,025.00	\$701.25	\$13,323.75	\$2,970.00	\$2,970.00	\$0.00
Accounts Receivable	\$58,500.00	\$8,775.00	\$49,725.00	\$2,486.25	\$47,238.75	\$10,530.00	\$10,530.00	\$0.00
Central Property File	\$2,750.00	\$413.00	\$2,337.00	\$116.85	\$2,220.15	\$688.00	\$688.00	\$0.00
General Billing	\$27,500.00	\$4,125.00	\$23,375.00	\$1,168.75	\$22,206.25	\$4,950.00	\$4,950.00	\$0.00
Tyler Cashiering	\$77,000.00	\$11,550.00	\$65,450.00	\$3,272.50	\$62,177.50	\$13,860.00	\$13,860.00	\$0.00
Special Assessments / Loans (800 Customers with Loans)	\$3,300.00	\$495.00	\$2,805.00	\$140.25	\$2,664.75	\$594.00	\$594.00	\$0.00
Community Development:								
Tyler Energov Business License Software	\$141,950.00	\$0	\$141,950.00	\$7,097.50	\$134,852.50	\$28,390.00	\$28,390.00	\$0.00
Tyler Energov Citizen Access Portal- Licensing/Permitting	\$30,000.00	\$0	\$30,000.00	\$1,500.00	\$28,500.00	\$6,000.00	\$6,000.00	\$0.00
Tyler Energov Citizen Portal- Licensing	\$30,000.00	\$0	\$30,000.00	\$1,500.00	\$28,500.00	\$6,000.00	\$6,000.00	\$0.00
Tyler Energov Decision Engine	\$9,999.00	\$0	\$9,999.00	\$499.95	\$9,499.05	\$2,000.00	\$2,000.00	\$0.00
Tyler Energov Electronic Plan Review	\$59,999.00	\$0	\$59,999.00	\$2,999.95	\$56,999.05	\$11,999.00	\$11,999.00	\$0.00
Tyler Energov GIS Integration	\$35,000.00	\$0	\$35,000.00	\$1,750.00	\$33,250.00	\$7,000.00	\$7,000.00	\$0.00
Tyler Energov iG Enforce Annual Fee	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$7,080.00	\$7,080.00	\$0.00
Tyler Energov iG Inspect Annual Fee	\$0.00	\$0	\$0.00	\$0.00	\$0.00	\$7,080.00	\$7,080.00	\$0.00
Tyler Energov iG Workforce Server	\$19,999.00	\$0	\$19,999.00	\$999.95	\$18,999.05	\$4,000.00	\$4,000.00	\$0.00
Tyler Energov Permitting	\$141,950.00	\$0	\$141,950.00	\$7,097.50	\$134,852.50	\$28,390.00	\$28,390.00	\$0.00
Tyler Energov Food Inspections - 10 User Permit / Land Management Suite	\$29,999.00	\$0	\$29,999.00	\$1,499.95	\$28,499.05	\$9,998.00	\$9,998.00	\$0.00
Tyler Energov Food Inspections - 8iG Workforce (Includes iG Inspect mobile app)	\$7,992.00	\$0	\$7,992.00	\$399.60	\$7,592.40	\$1,998.00	\$1,998.00	\$0.00

CITY OF COLUMBIA, MO ERP PROJECT INVESTMENT SUMMARY

Tyler Energov Food Inspections - GIS Integration (10 Users)	\$5,000.00	\$0	\$5,000.00	\$250.00	\$4,750.00	\$1,000.00	\$1,000.00	\$0.00
Productivity:								\$0.00
Munis Office	\$44,000.00	\$0.00	\$44,000.00	\$2,200.00	\$41,800.00	\$7,920.00	\$7,920.00	\$0.00
Role Tailored Dashboard	\$44,000.00	\$0.00	\$44,000.00	\$2,200.00	\$41,800.00	\$7,920.00	\$7,920.00	\$0.00
Tyler Content Manager Enterprise	\$125,000.00	\$18,750.00	\$106,250.00	\$5,312.50	\$100,937.50	\$22,500.00	\$22,500.00	\$0.00
Tyler Forms Processing	\$19,500.00	\$0.00	\$19,500.00	\$975.00	\$18,525.00	\$3,900.00	\$3,900.00	\$0.00
Tyler Reporting Services	\$53,000.00	\$0.00	\$53,000.00	\$2,650.00	\$50,350.00	\$13,250.00	\$13,250.00	\$0.00
Other:								\$0.00
GASB 34 Report Writer	\$28,000.00	\$0.00	\$28,000.00	\$1,400.00	\$26,600.00	\$5,040.00	\$5,040.00	\$0.00
Tyler Incident Management	\$44,000.00	\$6,600.00	\$37,400.00	\$1,870.00	\$35,530.00	\$7,920.00	\$7,920.00	\$0.00
Tyler Notify	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,000.00	\$36,000.00	\$0.00
Citizen Self Service	\$58,500.00	\$8,775.00	\$49,725.00	\$2,486.25	\$47,238.75	\$10,530.00	\$10,530.00	\$0.00
OSDBA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$27,000.00
Disaster Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$27,000.00
	\$1,963,738.00	\$228,773.00	\$1,734,965.00	\$86,748.25	\$1,648,216.75	\$482,561.00	\$422,561.00	\$54,000.00

Optional Discount Detail						
Description	License	License Discount	License Net	Maintenance Basis	Year One Maint Discount	Year One Maint Net
Financials:						
Employee Expense Reimbursement	\$24,000.00	\$3,600.00	\$20,400.00	\$4,320.00	\$4,320.00	\$0.00
Performance Budgeting	\$85,000.00	\$12,750.00	\$72,250.00	\$15,300.00	\$15,300.00	\$0.00
Risk Management	\$40,000.00	\$6,000.00	\$34,000.00	\$7,200.00	\$7,200.00	\$0.00
Standard Fuel Interface- SeeComments	\$5,500.00	\$825.00	\$4,675.00	\$990.00	\$990.00	\$0.00
Other:						
Tyler Meeting Manager	\$45,000.00	\$6,750.00	\$38,250.00	\$8,100.00	\$8,100.00	\$0.00
Applicant Tracking	\$8,800.00	\$1,320.00	\$7,480.00	\$1,584.00	\$1,584.00	\$0.00
Tyler Content Manager Enterprise Disaster Recovery	\$0.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00
Productivity:						
Tyler Content Manager Web License	\$10,000.00	\$1,500.00	\$8,500.00	\$1,800.00	\$1,800.00	\$0.00
Tyler Content Manager WorkFlow	\$4,000.00	\$600.00	\$3,400.00	\$720.00	\$720.00	\$0.00
Tyler Pulse Connection	\$120,000.00	\$18,000.00	\$102,000.00	\$30,000.00	\$30,000.00	\$0.00
Tyler Pulse Connection (ThirdParty App.)	\$25,000.00	\$3,750.00	\$21,250.00	\$6,250.00	\$6,250.00	\$0.00
Tyler Pulse Connection (TylerApplication)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:	\$367,300.00	\$55,095.00	\$312,205.00	\$106,264.00	\$76,264.00	\$30,000.00

* "Gold Level" support has been quoted for these EnerGov products.

Exhibit 2 (a)

MUNIS Support Call Process

Client Support

Tyler Technical Support Department for Munis®

Goal: *To provide an effective support mechanism that will guarantee timely resolution to calls, resulting in high-level client satisfaction.*

Contact Us

Call Tyler's toll free number (800-772-2260) or log a support request online through the Tyler Client Portal available at Tyler's Support Web site (www.tylertech.com).

Support Organization

Tyler's Technical Support Department for Munis is divided into multiple teams: Financials, Payroll/HR/Pension, Tax/Other Revenue and Collections, Utility Billing and Collections, OS/DBA (Operating System and Database Administration), and TylerForms and Reporting Services.

These "product-specific" teams allow support staff to focus on a group of products or services. A group of specialists assigned to each team handle calls quickly and accurately.

Each team consists of a Munis Support Product Manager, Support Analysts and Technical Support Specialists. The Support Product Manager is responsible for the day-to-day operations of the team and ensures we provide exceptional technical support to our clients. The Support Analysts are responsible for assisting the team with clients' issues, and provide on-going team training. Technical Support Specialists are responsible for diagnosing and resolving client issues in a timely and courteous manner.

Standard Support Hours

Applications	Hours
Financials	8:00am-9:00pm EST Monday-Friday
Payroll/HR/Pension	8:00am-9:00pm EST Monday-Friday
Tax/Other Revenue & Collections	8:00am-6:00pm EST Monday-Friday
Utility Billing & Collections	8:00am-8:00pm EST Monday-Friday
OS/DBA	8:00am-9:00pm EST Monday-Friday
TylerForms & Reporting Services	8:00am-5:00pm EST Monday-Friday

Focus on Incoming Rate

When you call Technical Support, your call is answered by a Support Technician, or is transferred into the Support voice mail. *Our goal is to capture 75% of our daily calls incoming*, which means you will often start working with a Support Specialist immediately upon calling Tyler.

Leaving Messages for Support

When leaving a message on the Support voice mail, ensure the following information is contained within the message:

- Your full name (first name, last name) and the site you are calling for/from
- A phone number where you can be reached
- The details of the issue or question you have (i.e.: program, • process, error message)
- The priority of the issue (1, 2, 3, or 4)
- When you will be available for a return call (often Support will call back within an hour of receiving your message)

Paging

All client questions are important to us. There may be times when you are experiencing a priority 1 critical issue and all technicians for the requested team are on the line assisting clients. In this circumstance, it is appropriate to press 0 to be redirected to the operator. The operator will page the team you need to contact. We ask that you reserve this function for those times when Munis is down, or a mission critical application is down and you are not able to reach a technician immediately.

Online Support

Some questions can be handled effectively by e-mail. Once registered as a user on Tyler's Support Web site at www.tylertech.com, you can ask questions or report issues to Support through "Customer Tools". Tyler's Client Portal (TCP) allows you to log an incident to Technical Support anytime from any Internet connection. All TCP account, incident and survey data is available in real-time.

Your existing contact information defaults when you add a new Support incident. You will be asked for required information including Incident Description, Priority, Product Group and Product Module. Unlimited work-note text is available for you to describe the question or problem in detail, plus you can attach files or screenshots that may be helpful to Support.

When a new incident is added, the incident number is presented on the screen, and you will receive an automated e-mail response that includes the incident number. The new incident is routed to the appropriate Technical Support Team queue for response. They will review your incident, research the item, and respond via e-mail according to the priority of the incident.

Customer Relationship Management System

Every call or e-mail from you is logged into our Customer Relationship Management System and given a unique call number. This system tracks the history of each incident, including the person calling, time of the call, priority of the call, description of the problem, support recommendations, client feedback and resolution. For registered users on Tyler's Support Web site (www.tylertech.com), a list of calls is available real-time under the Tyler Client Portal (TCP).

Call Numbers

Support's goal is to return clients' calls as soon as possible. If you are not available when we call back, we will leave a message with the open call number on your voice mail or with a person in your office. When you call back, you can reference this call number so you do not have to re-explain the issue.

An open call number is also given to you once an initial contact has been made with Support and it has been determined that the issue can't be resolved during the initial call. The open call number lets you easily track and reference specific open issues with Support.

Call Response Goals

Open Call Priority	Maximum number of days a support call is open	Support managers and analysts review open calls
1	Less than a day	Daily
2	10 Days or less	Every other day
3	30 Days or less	Weekly
4	60 Days or less	Weekly

Call Priorities

A call escalation system is in place where, each day, Support Analysts and Product Support Managers, review open calls in their focus area to monitor progress.

Each call logged is given a priority (1, 2, 3, and 4) according to the client's needs/deadlines. The goal of this structure is to clearly understand the importance of the issue and assign the priority for closure. The client is responsible for setting the priority of the call. Tyler Support for Munis tracks responsiveness to priority 1, 2 and 3 calls each week. This measurement allows us to better evaluate overall client satisfaction.

Priority 1 Call — issue is critical to the client, the Munis application or process is down.

Priority 2 Call — issue is severe, but there is a work around the client can use.

Priority 3 Call — issue is a non-severe support call from the client.

Priority 4 Call — issue is non-critical for the client and they would like to work with Support as time permits.

Following Up on Open Calls

Some issues will not be resolved during the initial call with a Support Technician. If the call remains open, the technician will give you an open call number to reference, and will confirm the priority of the incident.

If you want to follow up on an open call, simply call the appropriate Support Team and reference the call number to the Technician who answers or leave this information in your message. Referencing the open call number allows anyone in support to quickly follow up on the issue. You can also update the incident through TCP on Tyler's Web site (www.tylertech.com) and add a note requesting follow-up.

Escalating a Support Call

If the situation to be addressed by your open call has changed and you need to have the call priority adjusted, please call the appropriate Support Team and ask to be connected to the assigned technician. If that technician is unavailable, another technician on the team may be able to assist you, or will transfer you to the Product Support Team Manager. If you feel you are not receiving the service you need, please call the appropriate Product Manager and provide them with the open call number for which you need assistance. The Product Manager will follow up on your open issue and determine the necessary action to meet your needs.

Technical Support Product Managers:

Financials Team	Michelle Madore (michelle.madore@tylertech.com)	(X4483)
Payroll/HR/Pension Team	Sonja Johnson (sonja.johnson@tylertech.com)	(X4157)
Tax/Other Revenue/Utility Billing Team	Steven Jones (steven.jones@tylertech.com)	(X4255)
OS/DBA Team	Ben King (ben.king@tylertech.com)	(X5464)
TylerForms & Reporting Services	Michele Violette (michele.violette@tylertech.com)	(X4381)

If you are unable to reach the Product Manager, please call CJ McCarron, Vice President of Technical Support at 800-772-2260, ext. 4124 (cj.mccarron@tylertech.com).

Resources

A number of additional resources are available to you to provide a comprehensive and complete support experience.

Munis Internet Updater (MIU): Allows you to download and install critical and high priority fixes as soon as they become available.

Release Admin Console: Allows you to monitor and track the availability of all development activity for a particular release; right from inside Munis.

Knowledgebase: A fully searchable depository of thousands of documents related to Munis processing, procedures, release info, helpful hints, etc.

Remote Support Tool

Some Support calls may require further analysis of your database or setup to diagnose a problem or to assist you with a question. GoToAssist® shares your desktop via the Internet to provide you with virtual on-site support. The GoToAssist tool from Citrix (www.citrix.com) provides a highly secure connection with 128-bit, end-to-end AES encryption. Support is able to quickly connect to your desktop and view your site's setup, diagnose problems, or assist you with screen navigation.

At the end of each GoToAssist session, there is a quick survey you should complete so we have accurate and up-to-date feedback on your Support experiences. We review the survey data in order to continually improve our Support services.

E-mail Registration

Clients can go to our Web site and register for e-mail "groups" based on specific Munis applications. We use these groups to inform clients of issues, and to distribute helpful technical tips and updated technical documentation. The survey information allows you to update your registration at any time, and you may unregister for one or more distribution lists at any time.

Tyler Web site

Once you have registered as a user on Tyler's Support Web site (www.tylertech.com), you have access to "Customer Tools" and other information such as online documentation, user forums, group training schedule/sign-up, and annual user conference updates/registration.

Timely TCP Progress Updates

Our technicians are committed to providing you timely updates on the progress of your open support incidents via the Tyler Client Portal. The frequency of these updates is determined by issue priority.

Priority 1 Incidents — Daily updates (only if phone contact is not possible)

Priority 2 Incidents — Weekly Updates

Priority 3 Incidents — Bi-weekly Updates

Priority 4 Incidents — Bi-weekly Updates

Updates will also be provided for any issue, regardless of priority, when action items have been completed or when there is pertinent information to share.

Customer Support Manual

(Revision 13 – 6/10/2013)

EnerGov Solutions
2160 Satellite Blvd – Suite 300
Duluth, GA 30097

Support Contact Information

Call Center:	1-888-355-1093 Ext. 2
E-mail:	support@energov.com
Fax:	1-678-474-1002
Tech Support URL:	http://www.logmein123.com
Web Site:	http://www.energov.com/support.htm

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These support procedures and policies are a guide to assist you with direction and information when using EnerGov Customer Support. This document does not supersede your software support contract agreement with EnerGov Solutions.

1 Standard Support Services

1.1 Support Services Introduction and Definitions

EnerGov dedicates considerable time and money insuring that our customers have available the support services that meets or exceeds our customer's expectation. Customer Service and Customer Support excellence permeates to every department and every employee of EnerGov.

Customer Support is an EnerGov Support Services provides Fault and non-Fault support.

1. Fault Support
2. Non-Fault Support -
 - a. Enhancement Support
 - b. User Comfort Support

1.2 Fault Support

Fault Support is needed when you are unable to perform required tasks within the EnerGov system.

1.3 Non-Fault - Enhancement Support

Enhancement Support includes the periodic updating of the EnerGov applications with software updates or new version releases. Procedures for implementing new versions of software are outlined in Appendix E.

1.4 Non-Fault - User Comfort Support

User Comfort Support includes a wide variety of services included with your EnerGov Software Support Agreement.

User Comfort Support also includes certain fee-based support. For example, the development of completely new Crystal Reports to interact with and imbed in EnerGov, is available for a modest fee. Other examples of fee-based support include the providing of applications or services beyond the scope of the original agreement between your organization and EnerGov. In those cases, EnerGov is happy to quote the additional costs.

1.5 Support Table

The following table provides a broad sampling of support issues and the responsible for those support issues.

EnerGov Support Responsibility	Client Support Responsibility
EnerGov Application	
Correct Application Errors	Report Application Errors
Crystal Reports	
Offer (cost-based) Training Classes for Crystal Reports	Create new Crystal Reports
Answer questions about Report Locations/standard content	Modify/Enhance existing Crystal Reports
Assist with inclusion of customer-created reports into EnerGov	
Letters/Forms (included MS Word documents)	
Answer questions about letters/forms location/access	Create/Modify MS Word Forms within EnerGov
Setup/Configuration	
Answer questions about custom configurations	Add new case "types" to Permitting, Planning, etc
	Modify/Delete existing case "types"
	Add/Modify/Delete accessory data to "types" (i.e. fees, etc)
	Add/Modify/Delete custom pages/fields
Answer questions regarding User Security	Add new users and assign security levels
	Modify/Update user Security
	Create/modify "role" levels
	Setup User Report Security
Answer questions regarding GIS interface	Setup/Modify Geo Rules
Application Server	
Provide Updates/Upgrades to Customer IT	Apply/Implement Updates/Upgrades
Provide Update/Upgrade online/phone training	
Provide technical assistance for Updates/Upgrades	
Database Server	
	Perform backups, maintenance, views, security, upgrades or patches
	Make no modifications to security or database structures
	create views or added security levels for end users
General Training	
Provide Training facilities for Customer Training at EnerGov	Provide training for new employees
Provide limited remedial phone-based training	
Application Operations	
Answer questions regarding application data entry	
Answer questions regarding EnerGov search features	
Answer questions regarding "what if" with EnerGov applications	

2 EnerGov's Responsibilities to You

EnerGov is committed to providing superior support for your EnerGov system. EnerGov Support Technicians are highly trained and intimately familiar with the EnerGov application. Because they work directly with government agencies throughout the U.S. and internationally, they are well versed on the type of work accomplished by customers like you.

2.1 EnerGov Help Desk

EnerGov maintains the Help Desk in Duluth, Georgia. EnerGov support is never handled by any “offshore” service provider. EnerGov’s development team is located in the same facility as EnerGov’s Help Desk. If an issue develops requiring the assistance of the development team, Help Desk technicians have unlimited access to those who develop and maintain the software. All software EnerGov provides is developed “in-house.”

If, in the process of diagnosing a potential EnerGov support issue, it is discovered that a peripheral system is the cause of a fault, EnerGov will notify you so that you may contact the support agency for that peripheral system. EnerGov cannot support or maintain any hardware or third-party software.

2.2 Unlimited Phone Support

Unlimited Phone Support is available during our normal support hours (8 a.m. to 8 p.m. EST, Monday through Friday except certain holidays). Certain customers, those with Platinum Support, have access to EnerGov’s Help Desk 24/7.

EnerGov phone support is available on the days and during the times that you are engaged in your daily work assignments. When you need it, it’s there. Phone support is available at 888.355.1093 then press “2” for a Customer Support Technician.

2.3 Unlimited Email Support

You may send EnerGov support questions or issues to support@energov.com. This account is continuously monitored during normal support hours. EnerGov’s response will be directed back to the senders email, unless a request for voice contact is made in the email and a proper phone number is provided.

2.4 Free Upgrades

EnerGov makes available minor and major releases of the EnerGov software at no additional cost to you if you have continuously paid for Software Support since the initial purchase of the EnerGov software. If there are gaps in your Software Support, you should contact EnerGov’s Help Desk for information about becoming eligible for free upgrades. EnerGov provides direct support for the two (2) most recent major versions of EnerGov software.

2.5 Remote Support

In the process of providing user's support there may be times when it is desirable for the EnerGov Help Desk technician to access, through the Internet, a user's PC and view the support needed directly from the user's desktop. EnerGov uses third-party software such as PC Anywhere, LogMeIn123 or BLive, to accomplish this. Permission is required from the user whose desktop is being accessed before EnerGov can, or will, access the PC and the user must agree to the installation of the small application that allows remote access. EnerGov cannot access and is, in fact, prevented from accessing the user's PC without the user's granting that access.

2.6 Response Time

EnerGov cannot guarantee a resolution time but EnerGov will work diligently to resolve all issues and concerns as quickly as possible

3 Customer Responsibility

3.1 Provide Named "Single Point" Contact Persons

Business Contact: The Business Contact person liaises with EnerGov on issues dealing with business and/or contractual issues. This individual typically contacts EnerGov to make changes in the EnerGov contract, such as adding more licenses, expanding services to include new custom reports, etc. Email and phone information should be provided to EnerGov's Help Desk during the software implementation. Additionally, a "backup" person should be assigned.

Technical Contact: The Technical Contact is responsible for the technical aspects of EnerGov Product. This person liaises directly with EnerGov for all technical issues. The Technical contact should have a minimum level of technical experience and training. (See Appendix B.) Email and phone information should be provided to EnerGov's Help Desk during the software implementation. Additionally, a "backup" person should be assigned. Calls to EnerGov's Help Desk are typically made by this individual or their backup person.

3.2 VPN Access for EnerGov Support Personnel

Resolution for certain support issues may require access to the EnerGov Server located within your agency, usually in a server room with other computers and communication equipment. The customer should provide VPN access through the existing firewall into the EnerGov Server. This allows the EnerGov Support Technician to make changes, install software updates and upgrades. Once granted access, EnerGov Support Technicians follow all security requirements you require from us.

3.3 Hardware and Other Systems

Customer will need to insure that the following items have been addressed. This is critical for EnerGov to provide the highest level of support:

- Hardware should be maintained for all CPUs executing EnerGov products
- Support contracts for all third-party software (for example, operating system, database management system, etc.) associated with EnerGov products should be maintained. EnerGov does not support these third-party products.
- Database backups should be scheduled on a daily basis and verified that they are successful.

4 Gold Level Customer Support - Help Desk Support Procedures

4.1 Fault Support

When reporting a fault to the Help Desk, please have all the following information available:

- A business explanation of the issue's severity.
- Application and revision.
- Module or screen where fault occurred
- Description of the fault, including specific steps taken to initiate the fault
- Whether it is repeatable or random fault
- Other data or information useful in determining resolution
- Self assessment of the priority level that should be assigned to this fault (please see Fault Priority Levels listed below or the full list of Priority Levels in Appendix A)

4.2 Fault Priority Levels (See Appendix A for complete list of Priority Levels)

Priority Level	Definition	EnerGov Response	Goal Resolution Time ***
1	Production/system is down and work cannot continue until problem is fixed. Or system is executing but not usable* output is generated.	All parties to work continuously until problem is resolved.	ASAP, with status reports daily if not fixed within 24 hours.
2	Inaccurate or loss of business data. The output is not being saved correctly or the defect prevents the nominal** solution from being generated. Problem is occurring in a business critical module, and there is no work-around.	Work should continue on a normal workday basis until a permanent solution is in place.	72 hours, with status reports every two days, if not fixed within 72 hours.
3	Issue is not critical to the business or there is a workaround to an otherwise priority 1 or 2 issue.	Resolution is worked into a planned project repair and development schedule.	Next Available Release

* Not usable is defined as the customer cannot use the product in the live production environment to fulfill a critical business need, for which the product was intended.

** Nominal is defined as the output normally generated when no anomalies are occurring.

*** The 24-hour goal is in clock hours for all Priority 1 problems. The 72-hour goal is clock hours for Platinum & Premium EnerGov Customer problems and 3 business days (Monday through Friday, excluding EnerGov holidays) for Standard EnerGov customer problems.

4.3 “Non-Fault” Support

Non-fault support typically has a low priority level and, depending on the request, can be handled at a mutual time agreeable to the user and the Support Technician. Many non-fault support questions are handled immediately. For example, “show me how to create a custom field.” In cases like these, the EnerGov Support Technician may “log into” the user’s system and provide “hands-on” instruction and direction. (Note: Requests dealing with changes in the EnerGov configuration must come through an authorized, pre-designated individual who has authority to make decisions regarding the EnerGov configuration).

4.4 EnerGov Customer Resource Management system

All Help Desk Calls are logged into the EnerGov Customer Resource Management System (CRM). This system assists in tracking detail information about all issues encountered by EnerGov’s Help Desk. This includes your questions, issues, and problems. All issues are assigned a unique case number. Each incident contains information such as:

- Case Number
- Issue Type
- Customer Contact Information

- Account Manager
- Software/Hardware involved versions, revisions, etc.
- Affected Application/Transaction/Screen/Activity
- Error Codes
- Case Description
- Severity Explanation
- Priority
- Status and Completion Codes
- Actions (with narrative) taken
- Case Resolution
- Time and Date Stamping of all activity

EnerGov's assures timely escalation and status feedback. This system allows us to identify recurring problems, report trends, and recommend system fixes or additional training and education, as appropriate. Effective use of issue history and configuration data enhances issue resolution and provides greater overall satisfaction with the EnerGov products.

4.5 Escalation

Fault reporting and other Help Desk requests are addressed in accordance with their associated priority levels (See Appendix A). EnerGov relies on you to fully explain the severity and impact on your business to properly set realistic priority levels on all issues.

EnerGov Help Desk Technicians are highly trained, both technically and operationally on the EnerGov applications. Most Help Desk calls are resolved effectively and efficiently. In the event a fault is reported that the Help Desk Technician is unfamiliar with or unaware of, he or she will immediately internally escalate to see if the reported fault is a known fault for which a fix is available or if it is a new fault reported for the first time. New faults are immediately (logged and) escalated to EnerGov's Professional Services or Research & Development Teams, which may provide assistance in finding a short-term "work-around" until a permanent fix can be determined and issued through a software update.

After a fault is reported and a priority assigned, you may feel that the priority is incorrect. Typical reasons for a priority escalation are:

- Problem has become more frequent or more severe since initial report
- Issue has been unresolved for an unexpected amount of time

Internal escalation is a regular feature of EnerGov's Help Desk procedures. Team Supervisors and Managers are aware of and following high priority fault reporting. However, if you feel that your Help Desk Technician fails to appreciate your unique issues, please ask to be transferred to his or her supervisor.

4.6 Closure

EnerGov provides closure, which may include written documentation, a program fix, a procedural work-around, or some other solution or material. After we feel the issue has been fully responded to, we will request a confirmation from you to close the issue. If we don't get conformation back within 48hr's we will consider the issue resolved and close the case. Once a case is closed a confirmation email will be sent to the contact that is listed in the CRM.

5 Premium Level Customer Support - After-Hours Support

5.1 After-Hours Support Calls

This service is available only to EnerGov Customers covered by an After-Hour Support Agreement. Additionally, only "emergency" fault issues of Priority level 1 or 2 qualify for after-hour support. EnerGov reserves the right to postpone resolution of non-emergency faults until normal business hours should the resolution require software modifications beyond the scope of the Help Desk.

Premium Customers are provided the pager number of the "on-call" Help Desk technician. Fault Support is requested by paging the "on-call" person, who will respond to the page within 30 minutes. Priority 1 or 2 Goal Response times (See Appendix A) are followed.

When reporting an issue to the Help Desk, the customer should have all basic information and as much of the following data as possible available:

- A business explanation of the issue's severity
- Application and revision (obtained from Help - About)
- Module or screen where problem occurred
- Detailed description of the problem, not generalities
- Whether it is repeatable or random
- Error logs or other data useful in determining resolution

5.2 Resolution Process

During after-hours, support will focus on getting you back up and running. (Discussing, analyzing, and providing corrective action/information).

On-Call support personnel are equipped with the appropriate materials to resolve emergency issues and have escalation paths defined for issues that cannot be resolved by the initial analyst. The support analyst may suggest a viable business alternative to relieve the emergency situation, and then he or she will log the issue to be resolved according to the priority response schedule.

5.3 Wellness Review

The EnerGov Wellness Review visit, included with Premium and Platinum Support levels, evaluates the current use of the EnerGov Product Suite relative to current business requirements, with the objective of identifying opportunities for the Customer to gain

additional value from the software already owned. During this review, a senior consultant will perform the following:

- Review the current setup and implemented functions
- Review the current procedures and workflows
- Discuss business issues and initiatives
- Review usage with each key user
- Discuss functionality not currently used and its application, as appropriate
- Discuss alternative or additional procedures
- Discuss future upgrade issues and requirements
- Provide some direct assistance (tips, did you knows, model suggestions, etc.)

The feedback of this review is a written report outlining opportunities for improvement. Typically the Customer may implement many of these opportunities, without any outside assistance. Where EnerGov can assist, we will offer to provide a separate quote or proposal, if requested.

The terms of this service are as follows:

- For each Customer on Platinum support, EnerGov will schedule two 3-day Wellness Reviews each year.
- The Wellness Review must occur during the EnerGov year and must be at least 6 months after the preceding review – thus Wellness Review days cannot be accumulated.
- Reviews are scheduled on a first-come-first-served basis, on a mutually set date, usually within 1 month of being requested. To schedule your review, call Nathan Borrer at 888-355-1093 or e-mail at ndborrer@energov.com.
- The Customer is responsible for travel expenses and will be quoted at the time of the request. As always, EnerGov will work with the Customer to minimize those expenses – scheduling in advance often saves significant expenses.
- Wellness Reviews can also be scheduled by existing customers with the standard support package on an as needed basis. 3-day wellness visits will be charged according to the current EnerGov services rate (plus travel expenses) at time of request.

If you have any questions about this service, please call your EnerGov Sales Representative.

5.4 Tracking and Closure

Afterhours tracking and closure are identical to Gold Level customer support.

6 Software Enhancement Requests

EnerGov accepts and logs all product enhancement requests and passes these requests to EnerGov's Research & Development Department. These requests are assigned a priority based on their general ability to deliver benefits to our Customer base then logged into our tracking system and reviewed quarterly for inclusion into new product releases. These requested enhancements are evaluated with respect to internal development plans and are selected based upon several criteria, including: effort versus benefit, applicability to Customer base and prospects, consistency with best land management systems practices and with our technical and

functional development strategic direction. Customers can request a status of any particular requested enhancement, and EnerGov will provide: 1) whether the feature has been evaluated as yet; 2) if it has been scheduled for a release, and if so the planned release date; 3) if it has been accepted as a good idea, but not yet selected for development; or 4) if it was rejected and why. Generally a request is rejected only if it is not generic enough to become part of a packaged product or if it is not consistent with our concept of best land management practices.

If a customer enhancement request cannot be delivered in time to meet a Customer's critical business need and it meets our "best land management practices and generic tests, then a Customer or group of Customers may request EnerGov to deliver the enhancement outside of a standard product release. This will be done at the Customer's cost on a "time and materials" basis. In most cases enhancements sponsored in this manner will be rolled into the standard product in one of the next releases.

7 General Terms of Software Support

7.1 Software definition of the EnerGov System

The EnerGov system includes only the EnerGov .NET software suite of products.

The EnerGov system does not include components outside of the EnerGov Products (e.g., operational questions, network problems, database errors, phone lines, or configuration).

7.2 Coverage

EnerGov covers the diagnosis and repair of product faults in EnerGov Products. Faults are defined as processing which prevents the product from performing as designed. EnerGov reserves the right to classify issues as faults, feature enhancements, or non-product related issues. Faults are covered in this agreement. Suggested product feature enhancements are taken as information to be considered in future version releases. *Non-product related issues* are often the root cause of apparent EnerGov Product faults. These are likely to be database errors, network problems, firewall issues, or operating system configuration errors. Support does not cover resolving non-EnerGov product problems, such as database, operating system, network or other related applications, which are directly affecting the performance and abilities of EnerGov products. EnerGov support will work with you to identify the source of these problems. When a non-product related issue is identified as the root cause, it is the customer's responsibility to resolve the problem. If the Customer desires additional EnerGov assistance on a non-product related issue, "time and material" charges will apply, over and above the fees paid for EnerGov Support.

7.3 On-Site Support

The fee for EnerGov Support does not cover the cost of EnerGov employees traveling to a customer's site to resolve product issues. EnerGov will attempt to resolve all issues without travel; however, if travel is required to resolve a Priority 1 or 2 issue, the customer is responsible for all travel expenses. EnerGov will not charge for the labor to resolve a product-related issue or technical question.

EnerGov reserves the right to handle all support related issues remotely as a first level of support until all attempts to resolve the issue have been exhausted, and the Customer agrees in advance to pay the travel expense. The fee for EnerGov Support does not cover the cost to assist in performing product upgrades on-site. In most cases, with qualified Customer personnel, phone and dial-in/internet (webinar) support for upgrades is sufficient. However, when releases involve database changes or any customization has been performed, and it is desired to minimize impact on the production environment, then it is often advisable to use EnerGov assistance in performing the upgrade. Time and travel expense will be charged at the then current rates.

7.4 Exceptions

Any problem resulting from the misuse, improper use, unauthorized alteration, or damage of the software; any problem caused by the modification not authorized by EnerGov; or any problem resulting from the combination of EnerGov Products with hardware, programming or other equipment to the extent such combination has not been approved by EnerGov are not covered by this EnerGov Support agreement. Any resolution to these problems will be on a “time and materials” basis at the then current Professional Services rates for Technical Consultants.

7.5 Limitation on Back-Level Support

If Customer chooses not to install any Release, EnerGov will, at Customer's request, use its reasonable efforts to maintain versions of the Software prior to the Current Release (and the one Release immediately preceding the Current Release), subject to an additional charge, and subject to availability of EnerGov technical support staff.

8 Master Customer Agreement & Software Support Agreement

THIS SUPPORT MANUAL IS NOT A LEGAL CONTRACT BETWEEN ENERGOV AND YOUR ORGANIZATION OR ANYONE ELSE. LEGAL TERMS AND CONDITIONS ARE SPECIFIED ONLY IN THE MASTER CUSTOMER AGREEMENT AND ASSOCIATED SOFTWARE SUPPORT AGREEMENT SIGNED BY YOUR ORGANIZATION AND ENERGOV.

9 Appendix A: Customer Support Priority Levels – Fault and Non-Fault Levels

Priority Level	Definition	EnerGov Response	Goal Resolution Time ***
1	Production/system is down and work cannot continue until problem is fixed. Or system is executing but not usable* output is generated.	All parties to work continuously until problem is resolved.	ASAP, with status reports daily if not fixed within 24 hours.
2	Inaccurate or loss of business data. The output is not being saved correctly or the defect prevents the nominal** solution from being generated. Problem is occurring in a business critical module, and there is no work-around.	Work should continue on a normal workday basis until a permanent solution is in place.	72 hours, with status reports every two days, if not fixed within 72 hours.
3	Issue is not critical to the business or there is a workaround to an otherwise priority 1 or 2 issue.	Resolution is worked into a planned project repair and development schedule.	Next Available Release
4	Non-Fault trivial, cosmetic, “ought-to-be” or ease of use issues	Resolution deferred or development efforts are scheduled in the involved program(s) or software module.	Future Release
5	Non-Fault Support: - New-report creation, outside the contracted scope of work from the initial implementation, is available for additional costs. Assistance with modifications to existing reports is accomplished as time permits. Other non-fault support requests are handled as time permits, usually immediately or, in some cases, after scheduling through the user.	If there is an urgent business need for a report modification, advise the Help Desk Technician.	(ask for a time quote)

* Not usable is defined as the customer cannot use the product in the live production environment to fulfill a critical business need, for which the product was intended.

** Nominal is defined as the output normally generated when no anomalies are occurring.

*** The 24-hour goal is in clock hours for all Priority 1 problems. The 72-hour goal is clock hours for Platinum & Premium EnerGov Customer problems and 3 business days (Monday through Friday, excluding EnerGov holidays) for Standard EnerGov customer problems.

10 Appendix B: Technical Contacts – Minimum Recommended Training

The following minimum recommended training is necessary for your Technical Contacts to perform basic system and database administration and to allow EnerGov to effectively provide the support outlined in this document. Please note that systems administration of the EnerGov product is not included within EnerGov's standard support and maintenance.

- Basic application specific functions and utilities (provided as part of a typical EnerGov Install as System Administration training):
 - Start-up Shut-down EnerGov Product
 - Insert, Update, and Delete basic setup data through EnerGov Product
 - Setup, add, modify, and delete, specific business data and fees
 - Troubleshoot basic EnerGov application
 - Add and Modify users, roles, and permissions
- Intermediate application diagnostic and correction skills (provided by EnerGov as additional training):
 - Be able to back-up and restore your database
 - Understand and know how to configure your ini files
 - Able to apply upgrades
 - Learn how to diagnose common errors
 - Attach, Detach, and backup of EnerGov database
 - Basic Crystal Report Writing training

Note: EnerGov provides technical support under EnerGov's standard support and maintenance program. If system or database administration support is requested and provided, EnerGov will bill for the time required on an hourly basis at its then current, published rates.

Exhibit 3
Business Travel Policy

1. Air Travel

A. Reservations & Tickets

Tyler's Travel Management Company (TMC) will provide an employee with a direct flight within two hours before or after the requested departure time, assuming that flight does not add more than three hours to the employee's total trip duration and the fare is within \$100 (each way) of the lowest logical fare. If a net savings of \$200 or more (each way) is possible through a connecting flight that is within two hours before or after the requested departure time and that does not add more than three hours to the employee's total trip duration, the connecting flight should be accepted.

Employees are encouraged to make reservations far enough in advance to take full advantage of discount opportunities. A seven day advance booking requirement is mandatory. When booking less than seven days in advance, management approval will be required.

Except in the case of international travel where a segment of continuous air travel is scheduled to exceed six hours, only economy or coach class seating is reimbursable.

B. Baggage Fees

Reimbursement of personal baggage charges are based on the trip duration as follows:

- Up to five days = one checked bag
- Six or more days = two checked bags

Baggage fees for sports equipment are not reimbursable.

2. Ground Transportation

A. Private Automobile

Mileage Allowance-Business use of an employee's private automobile will be reimbursed at the current IRS allowable rate, plus out of pocket costs for tolls and parking. Mileage will be calculated by using the employee's office as the starting and ending point, in compliance with IRS regulations. Employees who have been designated a home office should calculate miles from their home.

B. Rental Car

Employees are authorized to rent cars only in conjunction with air travel when cost, convenience and the specific situation require their use. When renting a car for Tyler business, employees should select a "mid-size" or "intermediate" car. "Full" size cars may be rented when three or more employees are traveling together. Tyler carries leased vehicle coverage for business car rentals; additional insurance on the rental agreement should be declined.

C. Public Transportation

Taxi or airport limousine services may be considered when traveling in and around cities or to and from

airports when less expensive means of transportation are unavailable or impractical. The actual fare plus a reasonable tip (15-18%) are reimbursable. In the case of a free hotel shuttle to the airport, tips are included in the per diem rates and will not be reimbursed separately.

D. Parking & Tolls

When parking at the airport, employees must use longer term parking areas that are measured in days as opposed to hours. Park and fly options located near some airports may also be used. For extended trips that would result in excessive parking charges, public transportation to/from the airport should be considered. Tolls will be reimbursed when receipts are presented.

3. Lodging

Tyler's TMC will select hotel chains that are well established, reasonable in price and conveniently located in relation to the traveler's work assignment. Typical hotel chains include Courtyard, Fairfield Inn, Hampton Inn and Holiday Inn Express. If the employee has a discount rate with a local hotel, the hotel reservation should note that discount and the employee should confirm the lower rate with the hotel upon arrival. Employee memberships in travel clubs such as AAA should be noted in their travel profiles so that the employee can take advantage of any lower club rates.

"No shows" or cancellation fees are not reimbursable if the employee does not comply with the hotel's cancellation policy.

Tips for maids and other hotel staff are included in the per diem rate and are not reimbursed separately.

4. Meals and Incidental Expenses

Employee meals and incidental expenses while on travel status are in accordance with the federal per diem rates published by the General Services Administration. Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. Per diem rates range from \$46 to \$71. A complete listing is available at www.gsa.gov/perdiem.

A. Overnight Travel

For each full day of travel, all three meals are reimbursable. Per diems on the first and last day of a trip are governed as set forth below.

Departure Day

Depart before 12:00 noon	Lunch and dinner
Depart after 12:00 noon	Dinner

Return Day

Return before 12:00 noon	Breakfast
Return between 12:00 noon & 7:00 p.m.	Breakfast and lunch
Return after 7:00* p.m.	Breakfast, lunch and dinner

*7:00 is defined as direct travel time and does not include time taken to stop for dinner

The reimbursement rates for individual meals are calculated as a percentage of the full day per diem as follows:

- Breakfast 15%
- Lunch 25%
- Dinner 60%

B. Same Day Travel

Employees traveling at least 100 miles to a site and returning in the same day are eligible to claim lunch on an expense report. Employees on same day travel status are eligible to claim dinner in the event they return home after 7:00* p.m.

*7:00 is defined as direct travel time and does not include time taken to stop for dinner

5. Entertainment

All entertainment expenses must have a business purpose; a business discussion must occur either before, after or during the event in order to qualify for reimbursement. The highest-ranking employee present at the meal must pay for and submit entertainment expenses. An employee who submits an entertainment expense for a meal or participates in a meal submitted by another employee cannot claim a per diem for that same meal.

6. Internet Access – Hotels and Airports

Employees who travel may need to access their e-mail at night. Many hotels provide free high speed internet access and Tyler employees are encouraged to use such hotels whenever possible. If an employee's hotel charges for internet access it is reimbursable up to \$10.00 per day. Charges for internet access at airports are not reimbursable.

Effective Date: April 1, 2012

Exhibit 4

Adobe End User License Agreement

ADOBE SYSTEMS INCORPORATED ADOBE CENTRAL OUTPUT SOFTWARE Software License Agreement

NOTICE TO USER: THIS LICENSE AGREEMENT GOVERNS INSTALLATION AND USE OF THE ADOBE SOFTWARE DESCRIBED HEREIN BY LICENSEES OF SUCH SOFTWARE. INSTALLATION AND USE OF THE SOFTWARE IS NOT PERMITTED UNLESS ADOBE HAS GRANTED LICENSEE THE RIGHT TO DO SO AS SEPARATELY PROVIDED IN WRITING BY ADOBE. LICENSEE AGREES THAT THIS AGREEMENT IS LIKE ANY WRITTEN NEGOTIATED AGREEMENT SIGNED BY LICENSEE. BY CLICKING TO ACKNOWLEDGE AGREEMENT TO BE BOUND DURING REVIEW OF AN ELECTRONIC VERSION OF THIS LICENSE, OR DOWNLOADING, COPYING, INSTALLING OR USING THE SOFTWARE, LICENSEE ACCEPTS ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT. THIS AGREEMENT IS ENFORCEABLE AGAINST ANY PERSON OR ENTITY THAT INSTALLS AND USES THE SOFTWARE AND ANY PERSON OR ENTITY (E.G., SYSTEM INTEGRATOR, CONSULTANT OR CONTRACTOR) THAT INSTALLS OR USES THE SOFTWARE ON ANOTHER PERSON'S OR ENTITY'S BEHALF. LICENSEE'S RIGHTS UNDER THIS AGREEMENT MAY BE SUBJECT TO ADDITIONAL TERMS AND CONDITIONS IN A SEPARATE WRITTEN AGREEMENT WITH ADOBE THAT SUPPLEMENTS OR SUPERSEDES ALL OR PORTIONS OF THIS AGREEMENT.

1. Definitions

1.1 "Adobe" means Adobe Systems Incorporated, a Delaware corporation, 345 Park Avenue, San Jose, California 95110, if subsection 9(a) of this Agreement applies; otherwise it means Adobe Systems Software Ireland Limited, 4-6 Riverwalk, Citywest Business Campus, Saggart, Dublin 24, Ireland, a company organized under the laws of Ireland and an affiliate and licensee of Adobe Systems Incorporated.

1.2 "Authorized Users" means employees and individual contractors (i.e., temporary employees) of Licensee.

1.3 "Computer" means one or more central processing units ("CPU") in a hardware device (including hardware devices accessed by multiple users through a network ("Server")) that accepts information in digital or similar form and manipulates it for a specific result based on a sequence of instructions.

1.4 "Deliver" means to transmit data directly or indirectly over a network to a printing device or any other device for the purpose of printing.

1.5 "Development Software" means Software licensed for use in a technical environment solely for internal development and testing and not for use as Production Software.

1.6 "Disaster Recovery Environment" means Licensee's technical environment designed solely to allow Licensee to respond to an interruption in service due to an event beyond Licensee's control that creates an inability on Licensee's part to provide critical business functions for a material period of time.

1.7 "Documentation" means the user manuals and/or technical publications as applicable, relating to installation, use and administration of the Software.

1.8 "Internal Network" means Licensee's private, proprietary network resource accessible only by Authorized Users. "Internal Network" specifically excludes the Internet (as such term is commonly defined) or any other network community open to the public, including membership or subscription driven groups, associations or similar organizations. Connection by secure links such as VPN or dial up to Licensee's Internal Network for the purpose of allowing Authorized Users to use the Software should be deemed use over an Internal Network.

1.9 "License Metric" means each of the per-unit metrics used by Adobe in connection with the licensed quantities identified as separately provided in writing by Adobe to describe the scope of Licensee's right to use the Software. One or more of the following types of License Metrics applies to each Software Product as further provided herein:

(a) Per-Computer. Licensee may install and use the Adobe Output Designer software on no more than the licensed number of Computers.

(b) Per-User. The total number of Authorized Users that directly or indirectly request or receive content that has been processed by the Software may not exceed the licensed quantity of users.

(c) Per-Server. The total number of Servers on which the Software is installed may not exceed the licensed quantity of Servers.

1.10 "Location" means a specific building or physical location as identified by its unique street address.

1.11 "Production Software" means Software licensed for productive business use.

1.12 "SDK Components" means the sample software code, application programming interface, header files and related information, and the file format specifications, if any, included as part of the Software as described in the Documentation or a "Read Me" file accompanying the applicable Software.

1.13 "Software" means the object code version of the software program(s) specified in a separate written agreement signed by Adobe, including all Documentation and other materials provided by Adobe to Licensee under this Agreement. The term "Software Product" may also be used to indicate a particular product, and otherwise has the same meaning as Software.

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IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below.

Tyler Technologies, Inc.

City of Columbia

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit 5 – Functional Specifications

Functional Specifications follow this page.

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.2 - Accounts Payable			Munis Accounts Payable			
Objective: To efficiently capture all expenditures in a timely manner for accrual basis accounting, manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Information					
2	Ability to track the following information in the accounts payable module:	-			Munis Accounts Payable	
3	Coding structure elements (from chart of accounts)	H	Y		Munis Accounts Payable	
4	Batch number (manual entry or system assigned), batch date (system recorded) and batch total	H	Y		Munis Accounts Payable	
5	User ID (system recorded)	H	Y		Munis Accounts Payable	
6	Posting date	H	Y		Munis Accounts Payable	
7	Due date	H	Y		Munis Accounts Payable	
8	Purchase order number	H	Y		Munis Accounts Payable	
9	Invoice number (up to 50 characters), amount and date	H	Y		Munis Accounts Payable	Maximum of 20 characters
10	Hold indicator	H	Y		Munis Accounts Payable	
11	Description/comments (up to 50 characters)	H	Y		Munis Accounts Payable	30 character maximum for description field, however a separate comments box will allow for ample description.
12	Contract number/information	M	Y		Munis Accounts Payable	
13	Document number	H	Y		Munis Accounts Payable	
14	User-defined fields	M	Y		Munis Accounts Payable	
15	Payment type/code (e.g. special handling for checks that do not get mailed)	H	Y		Munis Accounts Payable	
16	Payment date	H	Y		Munis Accounts Payable	
17	Check number	H	Y		Munis Accounts Payable	
18	Bank clearance date	H	Y		Munis Accounts Payable	
19	Vendor Information	H	Y		Munis Accounts Payable	
20	Void Check Information	H	Y		Munis Accounts Payable	
21	1099 Information	M	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

4.2 - Accounts Payable			Munis Accounts Payable			
Objective: To efficiently capture all expenditures in a timely manner for accrual basis accounting, manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
22	Ability to post invoices which update the accounts payable file, reduce the related encumbrance(s), update the vendor master file, update the general ledger, generate checks or ACH's and create detailed transaction records for audit and analysis.	H	Y		Munis Accounts Payable	
23	Ability to track Vendors payments by fiscal year as well as calendar year	H	Y		Munis Accounts Payable	
24	Ability to handle all transaction processing including file maintenance and transaction entry online or in real time processing mode as determined by the user.	M	Y		Munis Accounts Payable	
25	Ability to provide a method of assigning separate approval levels to users for processing invoices, receiving reports, payments, requisitions and purchase orders (edit and update functions).	H	Y		Munis Accounts Payable	
26	Ability to establish levels of approval and one or more individuals with approval authority by department and within central review organizations (e.g., Purchasing, Fiscal Management, Budget).	H	Y		Munis Accounts Payable	
27	Ability to automate the fiscal year accounts payable liability by providing functions to report on and analyze end of year open requisition, Procurement and invoice transactions and report the appropriate liability amounts in the financial statements	H	Y		Munis Accounts Payable	
28	Ability to perform dual year accounting (i.e. ability to select between prior and current year payments when processing each invoice).	H	Y		Munis Accounts Payable	
29	Ability to alert if an invoice is being processed for a vendor that is flagged as debarred or suspended	M	R		Munis Accounts Payable	via Sequel reporting Services
30	Ability to flag or prohibit the following with the ability of authorized users to override:	-			Munis Accounts Payable	
31	The receiving date from being earlier than the requisition date	H	Y		Munis Accounts Payable	
32	The quantity received from being greater than the quantity approved on the purchase order / contract	H	Y		Munis Accounts Payable	
33	The unit price from being greater than the unit price approved on the purchase order / contract	H	Y		Munis Accounts Payable	
34	The payment amount is greater than the defined budgetary category balance	H	Y		Munis Accounts Payable	
35	Ability to make corrections in the source system (AP) when errors are made in coding by departments after processing is complete.	M	Y		Munis Accounts Payable	
36	Vendor File Set-Up and Maintenance					
37	Ability to assign classifications to vendors (i.e. Regular, One-Time/Alternate, Employee, accounts payable, bid, governmental agencies, volunteers, EFT, etc.) and limit access for updating vendor information based on an appropriate user level of authority.	H	Y		Munis Accounts Payable	
38	Ability to require a nine-digit FEIN for vendors but not for employees and governmental agencies.	H	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

4.2 - Accounts Payable			Munis Accounts Payable			
Objective: To efficiently capture all expenditures in a timely manner for accrual basis accounting, manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
39	Ability to automatically assign vendor numbers and prevent duplicate vendor numbers from being used.	H	Y		Munis Accounts Payable	
40	Ability to search for vendors by any field in the vendor record	M	Y		Munis Accounts Payable	
41	System provides controls around the vendor information recorded in order to minimize duplicate entries of the same vendor providing warnings to system users of duplicates.	H	Y		Munis Accounts Payable	
42	Ability to create multiple addresses per vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, etc.).	H	Y		Munis Accounts Payable	
43	The ability to select different remit addresses during the voucher payment process and invoice entry level.	M	Y		Munis Accounts Payable	
44	Ability to track and search on all vendor file information fields including name, address (multiple), phone (multiple), fax and email, contact info, number, type, status (active / inactive), tax ID & type, commodity code (multiple).	M	Y		Munis Accounts Payable	
45	Ability to input or designate a "Vendor Name and Address" for 1099 Reporting purposes for each 1099 vendor in the system.	H	Y		Munis Accounts Payable	
46	Ability to designate which bank account a vendor will be paid from with ability to override during the invoicing process.	H	Y		Munis Accounts Payable	
47	Ability to enter all needed vendor bank information for EFT payments (ABA number, bank account number, bank name, etc.).	H	Y		Munis Accounts Payable	
48	Ability to track the following information in the vendor master file:	-			Munis Accounts Payable	
49	Vendor number	H	Y		Munis Accounts Payable	
50	Status (active or inactive)	H	Y		Munis Accounts Payable	
51	Contact name, address, phone number, remit-to name, and remit-to address	H	Y		Munis Accounts Payable	
52	Vendor bank number (for ACH payments)	H	Y		Munis Accounts Payable	
53	Federal ID/Social Security Number	H	Y		Munis Accounts Payable	
54	Type of minority business	M	Y		Munis Accounts Payable	
55	Type of Vendor (AP, PO, Impact Certificate Vendor)	L	Y		Munis Accounts Payable	
56	Search ID (if a vendor's name also has an acronym that they are known as (i.e. PMI))	M	Y		Munis Accounts Payable	With use of DBA field
57	Ability to input comments regarding account status for the vendor record.	H	Y		Munis Accounts Payable	
58	Ability to establish security for limited access to social security numbers on vendor file.	H	Y		Munis Accounts Payable	
59	Ability to make additional notes / comments related to vendors.	H	Y		Munis Accounts Payable	
60	Ability to interact with vendors on-line, place orders, receive invoices and make payments electronically.	M	Y		Munis Accounts Payable	Via Vendors Self Service
61	Ability to annually remove inactive vendors based upon flexible, user-generated parameters.	M	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

4.2 - Accounts Payable			Munis Accounts Payable			
Objective: To efficiently capture all expenditures in a timely manner for accrual basis accounting, manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
62	Ability to generate mailing lists and labels for mailings to vendors.	H	Y		Munis Accounts Payable	
63	Ability to integrate vendor information between the procurement and accounts payable systems.	H	Y		Munis Accounts Payable	
64	Ability to make changes or deletions to the vendor master file without affecting vendor information on check (payment) history.	M	Y		Munis Accounts Payable	
65	Ability to prevent inactivation of a vendor if there are unpaid items, open purchase orders or a transaction history during the current fiscal year.	M	Y		Munis Accounts Payable	
66	Ability for vendor payment history to be either retained or archived for an unlimited number of years based upon user criteria.	H	Y		Munis Accounts Payable	
67	Ability to enter a zip code and have multiple city names display for a single zip code.	L	N		Munis Accounts Payable	
68	Ability to perform the following vendor self service functions, including:	-			Munis Accounts Payable	
69	Register online, identify the services they provide (commodity codes)	M	Y		Munis Accounts Payable	
70	Pay registration fees via credit card	M	N		Munis Accounts Payable	Vendors do not need to pay to register on VSS
71	Inquire when goods/service were received	M	M		Munis Accounts Payable	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
72	Inquire when invoice was received	M	Y		Munis Accounts Payable	
73	Inquire on payment status	M	Y		Munis Accounts Payable	
74	Inquire on expected payment date	M	N		Munis Accounts Payable	
75	Update their contact information	M	Y		Munis Accounts Payable	
76	Inquire on payment history	M	Y		Munis Accounts Payable	
77	Update payment method preferences	M	Y		Munis Accounts Payable	Mail, Fax, Email
78	Unlimited user defined fields	M	N		Munis Accounts Payable	
79	Invoice Entry and Processing					
80	Ability to default the GL expense account in the vendor's record, allowing for the editing of this account when entering the invoice within the Accounts Payable and/or Purchase Order module	L	Y		Munis Accounts Payable	
81	Ability to set a default for purchase order information on the invoice during invoice entry with invoices with source transactions.	H	Y		Munis Accounts Payable	
82	Ability to process one invoice (voucher) or multiple invoices (vouchers) for one purchase order (or encumbrance) and/or for one purchase order line.	H	Y		Munis Accounts Payable	
83	Ability to distribute invoice payments by item or total into multiple general ledger accounts, department, activities, funds and cost categories, project codes, etc.	H	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
84	Ability to enter an invoice for a PO before the receiver acknowledges receipt of goods.	M	Y		Munis Accounts Payable	Depending on setup/use of 3-way matching.
85	Ability to distribute an unlimited number of invoice line items on a invoice (voucher).	H	Y		Munis Accounts Payable	
86	Ability to input detailed line item information on a transaction in searchable fields.	M	Y		Munis Accounts Payable	
87	Ability to limit the processing of a voucher, only up to the amount of the current encumbrance. If the amount due on the vendor invoice exceeds the current encumbrance, key entry would be prohibited and an error message would be displayed. Authorized users must have the ability to override within a user-defined amount/percent of the current encumbrance.	H	Y		Munis Accounts Payable	
88	Ability to allow for budget and edit checks of all entered vouchers/tallies to ensure appropriate data entry fields are filled in.	H	Y		Munis Accounts Payable	
89	Ability for user to make inquiries into the General Ledger during invoice entry	L	Y		Munis Accounts Payable	
90	Ability to scan received invoices centrally and route through workflow to the appropriate departments for review and approval with appropriate controls and security established.	H	Y		Munis Accounts Payable	
91	Ability to accommodate decentralized or centralized invoice entry.	H	Y		Munis Accounts Payable	
92	Ability to perform data validation on-line during entry including purchase order number, vendor number and coding elements, checking for required fields as well as allowable field values with the ability to override, with appropriate security. System should provide error messages for on-line transactions.	H	Y		Munis Accounts Payable	
93	Ability to have system check for and prohibit entry of duplicate invoices for a vendor, with override for authorized system users.	H	Y		Munis Accounts Payable	
94	Ability to handle vendor payments retainages by percent of contract or other defined amount.	H	Y		Munis Accounts Payable	Percentage only
95	Ability to enter and track Invoice retainage all the way to final payment.	H	Y		Munis Accounts Payable	
96	Ability for authorized users to make edits and revisions to unposted invoice transactions prior to posting.	H	Y		Munis Accounts Payable	
97	Ability to enter invoice and invoice line item description of at least 100 characters	M	N		Munis Accounts Payable	Description Field has a 30 character Max
98	Ability to enter an invoice without a corresponding purchase order.	H	Y		Munis Accounts Payable	
99	Ability to designate "separate check" on an invoice transaction as the invoice is processed.	H	Y		Munis Accounts Payable	
100	Ability to match purchase orders, receiving reports, and vendor invoices (3 way match) or purchase order to vendor invoice (2 way match).	M	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
101	Ability to define matching tolerances for the following:	-			Munis Accounts Payable	
102	Unit Cost (percent tolerance)	M	M		Munis Accounts Payable	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
103	Quantity (minimum tolerance)	M	Y		Munis Accounts Payable	
104	Total Cost (percent tolerance)	H	Y		Munis Accounts Payable	PO to Invoice max variance Percent
105	Shipping (hard-cap tolerance)	H	N		Munis Accounts Payable	
106	Ability to configure a four-way matching process for defined PO types that also includes an Inspection of Goods after acknowledging Receipt of Goods.	M	M		Munis Accounts Payable	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
107	Ability to enter invoices in batch providing control totals reconcilable by user.	H	Y		Munis Accounts Payable	
108	Ability to enter on-line missing batch items and to change incorrect items without reentering or reprocessing the entire batch.	H	Y		Munis Accounts Payable	
109	Ability of the system to flag transactions detected in error in the batch processing and preclude only erroneous transactions from further processing.	H	Y		Munis Accounts Payable	
110	Ability to delete or modify an invoice record before it is scheduled for payment.	H	Y		Munis Accounts Payable	
111	Ability for the system to generate payment date based on (1) terms assigned to invoice or (2) due dates on the invoice; also the ability for the system generated payment date to be overridden during the voucher data entry process.	H	Y		Munis Accounts Payable	
112	Ability to provide security related to the viewing of entered AP batches where authorized users can view their batches or those batches of users they supervise.	M	Y		Munis Accounts Payable	
113	Ability to adjust an invoice payment to reflect damaged goods received and returned, unapplied discounts, etc., using debit/credit memos.	H	Y		Munis Accounts Payable	
114	Ability for Debit and Credit Memos to either be applied to specific invoices (vouchers) or be unapplied and on the vendor's account.	H	Y		Munis Accounts Payable	
115	Ability to identify capitalized items as invoices are processed and prompt user to enter fixed assets related details.	H	Y		Munis Accounts Payable	
116	Ability to permit an error to be corrected by the user without having to back out of the invoice and resubmit it.	H	Y		Munis Accounts Payable	
117	Ability to automatically attach the information from the referenced purchase order line item(s) to the invoice.	H	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
118	Ability to override the referenced procurement information with the proper authority.	H	Y		Munis Accounts Payable	
119	Ability to track and report on pending encumbrances to be liquidated until the final update of the invoice batch.	H	Y		Munis Accounts Payable	
120	Ability to process invoices for both the prior fiscal year and current fiscal year.	H	Y		Munis Accounts Payable	
121	Ability to enter more than one invoice against the same purchase order in a single day.	H	Y		Munis Accounts Payable	
122	Ability to make partial payments on purchase orders based on invoice amount.	H	Y		Munis Accounts Payable	
123	Ability to pay both travel and non-travel employee expenses including: mileage, lodging, meal allowance / per diem, transportation fares, parking fees, airline, organizational dues, school reimbursement, magazine subscriptions, seminar fees, car rental, and other expenses.	H	Y		Munis Accounts Payable	Requires Employee Expense Reimbursement (EER)
124	Ability to enter expense advances as prepayments and subsequently reduce the amount of the employee expense report.	M	Y		Munis Accounts Payable	Requires Employee Expense Reimbursement (EER)
125	Ability to enter prepaid tickets (airlines) as prepayments for the employee but paid to the vendor (travel agent) issuing the tickets.	M	Y		Munis Accounts Payable	Requires Employee Expense Reimbursement (EER)
126	Ability to reference other company paid travel expenses (credit card charges) to the employee's expense report for reconciliation.	H	Y		Munis Accounts Payable	Requires Employee Expense Reimbursement (EER)
127	Ability to process check requests for employee's expense report payments as vendor invoice.	H	Y		Munis Accounts Payable	Paid through AP or Munis Payroll.
128	Ability of the system to automatically generate a check, (with accounting approval & release) if the employee expenses are greater than the advances.	M	Y		Munis Accounts Payable	User initiated.
129	Ability to combine employee travel expense reimbursements with employee's payroll check.	L	Y		Munis Accounts Payable	
130	Ability to hold/repeat vendor information when keying multiple invoices into a batch.	H	Y		Munis Accounts Payable	
131	Payment Processing					
132	Ability to include the following activities:	-			Munis Accounts Payable	
133	Scheduling of payments	H	Y		Munis Accounts Payable	
134	Calculating and taking of discounts	H	Y		Munis Accounts Payable	
135	Capability of holding payments	H	Y		Munis Accounts Payable	
136	Releasing of payments	H	Y		Munis Accounts Payable	
137	Specifying a minimum payment amount	M	Y		Munis Accounts Payable	Minimum Check Amount
138	Ability to hold invoice or invoices if the vendor payment is below the minimum payment amount up to a user defined period of time (i.e. 30 days)	M	Y		Munis Accounts Payable	Manual process
139	Ability to process a check or an EFT transaction using the same vendor number.	M	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
140	Ability to generate a one-time payment without creating a permanent vendor in the master file. System retains information on name, date, and amount of vendor payment.	H	Y		Munis Accounts Payable	
141	Ability to pre-note when establishing a new bank account.	M	Y		Munis Accounts Payable	
142	Ability to post invoice payments into a future posting accounting period.	H	Y		Munis Accounts Payable	
143	Ability to enter serial number information on a payment voucher record.	M	Y		Munis Accounts Payable	
144	Ability to support recurring payment vouchers.	H	Y		Munis Accounts Payable	
145	Ability to allow user to specify multiple special routing/handling codes for payments.	H	Y		Munis Accounts Payable	
146	Ability to designate preferred payment methods for each vendor, by distribution type, and with the ability for authorized users to override.	H	Y		Munis Accounts Payable	
147	Ability to issue Electronic Payment Package (e.g. field purchase orders) and other forms of payment that do not require a Purchase order.	H	Y		Munis Accounts Payable	
148	Those that do not require a PO should include the following capabilities:	-			Munis Accounts Payable	
149	Input and store quantity, price and description	L	Y		Munis Accounts Payable	
150	Calculate and extend price	H	Y		Munis Accounts Payable	
151	Calculate total price	H	Y		Munis Accounts Payable	
152	Assign vendor number	H	Y		Munis Accounts Payable	
153	Ability to email Electronic Payment packages	H	Y		Munis Accounts Payable	
154	Ability to view multiple line items/descriptions	H	Y		Munis Accounts Payable	
155	Ability to preview and edit Electronic payment packages on screen exactly as printed	H	Y		Munis Accounts Payable	Not exactly as printed
156	Ability to automatically close POs after final payment is issued if payment results in a zero balance on the PO. User should have the ability to indicate if this should be processed as a final payment at the time of invoice entry whether the PO amount has a balance or not.	H	Y		Munis Accounts Payable	
157	Ability to hold payments on any specific open item or for all invoices of a particular vendor, with the ability to report on held invoices / vendors.	H	Y		Munis Accounts Payable	
158	Ability to process checks or electronic payments from documents other than Purchase Orders.	H	Y		Munis Accounts Payable	
159	System supports approval and tracking of petty cash transactions	H	Y		Munis Accounts Payable	
160	Ability to restrict certain transactions from being entered as petty cash transactions (for example food and gas).	L	Y		Munis Accounts Payable	
161	Ability to associate payment terms by encumbrance (i.e. PO, contract, etc.), invoice or vendor.	H	Y		Munis Accounts Payable	
162	Ability to override payment terms as specified in the vendor master file.	H	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
163	Ability to handle vendor payment retentions.	H	Y		Munis Accounts Payable	
164	Ability to automatically calculate payment due date to take advantage of available discounts.	H	Y		Munis Accounts Payable	
165	System allows for automatic capturing and recording (in A/P and G/L) of vendor discount based on terms code identified upon payment.	H	Y		Munis Accounts Payable	
166	Ability to prevent the alteration of payment information once approval of the payment has been secured.	H	Y		Munis Accounts Payable	
167	Ability to capture vendor discount based on terms code identified upon payment.	H	Y		Munis Accounts Payable	
168	Ability to alert the user of a missed discount.	L	M	\$3,300.00	Munis Accounts Payable	
169	Ability to track invoice, payment and general ledger dates separately and to change payment due dates and general ledger dates prior to payment.	H	Y		Munis Accounts Payable	
170	Ability to separately list debit and credit payment amounts for a payment transaction.	H	Y		Munis Accounts Payable	
171	Ability to prevent double posting of batches.	H	Y		Munis Accounts Payable	
172	Ability to automatically liquidate current or prior year (as applicable) encumbrances upon payment of invoices with ability to track current and prior year purchase order liquidations separately.	M	Y		Munis Accounts Payable	
173	Ability to pay and liquidate encumbrances via the following methods:	-			Munis Accounts Payable	
174	ACH/EFT	H	Y		Munis Accounts Payable	
175	Wire transfer	M	Y		Munis Accounts Payable	
176	Check	H	Y		Munis Accounts Payable	
177	P-card	H	Y		Munis Accounts Payable	
178	Inter-Departmental Transactions	M	M		Munis Accounts Payable	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
179	Ability to process direct buying and processing of vendor invoices which did not originate via a purchase order with multiple approval workflows based on category.	M	Y		Munis Accounts Payable	AP workflow can be established by Department, Payment Method, COA segment. Not a category per say.
180	Ability to attach multiple addenda records.	H	Y		Munis Accounts Payable	
181	Ability for end user to change the format of the bank file when changes are requested from the bank	M	Y		Munis Accounts Payable	There are several override fields available in creation of EFT files.
182	Check Processing/Printing					
183	Ability to optionally consolidate multiple payments to the same vendor in a check run or have separate checks issued to the same vendor in a check run.	H	Y		Munis Accounts Payable	
184	Ability for user-defined check formatting.	H	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
185	Ability to process one check per vendor with all claims detail support on the corresponding page for additional check stub overflow capacity (if necessary).	M	Y		Munis Accounts Payable	
186	Ability to process check runs at anytime.	H	Y		Munis Accounts Payable	
187	Ability to select vouchers/tallies for check processing based upon various vendor parameters (i.e. regular, express, one-time, EFT, employee, payroll, etc.).	H	Y		Munis Accounts Payable	
188	Ability to allow selected items to be paid and items to be withheld from payment for a particular check run.	H	Y		Munis Accounts Payable	
189	Ability to approve for payment the remaining selected vouchers and print final check register report.	H	Y		Munis Accounts Payable	
190	Ability to have a minimum check amount.	M	Y		Munis Accounts Payable	
191	Ability to have a maximum check amount.	M	Y		Munis Accounts Payable	
192	Ability to have a check written against a purchase order that can be allocated to more than one account.	H	Y		Munis Accounts Payable	
193	Ability to generate checks on-demand	H	Y		Munis Accounts Payable	
194	Ability to include details for the original PO on the check stub.	H	Y		Munis Accounts Payable	
195	Ability to preview check and check stubs before printing and manually add, remove, or edit information included on the check stub.	L	N		Munis Accounts Payable	
196	Ability to use pre-numbered checks.	H	Y		Munis Accounts Payable	
197	Ability to future date checks to be paid.	L	Y		Munis Accounts Payable	
198	Ability to support a check writing process on a predetermined schedule (schedule date should be different from "due date").	H	Y		Munis Accounts Payable	
199	Ability to print laser checks on plain paper stock.	H	Y		Munis Accounts Payable	
200	Ability of the system to NOT print zero amount or negative checks.	M	Y		Munis Accounts Payable	
201	Ability to print invoice detail on the check stub including credits or invoice adjustments	H	Y		Munis Accounts Payable	
202	Ability to customize the order that checks are printed (vendor name, check number or other user-defined order).	M	Y		Munis Accounts Payable	Multiple sort options available, cusotmized sort may require modification.
203	Ability to insert/apply a code to payables prior to printing checks that must be grouped/printed together for special mailing/distribution.	M	Y		Munis Accounts Payable	
204	Ability to store an electronic copy of each check	M	Y		Munis Accounts Payable	Assumes TCM-SE
205	Ability of the system to provide for mid-cycle restart of check forms during check run.	H	Y		Munis Accounts Payable	
206	Ability to issue checks or EFT payment out of various bank accounts, including providing detailed email notification (include information which would have been on check stub) to vendor of EFT transmittal.	H	Y		Munis Accounts Payable	
207	Ability manage routing instructions for checks (e.g. to be mailed, to be picked up).	H	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
208	Ability to manage if checks require attachments such as payment remittance advice.	H	Y		Munis Accounts Payable	
209	Ability to use of sequentially generated check or wire numbers for each bank account.	H	Y		Munis Accounts Payable	
210	Ability to store and use the next sequential check number to be used for each bank's checking account.	H	Y		Munis Accounts Payable	
211	Ability to print manual checks on demand.	H	Y		Munis Accounts Payable	
212	Ability to post manual checks and include them in the general ledger detail.	H	Y		Munis Accounts Payable	
213	Void Check and Reissue Process					
214	Ability to provide full check voiding, where the vendor master file, general ledger distributions, outstanding checks, and accounts payable detail files are reversed in the general ledger to accommodate voided check.	H	Y		Munis Accounts Payable	
215	Ability to reissue a voided check, and enter notes in a comment field.	H	Y		Munis Accounts Payable	
216	Ability for check voiding to provide the option of restoring funds back to the appropriate encumbering document, or back into the appropriate account's available budget balance, and provides the tracking of the check void on the Purchase Order transaction.	H	Y		Munis Accounts Payable	
217	Ability to void a check in a different fiscal year then when it was written	H	Y		Munis Accounts Payable	
218	Ability to prompt the user if the Purchase Order should be reinstated, when performing a check void.	H	Y		Munis Accounts Payable	
219	Ability to provide security measures by allowing only certain authorized personnel to reissue checks.	H	Y		Munis Accounts Payable	
220	Ability to void and replace checks by: individual check, block of checks or entire check run.	H	Y		Munis Accounts Payable	
221	Ability for system to ensure that a Voided Check shows up in the current Positive Pay run with the actual dollar amount.	H	Y		Munis Accounts Payable	
222	Ability to void a check and have the transaction automatically reflected throughout the financial accounting system.	H	Y		Munis Accounts Payable	
223	Returned Checks (not yet voided)					
224	Ability to mark in the outstanding check file when a check has been returned and not yet voided.	M	M		Munis Accounts Payable	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
225	1099 Processing					
226	System must comply with IRS reporting requirements for tracking vendor payments that are subject to 1099 reporting.	H	Y		Munis Accounts Payable	

Priority

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
227	Ability to identify Vendors as 1099 vendors and associate their Tax-Id number (TIN).	H	Y		Munis Accounts Payable	
228	Ability to input TIN or SSN with all vendors (1099 or non-1099 vendors).	H	Y		Munis Accounts Payable	
229	Ability to prohibit or provide warnings when a vendor without a TIN or SSN is entered, when it is required.	H	Y		Munis Accounts Payable	
230	System must calculate and deduct backup withholding for vendors that are subject to backup withholding.	H	Y		Munis Accounts Payable	
231	Ability to identify specific invoices and payments for vendors as 1099 transactions or non-1099 transactions.	M	Y		Munis Accounts Payable	
232	Ability to process different types of 1099 forms.	H	Y		Munis Accounts Payable	
233	Ability to support a 1099 S form (real estate)	H	Y		Munis Accounts Payable	
234	Ability to access at least 5 fiscal years of 1099 information online.	H	Y		Munis Accounts Payable	
235	Ability to change 1099 codes to correct data entry errors.	H	Y		Munis Accounts Payable	
236	Ability to track all required information for 1099 reporting purposes with ability to make immediate correction (i.e. 1099 payments versus non-1099 payments, vendor information, etc.).	H	Y		Munis Accounts Payable	
237	Updates to annual 1099 forms, IRS file formats, etc. should be provided with the annual software maintenance agreement.	H	Y		Munis Accounts Payable	
238	Ability to generate necessary analysis reporting for 1099 generation purposes (summary and invoice detail history sorted by tax ID, Report combining multiple vendors with same tax ID).	H	Y		Munis Accounts Payable	
239	Ability to print 1099 information and the related forms only for vendors with payments in excess of the designated IRS amount	H	Y		Munis Accounts Payable	
240	Ability to download 1099 information to an electronic file(s) meeting IRS requirements.	H	Y		Munis Accounts Payable	
241	Ability to view a 1099 report that identifies vendors that have been associated with a 1099 status but do not have complete 1099 information.	H	Y		Munis Accounts Payable	
242	Ability to default 1099 codes based on the general ledger account code (i.e. - the payment of transcripts).	L	Y		Munis Accounts Payable	
243	Ability to code p-card purchases as 1099 transactions	L	N		Munis Accounts Payable	1099s for P-cards are generated by the issuing bank
244	Interfaces					
245	Ability to accept transactions from other systems/applications including the following:	-			Munis Accounts Payable	
246	Purchasing	H	Y		Munis Accounts Payable	Assumes use of Munis Purchasing
247	Inventory Management	M	Y		Munis Accounts Payable	Assumes use of Munis Inventory
248	Contract Management	M	Y		Munis Accounts Payable	Assumes use of Munis Contract Management
249	Fleet and Equipment Management	H	Y		Munis Accounts Payable	Assumes use of Munis Fleet Mgmt.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

4.2 - Accounts Payable			Munis Accounts Payable			
Objective: To efficiently capture all expenditures in a timely manner for accrual basis accounting, manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
250	Facilities Management	M	Y		Munis Accounts Payable	Assumes use of Munis Facilities Mgmt.
251	Payroll (garnishments, benefit providers)	H	Y		Munis Accounts Payable	Assumes use of Munis Payroll
252	Utility system for utility refunds	H	Y		Munis Accounts Payable	Assumes use of Munis U/B
253	Permit/Inspection Refunds	H	Y		Munis Accounts Payable	Assumes Munis Permits
254	Business License Refunds	H	Y		Munis Accounts Payable	Assumes use of Munis Business License
255	Misc Billing/Accounts Receivable Refunds	H	Y		Munis Accounts Payable	Assumes Use of Munis General Billing /AR
256	Ability to provide API or import mechanism with the necessary validation and edit process to import payable invoice records from external systems via Excel or another format.	H	Y		Munis Accounts Payable	Assuming Excel standard format. Any other format may require a modification.
257	Ability to have a complete audit trail of transactions passed to accounts payable from other applications or systems.	H	Y		Munis Accounts Payable	
258	Ability to import check information from the bank for purposes of performing bank reconciliation.	H	Y		Munis Accounts Payable	Assumes Munis Cash Magement
259	Ability to interface with banks for all procurement card purchases.	H	Y		Munis Accounts Payable	
260	Ability to track assigned cards, sets limit and track transactions	M	Y		Munis Accounts Payable	
261	Ability to perform P-card encumbrances as transactions are downloaded from the bank, and liquidate the encumbrance as the transactions are processed	H	Y		Munis Accounts Payable	
262	Ability to electronically receive, process and reconcile a report on daily 'matches' and 'mismatches' from the bank.	H	Y		Munis Accounts Payable	
263	Ability to save all export files, import files and check images within the system for retrieval.	H	Y		Munis Accounts Payable	Assumes Tyler Content Mgmt-standard edition (TCM-SE)
264	Ability to scan/attach electronic documents to requisitions, purchase orders and payment vouchers including vendor W-9 forms.	H	Y		Munis Accounts Payable	Assumes Tyler Content Mgmt-standard edition (TCM-SE)
265	Workflow					
266	Ability to support centralized or decentralized entry and workflow processing related to invoice entry.	H	Y		Munis Accounts Payable	
267	Ability to authorize payments on entered invoices through an optional workflow. Workflow process must provide an audit trail of approvals that is stored with the transaction.	H	Y		Munis Accounts Payable	
268	Ability to create a user defined review process before posting an entry.	H	Y		Munis Accounts Payable	
269	Ability to configure a check approval workflow based on multiple amount thresholds that allows approvers to quickly view all supporting documentation for each check.	H	Y		Munis Accounts Payable	
270	Ability to support procurement card transactions with an approval workflow function.	H	Y		Munis Accounts Payable	
271	Reporting					Some reports require use of SSRS

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

4.2 - Accounts Payable			Munis Accounts Payable			
Objective: To efficiently capture all expenditures in a timely manner for accrual basis accounting, manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
272	Ability to query the system or via report for: open invoices by vendor, fund and department including ones on hold, unmatched, disputed, unapproved and approved by vendor, fund and department.	M	Y		Munis Accounts Payable	
273	Ability to generate a report, by fund/account, showing all open invoices by vendor with the ability to configure a vendor and/or fund/account subtotal.	M	Y		Munis Accounts Payable	
274	Ability to query and report the vendor history file by: vendor number, name (including "starts with"), address, payment terms, payment amount, check number, invoice number, purchase order number, requisition number and year-to-date totals.	M	Y		Munis Accounts Payable	
275	Ability of the system to include full drill-down capabilities from summary levels to detail levels for vendor, encumbrance and invoice/payment information.	M	Y		Munis Accounts Payable	
276	Ability to maintain a check history file including basic check and disposition information (issue date, cleared date, days outstanding, void, etc.).	H	Y		Munis Accounts Payable	
277	Ability to track procurement card holders.	M	Y		Munis Accounts Payable	
278	Ability to define specific search criteria (summary and detail) and limits while performing an on-line inquiry.	M	Y		Munis Accounts Payable	
279	Ability to provide document history retrieval on-line, linking requisitions to purchase orders, invoices, and checks.	M	Y		Munis Accounts Payable	
280	Ability to maintain an accounts payable open-item (unpaid invoice) file which contains detailed records of invoices by vendor number, invoice number, and due date with the ability to view the vendor name along with the vendor number.	M	Y		Munis Accounts Payable	
281	Ability to print detailed payment information for a specific vendor name and distinguish payments to a vendor for different program activities.	M	Y		Munis Accounts Payable	
282	Ability to view a recurring payables report.	M	Y		Munis Accounts Payable	
283	Ability to view payment status.	H	Y		Munis Accounts Payable	
284	Ability to view and track payment discounts lost.	M	N		Munis Accounts Payable	
285	Ability to view a Check Register for multiple accounts, which contains a cumulative list of all checks issued, including those later canceled, and must be updateable with information received electronically from the bank.	H	Y		Munis Accounts Payable	
286	Ability to view a Departmental Check Register .	H	Y		Munis Accounts Payable	
287	Ability to view a Detailed Check Register that can be printed and/or imported into another system. Data elements that should be included are check number, check date, vendor name, total amount of check, vendor number and coding structure elements.	H	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Accounts Payable

4.2 - Accounts Payable			Munis Accounts Payable			
Objective: To efficiently capture all expenditures in a timely manner for accrual basis accounting, manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
288	Ability to view a GL Distribution Journal by any segment within the chart of accounts.	M	Y		Munis Accounts Payable	
289	Ability to view a Listing of Invoices on Hold .	M	Y		Munis Accounts Payable	
290	Ability to view a Pre-Check Register .	M	Y		Munis Accounts Payable	
291	Ability to view a Summary Check Register .	M	Y		Munis Accounts Payable	
292	Ability to view a Summary Requisition Register .	M	Y		Munis Accounts Payable	
293	Ability to view an Invoice Processed Listing by user and by entry date.	M	Y		Munis Accounts Payable	
294	Ability to view an Invoice Edit Listing by user.	M	R		Munis Accounts Payable	
295	Ability to view an Invoice Register , by vendor and/or Numerical Order.	M	Y		Munis Accounts Payable	
296	Ability to create an Invoice Aging Report showing invoices received but unpaid.	M	Y		Munis Accounts Payable	
297	Ability to create a Cash Requirements Report .	M	R		Munis Accounts Payable	
298	Ability to create an Expenditure Approval List including manual checks, brief descriptions of items, voucher number, and who approved it.	M	Y		Munis Accounts Payable	
299	Ability for an audit trail of disbursements, requisition number, purchase order number, contract number, check number, date and payee.	M	Y		Munis Accounts Payable	
300	Ability to create detailed audit trail reports to support payable items and liabilities reflected in the General Ledger system.	M	Y		Munis Accounts Payable	
301	Ability to track and report “Direct Pays” (payments that have not been made against a purchase order):	-			Munis Accounts Payable	
302	By department	M	Y		Munis Accounts Payable	
303	By vendor	M	Y		Munis Accounts Payable	
304	By account distribution	M	Y		Munis Accounts Payable	
305	By date	M	Y		Munis Accounts Payable	
306	By amount	M	Y		Munis Accounts Payable	
307	Ability to view a Vendor Listing by:	-			Munis Accounts Payable	
308	Vendor Name	H	Y		Munis Accounts Payable	
309	Vendor Number Sequence	H	Y		Munis Accounts Payable	
310	Tax ID number	H	Y		Munis Accounts Payable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.3 - Asset Management			Munis Fixed Assets and Munis Work Orders			
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	The asset master file allows each field to be searchable.	M	Y		Munis Fixed Assets and Munis Work Orders	
3	System provides ability to identify multiple types of enterprise assets to inventory, including signs, pavement, traffic signals, sanitary, water, storm, electric production and distribution assets, rail, street lighting, bridges, sidewalks, etc.	H	Y		Munis Fixed Assets and Munis Work Orders	
4	System is GIS-centric allowing all assets to be viewed spatially as points, lines, or polygons.	H	Y		Munis Fixed Assets and Munis Work Orders	Via Munis Maplink
5	System supports linear assets (pipelines, roads, rail, electric lines etc.). Linear assets are assets that have linear properties and are often connected together within a network or system. Linear assets have linear properties that often change over the length of the asset (i.e. pavement type, number of lanes, guardrail). So a single linear asset record, such as a highway that is many miles long, can now possess characteristics that hang over the span, allowing the linear asset to be virtually segmented without impacting the underlying geometry. In addition, relationships may be defined which articulate how linear assets join, cross, run in parallel, or pass over or under one another.	H	N		Munis Fixed Assets and Munis Work Orders	
6	System provides robust workflow functionality.	H	Y		Munis Fixed Assets and Munis Work Orders	
7	System provides the capacity to track an unlimited number enterprise assets.	H	Y		Munis Fixed Assets and Munis Work Orders	Virtually unlimited
8	System provides functionality to track/manage assets not owned by the City.	H	Y		Munis Fixed Assets and Munis Work Orders	
9	Ability to click on pop up calendar for each date field for ease in data entry.	H	Y		Munis Fixed Assets and Munis Work Orders	
10	System provides a logical flow from field to field with minimal movement to multiple screens and necessary keystrokes minimized.	H	Y		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management			Munis Fixed Assets and Munis Work Orders			
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
11	Ability to track assets or asset components that are no longer supported by the manufacturer (to understand which assets or asset components could not be repaired, but would need to be replaced).	H	Y		Munis Fixed Assets and Munis Work Orders	
12	Ability to define default general ledger account numbers and project numbers, based upon department, work order type, and cost with the ability to override.	H	Y		Munis Fixed Assets and Munis Work Orders	
13	Ability to define work order types by department limiting specific work orders to each department.	H	Y		Munis Fixed Assets and Munis Work Orders	
14	Ability to define work order view/fields by work order type and department.	H	Y		Munis Fixed Assets and Munis Work Orders	Via use of templates
15	System provides the ability to track “known” asset defects/issues.	H	Y		Munis Fixed Assets and Munis Work Orders	
16	System provides work scheduling features, including:	-			Munis Fixed Assets and Munis Work Orders	
17	Related reporting and integration to staff schedules	M	Y		Munis Fixed Assets and Munis Work Orders	
18	Activity Definition	H	Y		Munis Fixed Assets and Munis Work Orders	
19	Failure Definition	M	Y		Munis Fixed Assets and Munis Work Orders	Cause Code
20	Task Definition	M	Y		Munis Fixed Assets and Munis Work Orders	
21	System provides project management capabilities, including:	-			Munis Fixed Assets and Munis Work Orders	
22	Unit Schedule Maintenance	H	Y		Munis Fixed Assets and Munis Work Orders	
23	Group Scheduled Maintenance	H			Munis Fixed Assets and Munis Work Orders	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
24	Group Schedule Project	H			Munis Fixed Assets and Munis Work Orders	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
25	Projections	H	Y		Munis Fixed Assets and Munis Work Orders	
26	System provides customer capabilities, including:	-			Munis Fixed Assets and Munis Work Orders	With use of Tyler Incident Management

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
27	Caller Log	H	Y		Munis Fixed Assets and Munis Work Orders	
28	Service Request	H	Y		Munis Fixed Assets and Munis Work Orders	
29	Service Request Dispatch	H	Y		Munis Fixed Assets and Munis Work Orders	
30	Service Request Inspection	H	Y		Munis Fixed Assets and Munis Work Orders	
31	Problem Definition	H	Y		Munis Fixed Assets and Munis Work Orders	
32	System provides part capabilities for stock transactions, including:	-			Munis Fixed Assets and Munis Work Orders	
33	Bar-coding	H	T		Munis Fixed Assets and Munis Work Orders	Requires additional 3rd Party HW/SW BMI
34	Transaction Listing	H	Y		Munis Fixed Assets and Munis Work Orders	
35	Adjustment Transaction	H	Y		Munis Fixed Assets and Munis Work Orders	
36	Issue Transaction	H	Y		Munis Fixed Assets and Munis Work Orders	
37	Receipt Transaction	H	Y		Munis Fixed Assets and Munis Work Orders	
38	Reserve Transaction	H	Y		Munis Fixed Assets and Munis Work Orders	
39	Return Transactions	H	Y		Munis Fixed Assets and Munis Work Orders	
40	Transfer Transaction	H	Y		Munis Fixed Assets and Munis Work Orders	
41	Stock Invoice Costs	H	Y		Munis Fixed Assets and Munis Work Orders	
42	System provides the ability to perform asset analysis, including:	-			Munis Fixed Assets and Munis Work Orders	
43	Failure Analysis	M	N		Munis Fixed Assets and Munis Work Orders	
44	Down Time	M	R		Munis Fixed Assets and Munis Work Orders	Via SSRS
45	Repair Time	M	R		Munis Fixed Assets and Munis Work Orders	Via SSRS
46	Failure Cost Analysis	M	N		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
47	Ability to report/inquire on every field with sorting and grouping capabilities	M	Y		Munis Fixed Assets and Munis Work Orders	Sorting and grouping may require use of SSRS.
48	Ability to attach photos and or documents to assets	H	Y		Munis Fixed Assets and Munis Work Orders	
49	Ability to track assets by barcodes	H	T		Munis Fixed Assets and Munis Work Orders	Requires additional 3rd Party HW/SW BMI
50	System provides automated asset lifecycle tracking (from procurement to de-commission) with ongoing cost analysis	H	Y		Munis Fixed Assets and Munis Work Orders	
51	Ability to track each asset's condition, value, preventative maintenance schedule, and historical maintenance records to assist with GASB 34/35, CMOM (Capacity, Operations, Management and Maintenance), NERC (North American Electric Reliability Corporation), and NPDES (National Pollutant Discharge Elimination System) reporting.	H			Munis Fixed Assets and Munis Work Orders	Need more detailed information to accurately respond
52	System provides asset warranty and service contract tracking per asset or asset group	H	Y		Munis Fixed Assets and Munis Work Orders	
53	System provides referential integrity to the geobase database at the system database level (i.e. not via the client application)	M			Munis Fixed Assets and Munis Work Orders	Need more detailed information to accurately respond
54	System provides an Electronic O & M (Operations & Maintenance) manual - customizable tabs to link to other web based application to the work order, group, etc.	M	N		Munis Fixed Assets and Munis Work Orders	
55	System supports alias tag lists.	H			Munis Fixed Assets and Munis Work Orders	Need more detailed information to accurately respond
56	System supports inventory management with bar coding, RFID (radio freq ID), etc recognition integration.	H	T		Munis Fixed Assets and Munis Work Orders	with BMI
57	System supports mobile (wireless) inventory manager tools and applications.	H	N		Munis Fixed Assets and Munis Work Orders	
58	System supports direct work order link with MS Project/ Primavera Work Breakdown Structure (useful for project coordination)	M	N		Munis Fixed Assets and Munis Work Orders	
59	System provides tailored support for IT assets as well as traditional assets.	H	Y		Munis Fixed Assets and Munis Work Orders	Need more information on "tailored support"
60	System provides the ability to record events/incidents to each asset including the following fields:	-			Munis Fixed Assets and Munis Work Orders	
61	Incident Type (e.g. Sanitary Sewer Overflow)	H	Y		Munis Fixed Assets and Munis Work Orders	
62	Date	H	Y		Munis Fixed Assets and Munis Work Orders	
63	Time	H	Y		Munis Fixed Assets and Munis Work Orders	
64	Reported by	H	Y		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
65	Comments	H	Y		Munis Fixed Assets and Munis Work Orders	
66	Other user-defined fields based on incident type	H	Y		Munis Fixed Assets and Munis Work Orders	
67	System provides the ability to define a crew/schedule pool.	M	Y		Munis Fixed Assets and Munis Work Orders	
68	System supports an image catalog of assets / asset types	H	Y		Munis Fixed Assets and Munis Work Orders	
69	System provides a knowledgebase	H	Y		Munis Fixed Assets and Munis Work Orders	Via Tyler Incident Management
70	Data Elements					
71	Ability to customize Asset Register view by Department, Asset type, etc..	H	R		Munis Fixed Assets and Munis Work Orders	Via SSRS
72	System provides ability to track and maintain the following general information for each asset (in addition to asset transaction history):	-			Munis Fixed Assets and Munis Work Orders	Some fields require use of User Defined fields
73	Contact	H	Y		Munis Fixed Assets and Munis Work Orders	
74	Owner	H	Y		Munis Fixed Assets and Munis Work Orders	
75	Custodian	H	Y		Munis Fixed Assets and Munis Work Orders	
76	Company/Contractor	H	Y		Munis Fixed Assets and Munis Work Orders	
77	Facility	H	Y		Munis Fixed Assets and Munis Work Orders	
78	Address Street Name	H	Y		Munis Fixed Assets and Munis Work Orders	
79	Address Parcel Link	M	Y		Munis Fixed Assets and Munis Work Orders	
80	Parcel	M	Y		Munis Fixed Assets and Munis Work Orders	
81	Parcel Subdivision	M	Y		Munis Fixed Assets and Munis Work Orders	
82	Employee	H	Y		Munis Fixed Assets and Munis Work Orders	
83	Manufacturer	H	Y		Munis Fixed Assets and Munis Work Orders	
84	Date Purchased	H	Y		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
85	Date In-Service	H	Y		Munis Fixed Assets and Munis Work Orders	
86	Asset Cost (Total)	H	Y		Munis Fixed Assets and Munis Work Orders	
87	GL Account #	H	Y		Munis Fixed Assets and Munis Work Orders	
88	Fixed Asset Number	H	Y		Munis Fixed Assets and Munis Work Orders	
89	FERC #	H	Y		Munis Fixed Assets and Munis Work Orders	
90	Asset Serial #/VIN	H	Y		Munis Fixed Assets and Munis Work Orders	
91	Asset Vendor	H	Y		Munis Fixed Assets and Munis Work Orders	
92	Asset Make	H	Y		Munis Fixed Assets and Munis Work Orders	
93	Asset Model	H	Y		Munis Fixed Assets and Munis Work Orders	
94	Asset Manufacturer Year	H	Y		Munis Fixed Assets and Munis Work Orders	
95	Asset Assigned To (i.e. Crew Leader)	H	Y		Munis Fixed Assets and Munis Work Orders	
96	Last Service Date (Scheduled)	M	Y		Munis Fixed Assets and Munis Work Orders	
97	Last Service Date (Actual)	H	Y		Munis Fixed Assets and Munis Work Orders	
98	Next Service Date	H	Y		Munis Fixed Assets and Munis Work Orders	
99	Added By	M	Y		Munis Fixed Assets and Munis Work Orders	
100	Date Added (System Date)	M	Y		Munis Fixed Assets and Munis Work Orders	
101	Asset Comments/Notes (multiple notes per piece of Asset)	H	Y		Munis Fixed Assets and Munis Work Orders	
102	Ability to attach a picture of Asset.	H	Y		Munis Fixed Assets and Munis Work Orders	
103	Safety Specs (OSHA certification, Internal policies, industry certified, Material Safety Data Sheet)	H	Y		Munis Fixed Assets and Munis Work Orders	
104	Nested job plans	H	Y		Munis Fixed Assets and Munis Work Orders	Several tasks can be applied to a Work Order.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management			Munis Fixed Assets and Munis Work Orders			
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
105	Configurable Job plan templates	H	Y		Munis Fixed Assets and Munis Work Orders	
106	New activities and tasks application	H	Y		Munis Fixed Assets and Munis Work Orders	
107	Automated flow control - status management. This capability allows precedence connections between work orders and tasks.	M	Y		Munis Fixed Assets and Munis Work Orders	
108	Multiple assets and locations on one work order without the need for child work orders or tasks.	H	N		Munis Fixed Assets and Munis Work Orders	
109	System allows authorized system users to establish unique fields for each enterprise asset record type, including which fields are required vs. optional	H	Y		Munis Fixed Assets and Munis Work Orders	User defined fields can be set at the deparment level.
110	Ability to track multiple compatible inventory items (in addition to primary item) that could be used to repair/replace an asset (e.g. multiple motor types can be used to repair a well)	H	N		Munis Fixed Assets and Munis Work Orders	
111	Ability to generate user warning for changes to an asset that has outstanding work order.	H	Y		Munis Fixed Assets and Munis Work Orders	
112	Asset Hierarchy					
113	System supports a hierarchical arrangement of assets.	H	Y		Munis Fixed Assets and Munis Work Orders	
114	Display graphical asset hierarchy	H	N		Munis Fixed Assets and Munis Work Orders	
115	Navigate up (parent) and down (child) hierarchy through graphical interface	H	N		Munis Fixed Assets and Munis Work Orders	
116	Support assets and rebuildable (inventory) items in hierarchy	H	N		Munis Fixed Assets and Munis Work Orders	
117	Unlimited number of parent-child levels	H	Y		Munis Fixed Assets and Munis Work Orders	
118	Segment assets by organization/operating unit	H	Y		Munis Fixed Assets and Munis Work Orders	
119	Allow users to view their assets only	H	Y		Munis Fixed Assets and Munis Work Orders	
120	Allow authorized users to query across organizations to see all assets	H	Y		Munis Fixed Assets and Munis Work Orders	
121	Support enterprise-wide reporting/analysis across all organizations	H	Y		Munis Fixed Assets and Munis Work Orders	Some reports may require use of SSRS.
122	Interfaces					
123	System is integrated with Inventory module for parts warehouse and inventory management functions which can be leveraged during work orders	H	Y		Munis Fixed Assets and Munis Work Orders	Assumes Munis Inventory

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
124	System integrates with Payroll module for work order time entry and employee rates.	H	Y		Munis Fixed Assets and Munis Work Orders	Assumes Munis PR/HR
125	System integrates with Finance modules (General Ledger) for account validation, cost tracking and activity posting	H	Y		Munis Fixed Assets and Munis Work Orders	Assumes Munis GL
126	System integrates with Projects and Grants module to track enterprise asset project costs based on capital improvement activities (e.g. based on work order type)	M	Y		Munis Fixed Assets and Munis Work Orders	Assumes Munis Project Accounting module
127	System integrates with Human Resources module.	L	Y		Munis Fixed Assets and Munis Work Orders	Assumes Munis PR/HR
128	System integrates with financial Fixed Asset modules to associate enterprise asset to depreciation schedule and updates with the Fixed Asset Number/ID, etc.	H	Y		Munis Fixed Assets and Munis Work Orders	
129	System integrates with Misc Billing & AR to invoice for work orders.	H	Y		Munis Fixed Assets and Munis Work Orders	
130	System integrates with Utility Billing module to update meter assets with meter numbers assigned to customers.	H	Y		Munis Fixed Assets and Munis Work Orders	
131	System integrates with Utility Billing module to summarize and report on usage for each asset at any level of the asset hierarchy.	H	Y		Munis Fixed Assets and Munis Work Orders	
132	System provides ability to configure a geometric network that defines relationships between point, line, and polygon assets allowing users to identify all linked assets.	H	N		Munis Fixed Assets and Munis Work Orders	
133	System provides ability to configure and define relationships between all point, line, and polygon assets allowing users to identify all linked assets.	H	N		Munis Fixed Assets and Munis Work Orders	
134	System integrates with GIS to support the following:	-			Munis Fixed Assets and Munis Work Orders	Via Munis Maplink
135	Ability to link and associate asset inventory to the related GIS asset record.	H	Y		Munis Fixed Assets and Munis Work Orders	
136	Ability to identify assets through visual displays	H	Y		Munis Fixed Assets and Munis Work Orders	
137	Ability to visualize the location of capital cost information for geo-coded enterprise assets	M	N		Munis Fixed Assets and Munis Work Orders	
138	Ability to visualize the location of costs for work order operational activities	M	N		Munis Fixed Assets and Munis Work Orders	
139	Ability to capture, analyze and display assets, locations and work orders in a geospatial perspective	H	Y		Munis Fixed Assets and Munis Work Orders	
140	Ability to have a centralized geobase database that is synchronized with City's existing ESRI GIS architecture	H	Y		Munis Fixed Assets and Munis Work Orders	
141	Asset management module integrates to document management system allowing manuals, warranties, plans and other supporting information to be linked to each asset.	H	Y		Munis Fixed Assets and Munis Work Orders	Via Tyler Content Manager

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
142	System provides capability for any geographic feature type in the City's ESRI GIS to be configured as an asset.	H	Y		Munis Fixed Assets and Munis Work Orders	
143	System provides a street names database, derived from and synched with GIS, that is used to verify each street used in the system	H	Y		Munis Fixed Assets and Munis Work Orders	When linked to Central Property Munis Work Orders can pull/sync street names from that module.
144	System provides the ability to support a standard naming convention including segments for all streets and addresses within the system.	H	Y		Munis Fixed Assets and Munis Work Orders	
145	Ability to synchronize enterprise asset information between systems - software integration environment allows for field level configuration of synchronization rules	M	N		Munis Fixed Assets and Munis Work Orders	
146	System integrates with ESRI GIS to expedite work order creation for enterprise assets	M	Y		Munis Fixed Assets and Munis Work Orders	Via Munis Maplink
147	System integrates with "Customer Relationship Managment (CRM)" module for enterprise assets which allow for tracking and administration of constituent service requests on GIS based assets	H	Y		Munis Fixed Assets and Munis Work Orders	Via Tyler Incident Management
148	Preventative Maintenance					
149	Ability to define preventative maintenance schedule templates that can be applied to each asset type.	H	Y		Munis Fixed Assets and Munis Work Orders	
150	Ability to schedule preventative maintenance by using the following means:	-			Munis Fixed Assets and Munis Work Orders	
151	interval of days	H	Y		Munis Fixed Assets and Munis Work Orders	
152	from date last completed	H	Y		Munis Fixed Assets and Munis Work Orders	
153	from date schedules	H	Y		Munis Fixed Assets and Munis Work Orders	
154	by meter hours	H	Y		Munis Fixed Assets and Munis Work Orders	
155	by gauge reading	M	Y		Munis Fixed Assets and Munis Work Orders	
156	by the labor class assigned to a task	H	N		Munis Fixed Assets and Munis Work Orders	
157	by the estimated hours to complete task	M	N		Munis Fixed Assets and Munis Work Orders	
158	Ability to include detailed instructions on how to perform the task	H	Y		Munis Fixed Assets and Munis Work Orders	
159	Ability to associate parts from inventory to a piece of equipment	H	Y		Munis Fixed Assets and Munis Work Orders	
160	Ability to associate parts from Inventory to complete scheduled tasks	H	Y		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
161	Ability to associate task codes to each piece of equipment	H	Y		Munis Fixed Assets and Munis Work Orders	
162	System allows preventative maintenance schedule and service history to be retained when a child asset is transferred to a different parent asset.	M	Y		Munis Fixed Assets and Munis Work Orders	
163	Ability to suspend a preventative maintenance schedule when an asset is temporarily removed from service and restart when the asset is reinstated.	H	Y		Munis Fixed Assets and Munis Work Orders	Manual
164	System provides for both reactive and preventative asset maintenance of geo-coded enterprise assets with filtering.	M	Y		Munis Fixed Assets and Munis Work Orders	
165	Cost Accounting					
166	System assists asset management budgeting, providing features to assist with planning for maintenance management activities	M	Y		Munis Fixed Assets and Munis Work Orders	
167	Ability to track vendor repair costs associated with equipment repairs on work orders and for generating reports.	H	Y		Munis Fixed Assets and Munis Work Orders	
168	Ability to track equipment run time and be flexible to use either run hour, calendar time or pressure readings.	M	Y		Munis Fixed Assets and Munis Work Orders	
169	System provides functionality to evaluate operational cost of different maintenance scenarios over a period of time	M	Y		Munis Fixed Assets and Munis Work Orders	
170	System provides functionality to schedule, manage and track enterprise asset maintenance schedules, programs and activities	M	Y		Munis Fixed Assets and Munis Work Orders	
171	System architecture allows for mobile access to system resources though field devices	H	Y		Munis Fixed Assets and Munis Work Orders	Via browser based tablet or laptop with internet access.
172	System provides functionality to assist with collecting and inventorying enterprise assets	H	Y		Munis Fixed Assets and Munis Work Orders	
173	Ability to tie asset to FERC account, General Ledger account, & Job cost number.	H	Y		Munis Fixed Assets and Munis Work Orders	
174	Inspections					
175	System provides functionality to manage asset inspections	H	Y		Munis Fixed Assets and Munis Work Orders	Inspections could be setup as Preventative Maintenance with it's own set of activities.
176	System provides functionality to administer and track results of tests, inspections and permits on enterprise assets	H	N		Munis Fixed Assets and Munis Work Orders	
177	System allows users to select from a list of potential defects defined for each asset type.	H	Y		Munis Fixed Assets and Munis Work Orders	Cause Codes
178	System provides functionality to track condition assessments, asset performance and track level of risk / priority	H	Y		Munis Fixed Assets and Munis Work Orders	
179	System historical asset tracking includes maintenance and condition assessment data.	H	N		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management			Munis Fixed Assets and Munis Work Orders			
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
180	System provides features to track asset inventory history through the lifetime of the asset.	H	Y		Munis Fixed Assets and Munis Work Orders	
181	Security					
182	Personalization options without source code changes. Please describe options in comments in comments column.	H	Y		Munis Fixed Assets and Munis Work Orders	Role based security as in all other Munis modules.
183	Ability to define security by work order type (create, read, update, delete)	H	Y		Munis Fixed Assets and Munis Work Orders	
184	Ability to define user security by screen/form	H	Y		Munis Fixed Assets and Munis Work Orders	
185	Ability to define user security by field	H	N		Munis Fixed Assets and Munis Work Orders	
186	Provide security auditing features throughout system.	H	Y		Munis Fixed Assets and Munis Work Orders	
187	Restrict user access to specific functions (access to work order request but not PM scheduling)	H	Y		Munis Fixed Assets and Munis Work Orders	There are many Work Order role permissions.
188	Allow access outside enterprise firewalls, or provide equivalent access that allows key organizations to access asset maintenance screens	H			Munis Fixed Assets and Munis Work Orders	Need more detailed information to accurately respond
189	Reports					Some reports require use of SSRS
190	System tracks all data necessary and provides exportable report	M	Y		Munis Fixed Assets and Munis Work Orders	Some data must be tracked using User Defined fields or use of Attachments/Tyler Content Manager.
191	All reporting should be in summary, and detail	M	Y		Munis Fixed Assets and Munis Work Orders	
192	Performance Measurement Reporting	M	Y		Munis Fixed Assets and Munis Work Orders	
193	Scheduled and Demand Maintenance reporting	M	Y		Munis Fixed Assets and Munis Work Orders	With Munis Scheduler
194	Inventory Control Report by part number, showing parts used, frequency of use (over a user-specified time), and quantity on hand	H	R		Munis Fixed Assets and Munis Work Orders	
195	Problem/Exception Report	H	R		Munis Fixed Assets and Munis Work Orders	
196	Preventative Maintenance Due, which lists all PM’s due within a specified date range	H	Y		Munis Fixed Assets and Munis Work Orders	
197	Preventative Maintenance Compliance Reporting, indicating actual deviations from planned schedules	H	R		Munis Fixed Assets and Munis Work Orders	
198	Inspection/Maintenance Schedule by week, month, year. Ability to print a listing of the upcoming scheduled inspections/maintenance. List item, location, and contact person.	H	R		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
199	Past-Due Inspection/Maintenance List.	H	Y		Munis Fixed Assets and Munis Work Orders	
200	Inspection/Maintenance Reports.	H	Y		Munis Fixed Assets and Munis Work Orders	
201	Maintenance History Report by location, showing service performed, material costs, and labor hours over a user-specified time period.	H	Y		Munis Fixed Assets and Munis Work Orders	
202	Item status - Ability to manage Items and Inventory based on status rules and capabilities. Track and manage the life cycle of items from creation to obsolescence at each of the functional areas for items	H	Y		Munis Fixed Assets and Munis Work Orders	
203	The application must offer a fully integrated query tool built within the application which supports ad-hoc reporting and out-of-the box reports to satisfy basic and advanced reporting requirements.	M	Y		Munis Fixed Assets and Munis Work Orders	Some reports require use of SSRS
204	The application must provide security which controls a users ability to access specific reports based on a user's security group.	H	Y		Munis Fixed Assets and Munis Work Orders	
205	The report writing tool must allow reports to be designed for viewing in graphical format, tabular formats or a combination of both formats.	M	R		Munis Fixed Assets and Munis Work Orders	
206	The customer must be able to modify existing reports or create their own reports and publish the reports without the need for administrative rights to an application or web server.	H	R		Munis Fixed Assets and Munis Work Orders	
207	The application must allow reports to be scheduled for distribution by email to both users and non-users of the application.	H	Y		Munis Fixed Assets and Munis Work Orders	
208	The application must allow reports to be scheduled at intervals defined by the user, such as monthly, weekly or daily.	H	Y		Munis Fixed Assets and Munis Work Orders	
209	Reports generated by the application must be viewable within the users internet browser and as an option viewable as an Adobe Acrobat file.	H	Y		Munis Fixed Assets and Munis Work Orders	Export to PDF available in most areas of the program.
210	The application must support an unlimited number of reports users.	H	Y		Munis Fixed Assets and Munis Work Orders	
211	Work order Expenses by Date & Department	H	Y		Munis Fixed Assets and Munis Work Orders	
212	Active Work Order Report	H	Y		Munis Fixed Assets and Munis Work Orders	
213	Work order Detail Reports	H	Y		Munis Fixed Assets and Munis Work Orders	
214	Inventory Detail Reports	H	Y		Munis Fixed Assets and Munis Work Orders	
215	Downtime Report	H	R		Munis Fixed Assets and Munis Work Orders	
216	Fuel Detail Reports	H	R		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Asset Management

4.3 - Asset Management				Munis Fixed Assets and Munis Work Orders		
Objective: To optimally manage the physical assets of the City through a GIS-centric solution that is integrated to the City's ERP and other third-party asset management applications to maximize the City's infrastructure.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
217	Parts Master List	H	Y		Munis Fixed Assets and Munis Work Orders	Assuming use of Munis Inventory Items
218	Backorder Report	H	R		Munis Fixed Assets and Munis Work Orders	
219	Dashboard Reporting					Some reports require use of SSRS
220	Operational dashboards to track core operational processes displayed in real-time data	M	Y		Munis Fixed Assets and Munis Work Orders	
221	Tactical dashboards for track departmental processes and projects and emphasize analysis	M	Y		Munis Fixed Assets and Munis Work Orders	
222	The application must provide a dashboard reporting tool which allows users to configure charts or gauges which allow for real time measurement of any data within the application database.	M	Y		Munis Fixed Assets and Munis Work Orders	
223	The application must provide a library of standard dashboard measurements	M	Y		Munis Fixed Assets and Munis Work Orders	
224	The application must allow users to modify existing dashboards, create new dashboards and change the look and feel of any dashboard gauge or graph	M	Y		Munis Fixed Assets and Munis Work Orders	
225	The application must be delivered with a library of vendor provided standard gauges and graphs which give customers the ability to control the look and feel of this reporting capability.	M	Y		Munis Fixed Assets and Munis Work Orders	
226	The application must allow dashboards to be configurable to control upper and lower limits on gauges with the ability to set an "alert" level that highlights a gauge which is exceeding a threshold determined by management.	M	Y		Munis Fixed Assets and Munis Work Orders	
227	The application must provide security which controls a users ability to access specific dashboards based on a user's security group.	M	Y		Munis Fixed Assets and Munis Work Orders	
228	The application must allow dashboards to be configured so that specific dashboards are only available to certain users or user groups.	M	Y		Munis Fixed Assets and Munis Work Orders	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Bank Reconciliation

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.4 - Bank Reconciliation			Munis Cash Management (formerly Treasury Management)			
Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	Ability to use both automated and manual reconciliation features.	M	Y		Munis Cash Management (formerly Treasury Management)	
3	Ability to automate daily bank reconciliation.	M	Y		Munis Cash Management (formerly Treasury Management)	
4	Ability to query up-to-date daily balance and have it match to credits at the bank.	M	Y		Munis Cash Management (formerly Treasury Management)	
5	Ability to compare debits/credits with bank based on exceptions.	M	Y		Munis Cash Management (formerly Treasury Management)	
6	Ability to group exceptions by type	H	R		Munis Cash Management (formerly Treasury Management)	Via SSRS
7	Ability to correlate every transaction to a debit/credit at the bank, including credit card transactions	M	Y		Munis Cash Management (formerly Treasury Management)	
8	Ability to identify multiple cash accounts.	H	Y		Munis Cash Management (formerly Treasury Management)	
9	Ability to be able to associate the cash account with a project.	L	Y		Munis Cash Management (formerly Treasury Management)	
10	Ability to send positive pay file to the bank from both the AP and Payroll sub-modules.	H	Y		Munis Cash Management (formerly Treasury Management)	via intergration with Munis AP & Payroll/HR

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Bank Reconciliation

4.4 - Bank Reconciliation			Munis Cash Management (formerly Treasury Management)			
Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
11	Ability to process and transmit AP and Payroll ACH payments through the sub-modules multiple times per day.	H	Y		Munis Cash Management (formerly Treasury Management)	via intergration with Munis AP & Payroll/HR
12	Ability to use drill-down capabilities to see historical and transaction-level data	H	Y		Munis Cash Management (formerly Treasury Management)	
13	Ability to import a list of cleared checks from the bank.	H	Y		Munis Cash Management (formerly Treasury Management)	Assumes standard Munis file layout, modification my be required if the layout is unknown.
14	Ability to use drill-down capabilities to see if a check has been issued/cleared from the AP and Payroll sub-modules and originating transaction documentation via some sort of document management program.	H	Y		Munis Cash Management (formerly Treasury Management)	Document management assumes TCM-SE
15	Ability to track Manually Typed Check Issues and voids.	L	Y		Munis Cash Management (formerly Treasury Management)	
16	Ability to enter manual adjustments with proper authorization.	H	Y		Munis Cash Management (formerly Treasury Management)	
17	Ability to reconcile deposits with cash receipt batch posting details that tie back to a deposit slip with a breakdown of each account number.	H	Y		Munis Cash Management (formerly Treasury Management)	
18	System Processes					
19	Ability to correct "reconciliation date" in the system after the fact, with the ability to include comments.	L	Y		Munis Cash Management (formerly Treasury Management)	
20	Ability to create file (daily) of issued checks from Payroll and A/P modules to transmit to the bank (includes Ck#, Payee, Amount, Date).	H	Y		Munis Cash Management (formerly Treasury Management)	
21	Ability to manage unclaimed checks.	L	Y		Munis Cash Management (formerly Treasury Management)	
22	Ability to create an outstanding check list.	L	Y		Munis Cash Management (formerly Treasury Management)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Bank Reconciliation

4.4 - Bank Reconciliation			Munis Cash Management (formerly Treasury Management)			
Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
23	Ability to accept paid check image file from bank which will update A/P and Payroll system.	L	M		Munis Cash Management (formerly Treasury Management)	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
24	System must provide the ability to void checks (Payables and Payroll) within the sub-modules.	H	Y		Munis Cash Management (formerly Treasury Management)	via intergration with Munis AP & Payroll/HR
25	System must provide the ability to replace lost checks and reflect new check numbers (interface info from Payroll and A/P modules).	H	Y		Munis Cash Management (formerly Treasury Management)	via intergration with Munis AP & Payroll/HR
26	Ability to print an outstanding check report, sortable by department and age of the outstanding check	L	R		Munis Cash Management (formerly Treasury Management)	Via SSRS
27	Ability to attach documents	H	Y		Munis Cash Management (formerly Treasury Management)	Issues checks
28	Ability to flag customers across all departments who have outstanding NSF transactions	M	R		Munis Cash Management (formerly Treasury Management)	Via SSRS and proper set up within Munis ERP modules.
29	Unclaimed Property					
30	Objective: Checks that are outstanding after a designated time become unclaimed property. Different rules apply per state and per module (AP vs. Payroll) on when notification is required and when these outstanding checks are to be reported to the state and removed from the local municipalities records.	L	Y		Munis Cash Management (formerly Treasury Management)	
31	Supports the tracking of all AP checks that are outstanding with the tax id, vendor name, address, check date, check number	H	Y		Munis Cash Management (formerly Treasury Management)	
32	Supports the tracking of all Payroll checks that are outstanding with the social security #, employee name, address, date of birth, check date and check number	H	Y		Munis Cash Management (formerly Treasury Management)	
33	Ability to get a listing of all unclaimed property per module (AP vs. Payroll) per state at the end of every month based on check date parameters.	L	Y		Munis Cash Management (formerly Treasury Management)	AP Yes, Payroll no.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Bank Reconciliation

4.4 - Bank Reconciliation			Munis Cash Management (formerly Treasury Management)			
Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
34	Ability to export a file from Bank Rec and import (Excel, a fixed width ASCII text file or a compatible database table) all of unclaimed property to HRS Pro Software (a National Association of Unclaimed Property Administrators (NAUPA) wagers software).	M	M		Munis Cash Management (formerly Treasury Management)	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
35	If a check is voided or paid that was on the unclaimed property list, it should automatically be removed from unclaimed property	L	M		Munis Cash Management (formerly Treasury Management)	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
36	System Interfaces					
37	Auto interface with electronically initiated transactions (ACH and Wires).	H	Y		Munis Cash Management (formerly Treasury Management)	
38	Ability to import cleared checks from the bank for a from/through date range.	H	Y		Munis Cash Management (formerly Treasury Management)	May require custom format (modification costs).
39	Daily auto interface from Cash Receipts module by departmental deposit reconcilement code summarized by user.	H	Y		Munis Cash Management (formerly Treasury Management)	
40	Daily auto interface for manual typed checks from Payroll and A/P.	L	Y		Munis Cash Management (formerly Treasury Management)	Via integrated Munis AP,PR/HR
41	Daily auto interface with A/P, Payroll and G/L where cash is affected.	M	Y		Munis Cash Management (formerly Treasury Management)	Via integrated Munis AP,PR/HR
42	Ability to select entries that should not update (i.e., amortization of premium/discount; entries that do not affect cash, out of balance edits) cash balances.	M	Y		Munis Cash Management (formerly Treasury Management)	With proper setup and procedure
43	Ability to prevent incorrect cash entries generated from other modules	M			Munis Cash Management (formerly Treasury Management)	Need more detailed information to accurately respond
44	Daily auto interface with all sub-modules for drilldown capabilities for all transactions to see originating entry, including backup documentation via some sort of document manager program, and history of entry, including adjusting or reversing entries associated with the original entry	M	Y		Munis Cash Management (formerly Treasury Management)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Bank Reconciliation

4.4 - Bank Reconciliation				Munis Cash Management (formerly Treasury Management)		
Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
45	Ability to import and reconcile credit card transactions by merchant number/location	M	Y		Munis Cash Management (formerly Treasury Management)	
46	Ability to import check reconciliation data (cleared checks from bank)	H	Y		Munis Cash Management (formerly Treasury Management)	May require custom format (modification costs).
47	Reporting					Some reports require use of SSRS
48	Ability to provide a daily banking transaction log by account number.	H	Y		Munis Cash Management (formerly Treasury Management)	
49	Ability to view Check Reconciliation Information by check number, voucher #, vendor #/name.	H	Y		Munis Cash Management (formerly Treasury Management)	
50	Ability to view a Listing of Transactions affecting GL cash accounts (payroll, AP, cash receipts, etc.).	M	Y		Munis Cash Management (formerly Treasury Management)	
51	Ability to create a General Ledger Cash Summary Report .	M	Y		Munis Cash Management (formerly Treasury Management)	
52	Ability to create a Reconciled Check Report .	L	Y		Munis Cash Management (formerly Treasury Management)	
53	Ability to create a Reconciliation Report to summarize and show errors (non-match, date errors, etc.).	M	Y		Munis Cash Management (formerly Treasury Management)	
54	Ability to create a Void Check Report which includes replacement checks as appropriate.	M	Y		Munis Cash Management (formerly Treasury Management)	
55	Ability to create a Deposit Details Report by day (with subtotals) - needed to reconcile daily bank statements showing:	-	R		Munis Cash Management (formerly Treasury Management)	
56	Receipt #	H	Y		Munis Cash Management (formerly Treasury Management)	
57	Desc	H	Y		Munis Cash Management (formerly Treasury Management)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Bank Reconciliation

4.4 - Bank Reconciliation			Munis Cash Management (formerly Treasury Management)			
Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
58	Dollar amount	H	Y		Munis Cash Management (formerly Treasury Management)	
59	Date	H	Y		Munis Cash Management (formerly Treasury Management)	
60	Ability to create a (aged) list of Outstanding Checks with check number on-line, showing:	-			Munis Cash Management (formerly Treasury Management)	
61	Date Issued	H	Y		Munis Cash Management (formerly Treasury Management)	
62	Amount Total	H	Y		Munis Cash Management (formerly Treasury Management)	
63	Payee	H	Y		Munis Cash Management (formerly Treasury Management)	
64	Fund/Org/Acct	M	Y		Munis Cash Management (formerly Treasury Management)	
65	A/P or Payroll Document Reference	M	R		Munis Cash Management (formerly Treasury Management)	
66	Payee Address	M	R		Munis Cash Management (formerly Treasury Management)	
67	Bank Account Number(s)	M	Y		Munis Cash Management (formerly Treasury Management)	
68	Ability to create a Bank Reconciliation Report , listing amounts deposited into each account, and total deposits compared with cash receipts for that date.	M	Y		Munis Cash Management (formerly Treasury Management)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.5 - Budgeting				Munis Budgeting (included with G/L)		
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Budget Preparation					
2	Ability to search within the budgeting process at all levels of account structure.	H	Y		Munis Budgeting (included with G/L)	
3	Ability to develop budgets at the cost center level.	H	Y		Munis Budgeting (included with G/L)	
4	Ability to support multiple levels of account structure.	H	Y		Munis Budgeting (included with G/L)	
5	Ability to access budget online, during budget preparation process and after finalized.	H	Y		Munis Budgeting (included with G/L)	
6	Ability to copy budget information between budget approval levels, either overwriting or adding to existing content.	H	Y		Munis Budgeting (included with G/L)	
7	Ability to describe a budget item. An unlimited narrative may be input and printed on the final budget document.	M	Y		Munis Budgeting (included with G/L)	
8	Ability to maintain a requested, recommended, and approved budget.	H	Y		Munis Budgeting (included with G/L)	
9	Ability to identify specific budget items per account	H	Y		Munis Budgeting (included with G/L)	
10	Ability to allow for optional tracking of actual procurement of budget items within an account.	M	Y		Munis Budgeting (included with G/L)	
11	Ability to allow for departmental budget entry in an account listing style.	H	Y		Munis Budgeting (included with G/L)	
12	Ability to allow for a range by account # or any segment within the account for budget entry	H	Y		Munis Budgeting (included with G/L)	
13	Ability to view progress by departments in budget preparation, as defined in user setup in conjunction with account authority.	H	Y		Munis Budgeting (included with G/L)	
14	Ability to approve all requested budget amounts at the same time.	M	Y		Munis Budgeting (included with G/L)	
15	Ability to implement security related to who has access to budget development and view based on their department and organization.	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
16	Ability to customize budget scenarios based on department.	M	Y		Munis Budgeting (included with G/L)	
17	Ability to perform Budget Prep global changes (Fringe Benefits, merit increases).	H	Y		Munis Budgeting (included with G/L)	
18	Ability to allow for comments per budget item / line.	H	Y		Munis Budgeting (included with G/L)	
19	Ability to allow for per month budgeting (e.g. enter annual total budget line and system assists by spreading the annual amount). Monthly amounts can then be adjusted.	H	Y		Munis Budgeting (included with G/L)	
20	Ability to allow for configuration of which accounts require line item detail with the budget request.	M	Y		Munis Budgeting (included with G/L)	
21	Ability to have a central service fund for planning for major purchases.	L	Y		Munis Budgeting (included with G/L)	
22	Ability to modify preliminary budget amounts for a division and automatically update department totals.	H	Y		Munis Budgeting (included with G/L)	
23	Ability to start the budget process with a "base budget" which removes all of the one time/annual items	M	Y		Munis Budgeting (included with G/L)	
24	Ability to generate proposed budget data by extrapolating multi-year historical financial data using user-defined criteria/specifications.	M	Y		Munis Budgeting (included with G/L)	
25	Ability to either create a requested budget on-line, or print out the on-line form and complete it manually.	H	Y		Munis Budgeting (included with G/L)	
26	Ability to limit changes within the un-adopted budget after a certain point in the budget process has been reached, and require appropriate user authorization to implement any changes.	H	Y		Munis Budgeting (included with G/L)	
27	Ability to perform exception based budgeting (only changes to budget amounts on budget worksheet that user takes exception with).	H	Y		Munis Budgeting (included with G/L)	Prior year budgets can be used a baseline. Any desired changes can then be made.
28	Ability to perform multiple methods (e.g. views) of updating departmental budget requests (e.g. departmental account listing, one account at a time, etc.).	H	Y		Munis Budgeting (included with G/L)	
29	Ability to enter estimated revenues and expenses for the current year in a separate "level" that can be used for inquiry or reporting purposes.	H	Y		Munis Budgeting (included with G/L)	
30	Ability to enter estimated revenues during the budgeting process by fund number, with the ability to view the following:	-			Munis Budgeting (included with G/L)	
31	Two previous year actuals	H	Y		Munis Budgeting (included with G/L)	
32	Current year estimated to date	M	Y		Munis Budgeting (included with G/L)	
33	Current year actuals to date	H	Y		Munis Budgeting (included with G/L)	
34	Current year actuals / current year estimated	M	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
35	Current year original estimated to date	H	Y		Munis Budgeting (included with G/L)	
36	Ability for users to directly inquire by account on current and prior year actual activity during budget entry.	M	Y		Munis Budgeting (included with G/L)	
37	Ability to import off-line developed budget information into the system.	M	Y		Munis Budgeting (included with G/L)	Seamless intergration with MS Excel for easy importation. Other formats may require modification.
38	Ability to generate a Budget Book from the system.	M	Y		Munis Budgeting (included with G/L)	
39	Ability to allocate revenues by department, division or program	M	Y		Munis Budgeting (included with G/L)	
40	Must be able to support the delegation of budget activities from one qualified user to another qualified user	M	Y		Munis Budgeting (included with G/L)	Permissions can control who can and cannot work in the budget prep process.
41	Provide ability to assign budget responsibility (prepare, review/approve) to another user	M	Y		Munis Budgeting (included with G/L)	Permissions can control who can and cannot work in the budget prep process.
42	Position Budgeting					
43	Ability to generate budget by position.	H	Y		Munis Budgeting (included with G/L)	Position Budgeting is accomplished via integration with Munis Payroll/HR Modules
44	Ability to enter globally or provide calculation-only fields for:	-			Munis Budgeting (included with G/L)	
45	# of pays for upcoming budget year	H	Y		Munis Budgeting (included with G/L)	
46	Medicare calculation based on wages	H	Y		Munis Budgeting (included with G/L)	
47	PERS (Public Employees Retirement System) calculation based on wages	H	Y		Munis Budgeting (included with G/L)	
48	Worker's Comp calculation based on wages	H	Y		Munis Budgeting (included with G/L)	
49	Health insurance increases	H	Y		Munis Budgeting (included with G/L)	
50	Ability to perform position budgeting that includes the calculation of benefits specific to the type of position being budgeted.	H	Y		Munis Budgeting (included with G/L)	
51	System's position budgeting functionality is directly integrated with the Payroll and HR modules	M	Y		Munis Budgeting (included with G/L)	
52	Ability to assist with managing new budget implications of live payroll changes (e.g. raises & transfers) performed during the budget development cycle.	M	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
53	Ability to generate what-if scenarios based on the timing of filling vacancies or making promotions as part of the budget prep process or mid fiscal year.	M	Y		Munis Budgeting (included with G/L)	
54	Ability to accommodate a "refresh" process whereby budget scenarios being developed are updated from current payroll changes (raises, transfers) during the budget development cycle.	M	Y		Munis Budgeting (included with G/L)	
55	Ability to perform position budgeting for vacant positions without the need to assign employees to these positions that includes both salary and fringe projections.	M	Y		Munis Budgeting (included with G/L)	
56	Ability to assign project numbers to positions	M	Y		Munis Budgeting (included with G/L)	
57	Capital Budgeting					
58	Ability to perform capital expenditure and funding source planning.	M	Y		Munis Budgeting (included with G/L)	
59	Ability to integrate with capital project system to assist with capital budget development.	M	Y		Munis Budgeting (included with G/L)	The budget system is integrated with the Munis project accounting system.
60	System provides budget upload functionality for capital budgets.	M	Y		Munis Budgeting (included with G/L)	
61	Ability to automate a distributed "capital budget item request" process providing central approval and reporting.	M	Y		Munis Budgeting (included with G/L)	
62	Ability to classify (City can configure the categories) capital project requests and provides reporting by classification.	M	Y		Munis Budgeting (included with G/L)	
63	Ability to rank CIP projects based on selected criteria and scoring against this criteria.	M	Y		Munis Budgeting (included with G/L)	
64	Ability to manage a multi-year (e.g. six) CIP program.	M	Y		Munis Budgeting (included with G/L)	
65	Ability to attach documents and pictures, additional notes/text associated with a capital project budget.	H	Y		Munis Budgeting (included with G/L)	
66	Ability to associate various funding sources and amounts over multiple years.	H	Y		Munis Budgeting (included with G/L)	Max of 10 years
67	Project / Grant Budgeting					
68	System must provide the ability to use project budgeting within or across funds and years as specified by the user.	M	Y		Munis Budgeting (included with G/L)	
69	Multi-Year Budgeting					
70	Ability to prepare budget for multiple years concurrently.	M	Y		Munis Budgeting (included with G/L)	
71	Ability for distributed departments to perform projections periodically including estimate revisions and reporting of actual to estimates - at varying levels of the chart of accounts.	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
72	Ability to budget out five years (budget year plus two more years of estimates).	M	Y		Munis Budgeting (included with G/L)	
73	Program Budgeting					Requires Performance Based Budgeting
74	Ability to allocate personnel into different programs by percentage time	M	Y		Munis Budgeting (included with G/L)	So long as "Programs" are part of COA. Personnel can be allocated using integrated Munis PR/HR with Allocation Codes.
75	Ability to apply the allocation of personnel by programs to determine personal services amounts by program percentage matrix.	M	Y		Munis Budgeting (included with G/L)	So long as "Programs" are part of COA. Personnel can be allocated by percentage using integrated Munis PR/HR with Allocation Codes.
76	Ability to reconcile personnel by program, division, or department.	M	Y		Munis Budgeting (included with G/L)	Using integrated Munis PR/HR Position Control and so long as part of COA.
77	Ability to allow numerical input by category (operating expenses, other charges & services, contractual services).	H	Y		Munis Budgeting (included with G/L)	Via proper COA setup.
78	Ability to allow program percentages to be applied to the accounts in the line item budget	M	Y		Munis Budgeting (included with G/L)	
79	Total budget for all programs within a department must equal the total of all divisions.	H	Y		Munis Budgeting (included with G/L)	
80	Ability to allow input of Program Objectives, Outcomes of Investments, and Goals in main part of program sheet and allow auto fill of that information on performance measure part of program sheet.	M	Y		Munis Budgeting (included with G/L)	Via Performance Based Budgeting Module
81	Budget Forecasting / Revenue Estimating					
82	Ability to customize budget scenarios based on individual department assumptions.	M	Y		Munis Budgeting (included with G/L)	
83	Ability to transfer or change positions between departments/funds for budget and analytical purposes.	M	Y		Munis Budgeting (included with G/L)	
84	Ability to support personnel cost projections that include fringe benefit costs (based on existing benefits elected).	H	Y		Munis Budgeting (included with G/L)	
85	Ability for departments to develop scenarios which are components that may or may not be included with the base budget / taken out of the final approved budget.	M	Y		Munis Budgeting (included with G/L)	
86	Ability enter and adjust in either percentage, flat rate or other variable to salaries and/or benefits provided by position or for all employees.	H	Y		Munis Budgeting (included with G/L)	
87	Ability to perform budget forecasting that incorporates planned salary and benefit adjustments at an employee, position or City-wide level.	H	Y		Munis Budgeting (included with G/L)	
88	Ability to perform budget projections for salaries and fringes based on merit date.	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
89	Ability to perform revenue estimating for multiple future years (City currently defines as 5).	M	Y		Munis Budgeting (included with G/L)	
90	Ability to perform budget projections for salaries and fringes under different scenarios without the need to use or impact data in the LIVE system.	H	Y		Munis Budgeting (included with G/L)	
91	Ability for revenue estimation functionality to be distributed to departmental financial managers for input.	H	Y		Munis Budgeting (included with G/L)	
92	Ability for revenue estimation functionality to include report and inquiry features for Budget Office.	M	Y		Munis Budgeting (included with G/L)	
93	Ability to import position information from a third party Payroll system to perform budget projections.	M	N		Munis Budgeting (included with G/L)	
94	Ability to balance operating transfers in with transfers out.	H	Y		Munis Budgeting (included with G/L)	
95	Ability to have budget reflect all appropriations and transfers to date.	H	Y		Munis Budgeting (included with G/L)	
96	Ability to prepare and track multiple budget versions (draft 1, draft 2, etc.).	H	Y		Munis Budgeting (included with G/L)	Max of 99,999 versions.
97	Budget Maintenance					
98	Ability to assign budget dollars by month for a budget line item, after the budget is adopted.	M	Y		Munis Budgeting (included with G/L)	
99	Ability to commit (hold) funds for known expenditures without submitting a requisition	M	Y		Munis Budgeting (included with G/L)	This can be accomplished through use of an Encumbrance Journal through General Ledger.
100	Ability to track changes in the document that occur from one authorization point to another, and who made the change, by producing an audit "change trail".	M	Y		Munis Budgeting (included with G/L)	
101	Ability to automate specific allocations and transfers between departments and funds as defined by the user (i.e., internal service funds and debt service).	M	Y		Munis Budgeting (included with G/L)	
102	Ability to indicate out-of-balance conditions with corrections defined by the user.	H	Y		Munis Budgeting (included with G/L)	
103	Ability to request/approve budget adjustments online, through workflow.	M	Y		Munis Budgeting (included with G/L)	
104	Ability to manage position changes within system, through workflow.	M	Y		Munis Budgeting (included with G/L)	
105	Ability to configure the system to allow for distributed (departmental) entry of budget transfer requests - with configurable multi-level approval functionality	M	Y		Munis Budgeting (included with G/L)	
106	Ability to provide real time budget status checking when doing budget transfers	M	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
107	Ability to provide extended comments with budget revision requests	M	Y		Munis Budgeting (included with G/L)	
108	Ability to replace previous budget with modified budget and the system calculates adjustments.	L	Y		Munis Budgeting (included with G/L)	
109	Ability to enter budget amendments during the fiscal year (appropriations or revenue estimates).	H	Y		Munis Budgeting (included with G/L)	
110	Ability to record and track multiple budget amendments during the year and inquire on the adjustments after the fact.	H	Y		Munis Budgeting (included with G/L)	
111	Ability to have an amendment tracking field where it can store a link to a document or meeting minutes where this amendment was approved.	H	Y		Munis Budgeting (included with G/L)	
112	Ability to correct original budget.	H	Y		Munis Budgeting (included with G/L)	
113	Ability to identify a budget adjustment as one-time (temporary) or permanent (affect future base budgets).	M	Y		Munis Budgeting (included with G/L)	
114	Ability to make changes simultaneously to one or more of the budgets.	M	Y		Munis Budgeting (included with G/L)	Within one budget projection multiple accounts can be accessed at once.
115	Ability to have multi-level budget approvals online, for establishing budgets, line item transfers, budget adjustments.	H	Y		Munis Budgeting (included with G/L)	
116	Ability to develop a request for transfer of funds that can be attached to a particular requisition.	M	Y		Munis Budgeting (included with G/L)	
117	Ability to maintain the date, time and user information that data was last changed.	M	Y		Munis Budgeting (included with G/L)	
118	Budget Checking and Controls					
119	Ability to perform user's choice of funds availability checking at the project level, grant level, division level, department level or line item level.	M	Y		Munis Budgeting (included with G/L)	
120	Ability to track original budget and adjusted budget.	H	Y		Munis Budgeting (included with G/L)	
121	Ability to view detailed, supporting budget information on individual accounts.	H	Y		Munis Budgeting (included with G/L)	
122	Ability to view “available budget” during requisition/purchase order entry for any type of purchase order, journal entry, or accounts payable invoice transaction.	M	Y		Munis Budgeting (included with G/L)	
123	Ability to request the existence of a budget line item to be reviewed for acceptance by the Budget Office.	M	Y		Munis Budgeting (included with G/L)	Via Budget Detail Approvals
124	Ability to support line item (account) budgeting on a monthly basis.	M	Y		Munis Budgeting (included with G/L)	
125	Ability to configure the system to allow for departments to manage appropriations.	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
126	Ability to transfer budgets between departments and between divisions.	M	Y		Munis Budgeting (included with G/L)	
127	Ability to customize rules for budgets and restrictions on overspending.	H	Y		Munis Budgeting (included with G/L)	
128	Ability to prohibit budgeting more, per fund, than the lesser of the current year’s estimated revenue and income or the estimated income for the budget year.	L	Y		Munis Budgeting (included with G/L)	
129	Ability to have budget control rules by user-configured levels (e.g. payroll accounts, internal service fund accounts, etc.)	M	Y		Munis Budgeting (included with G/L)	Via integrated Munis PR/HR
130	Ability to have user-configurable budget warnings at the department, grant, project and line item level.	M	Y		Munis Budgeting (included with G/L)	Via Munis PA
131	Ability to have user- configurable budget checking and potential warnings performed on all system transactions (requisitions, field purchase orders, purchase orders, journal entries, etc.)	H	Y		Munis Budgeting (included with G/L)	
132	Ability to have budget warnings include encumbrances and pre-encumbrances.	H	Y		Munis Budgeting (included with G/L)	
133	Ability to restrict transfers to/from specific accounts (e.g., Payroll).	M	Y		Munis Budgeting (included with G/L)	
134	Ability to use operating budgets to pay for multi year projects.	M	Y		Munis Budgeting (included with G/L)	
135	Budget Rollover Procedures					
136	Ability to prepare base budgets from prior year actual expenditures not including one-time expenditures	M	Y		Munis Budgeting (included with G/L)	
137	Ability to automatically install the adopted budget by an authorized user.	H	Y		Munis Budgeting (included with G/L)	
138	Ability to replicate previous years budget (minus \$\$ amounts) to assist with budget prep.	M	Y		Munis Budgeting (included with G/L)	
139	Ability to view prior year’s revenues while working on the new years data.	H	Y		Munis Budgeting (included with G/L)	
140	Ability to rollover encumbrances to the same account.	H	Y		Munis Budgeting (included with G/L)	
141	Ability for unfulfilled encumbrances to roll to next year, at year end, along with their associated budget, with prior year liquidation transaction performed.	H	Y		Munis Budgeting (included with G/L)	
142	Ability to view rollover encumbrance balances and appropriations separate from current year budgeted amounts for an account.	M	Y		Munis Budgeting (included with G/L)	
143	Ability to liquidate a rollover encumbrance while restricting the liquidated amount from being added to the current year budgeted amount (e.g., cancel an outstanding purchase order from a previous year that has an encumbered balance remaining).	M	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting				Munis Budgeting (included with G/L)		
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
144	Ability to rollover grant and project budgets	H	Y		Munis Budgeting (included with G/L)	
145	Interfaces					
146	Ability to import and export to/from MS Excel	H	Y		Munis Budgeting (included with G/L)	Munis has seamless integration with Excel for Budget. Information can be easily imported/export to/from Excel. Any other formats may require a modification.
147	Ability to import and export to/from MS Access	H	N		Munis Budgeting (included with G/L)	
148	Integration					
149	Ability to integrate with the following modules:	-			Munis Budgeting (included with G/L)	
150	General Ledger	H	Y		Munis Budgeting (included with G/L)	
151	Asset Management	H	Y		Munis Budgeting (included with G/L)	
152	Payroll	H	Y		Munis Budgeting (included with G/L)	
153	Human Resources	H	Y		Munis Budgeting (included with G/L)	
154	Project/Grant Accounting	H	Y		Munis Budgeting (included with G/L)	
155	Fleet	H	Y		Munis Budgeting (included with G/L)	
156	Fixed Assets	H	Y		Munis Budgeting (included with G/L)	
157	Debt Management	H	Y		Munis Budgeting (included with G/L)	
158	Capital Projects	H	Y		Munis Budgeting (included with G/L)	
159	Reporting					Some reports require use of SSRS
160	Ability to provide reports that can combine financial and text data into formatted templates	M	R		Munis Budgeting (included with G/L)	
161	Ability to view budget reports on a GAAP and Budget Basis of reporting.	H	Y		Munis Budgeting (included with G/L)	
162	Ability to obtain, reorganize and analyze datasets of information related to the budget rules and business processes.	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
163	Ability to maintain the following history for the current, last and multiple previous years:	-			Munis Budgeting (included with G/L)	
164	Original and Current Budget Amounts	H	Y		Munis Budgeting (included with G/L)	
165	Amount Requested	M	Y		Munis Budgeting (included with G/L)	
166	Amount Recommended	M	Y		Munis Budgeting (included with G/L)	
167	Amount Approved	H	Y		Munis Budgeting (included with G/L)	
168	Ability to track all expenditures to date:	-			Munis Budgeting (included with G/L)	
169	Over/Under Expenditures	H	Y		Munis Budgeting (included with G/L)	
170	Balances	H	Y		Munis Budgeting (included with G/L)	
171	Ability to view all transaction detail associated with budget line items.	H	Y		Munis Budgeting (included with G/L)	
172	Ability to view history, by year, account number and / or transaction.	H	Y		Munis Budgeting (included with G/L)	
173	Ability to view data at a user-defined level.	M	Y		Munis Budgeting (included with G/L)	
174	Ability to view history of budget transfers.	H	Y		Munis Budgeting (included with G/L)	
175	Ability to show three years of history and current year actuals on budget reports – Revenue and Expense accounts.	H	Y		Munis Budgeting (included with G/L)	
176	Ability to monitor Revenue/Expenditure actuals to estimates.	H	Y		Munis Budgeting (included with G/L)	
177	Ability to track prior year encumbrances that are earmarked for specific items.	M	Y		Munis Budgeting (included with G/L)	
178	Ability to generate the following reports:	-			Munis Budgeting (included with G/L)	
179	Original / Adopted Budget	H	Y		Munis Budgeting (included with G/L)	
180	Actual / Revised Budget	H	Y		Munis Budgeting (included with G/L)	
181	Summary reports take detail data and produce Fund, Department and Division reports.	H	Y		Munis Budgeting (included with G/L)	
182	Appropriation Status Report (Workflow)	M	Y		Munis Budgeting (included with G/L)	
183	Ad-Hoc reporting	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting				Munis Budgeting (included with G/L)		
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
184	Budget Scenario Reporting	H	Y		Munis Budgeting (included with G/L)	
185	Prior year encumbrances	H	Y		Munis Budgeting (included with G/L)	
186	Ability to view/print budget information by:	-			Munis Budgeting (included with G/L)	
187	Fund	H	Y		Munis Budgeting (included with G/L)	
188	Department	H	Y		Munis Budgeting (included with G/L)	
189	Division	H	Y		Munis Budgeting (included with G/L)	
190	Expenditure account	H	Y		Munis Budgeting (included with G/L)	
191	Revenue account	H	Y		Munis Budgeting (included with G/L)	
192	Ability to summarize totals at the following levels:	-			Munis Budgeting (included with G/L)	So long as part of the COA.
193	Fund	H	Y		Munis Budgeting (included with G/L)	
194	Department	H	Y		Munis Budgeting (included with G/L)	
195	Division	H	Y		Munis Budgeting (included with G/L)	
196	Activity/Function/Program	H	Y		Munis Budgeting (included with G/L)	
197	Account	H	Y		Munis Budgeting (included with G/L)	
198	Categories (personal services, capital outlay, etc.)	H	Y		Munis Budgeting (included with G/L)	
199	Grant	H	Y		Munis Budgeting (included with G/L)	
200	Project	H	Y		Munis Budgeting (included with G/L)	
201	Ability to view/print all account balances by fund including:	-			Munis Budgeting (included with G/L)	
202	Account Number	H	Y		Munis Budgeting (included with G/L)	
203	Account name	H	Y		Munis Budgeting (included with G/L)	
204	Original Appropriation	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
205	Transfers	H	Y		Munis Budgeting (included with G/L)	
206	Expended to date	H	Y		Munis Budgeting (included with G/L)	
207	One-time encumbrances	M	Y		Munis Budgeting (included with G/L)	
208	Encumbrances that are purchase orders	M	Y		Munis Budgeting (included with G/L)	
209	Free balance	H	Y		Munis Budgeting (included with G/L)	
210	% of expanded balance for the year	H	Y		Munis Budgeting (included with G/L)	
211	Ability to view/print, for current year, previous years, and up to 5 years, details online for:	-			Munis Budgeting (included with G/L)	
212	Base Budget	H	Y		Munis Budgeting (included with G/L)	
213	City Ordinance/ Resolution number and date	M	Y		Munis Budgeting (included with G/L)	If stored within Description/Justification fields
214	Modified budget	H	Y		Munis Budgeting (included with G/L)	
215	Actual expenses	H	Y		Munis Budgeting (included with G/L)	
216	“current to date” budget to actual numbers online	M	Y		Munis Budgeting (included with G/L)	
217	"actual to date" information by month	M	Y		Munis Budgeting (included with G/L)	
218	Requested budget amounts	M	Y		Munis Budgeting (included with G/L)	
219	Recommended budget amounts	M	Y		Munis Budgeting (included with G/L)	
220	Approved budget amounts	H	Y		Munis Budgeting (included with G/L)	
221	Account status - including revenues, expenditures and open purchases	H	Y		Munis Budgeting (included with G/L)	
222	Ability to perform a “what if” analysis for revenues and expenses:	-			Munis Budgeting (included with G/L)	
223	utilizing current year information,	M	Y		Munis Budgeting (included with G/L)	
224	in a trial mode, prior to any updates to actual data,	M	Y		Munis Budgeting (included with G/L)	
225	save analyses to a separate file or print out analysis,	M	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
226	on individual accounts and view the results at the account or department level.	M	Y		Munis Budgeting (included with G/L)	
227	allowing the user to adjust the account code level amounts by a percentage, amount or flat rate across the board for a particular fund, cost center, object or project,	M	Y		Munis Budgeting (included with G/L)	
228	that interfaces with Payroll module	M	Y		Munis Budgeting (included with G/L)	
229	Ability to allow for downloading of the adopted budget from the financial system.	H	Y		Munis Budgeting (included with G/L)	
230	Ability to specify date or timeframe for which to view or report data.	M	Y		Munis Budgeting (included with G/L)	
231	Ability to report budget for multiple years on same report.	H	Y		Munis Budgeting (included with G/L)	
232	Ability to report estimated budget savings or overruns for the remainder of the current year based on current budget balance status and trends.	H	Y		Munis Budgeting (included with G/L)	
233	Ability to report for each department's budget:	-			Munis Budgeting (included with G/L)	
234	Which items are a contribution of prior year, and total.	M	Y		Munis Budgeting (included with G/L)	
235	Which items are new requests, and total.	M	Y		Munis Budgeting (included with G/L)	
236	Ability to create estimated income statement and balance sheet.	M	Y		Munis Budgeting (included with G/L)	
237	Ability to create an Effects on Fund Balance Report .	M	Y		Munis Budgeting (included with G/L)	
238	Ability to create a Project Budget Report .	H	Y		Munis Budgeting (included with G/L)	
239	Ability to create an “Actual to date” Report by month.	M	Y		Munis Budgeting (included with G/L)	
240	Ability to create detailed Expense/Revenue Report , with budgeting data to include, at a minimum, year-to-date and modified budget information for each line item.	H	Y		Munis Budgeting (included with G/L)	
241	Ability to create a Monthly Budget Report with MTD and YTD totals for any month that is reflective of the balances for that month.	H	Y		Munis Budgeting (included with G/L)	
242	Ability to generate a Budgetary Appropriation Request Variance Report that compares estimated revenues (including carryovers) with appropriation request.	H	Y		Munis Budgeting (included with G/L)	
243	Ability to create an Amendment Report , including:	-			Munis Budgeting (included with G/L)	
244	Account Number and Title	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
245	Original Budget	H	Y		Munis Budgeting (included with G/L)	
246	Amendments	H	Y		Munis Budgeting (included with G/L)	
247	Amended Budget	H	Y		Munis Budgeting (included with G/L)	
248	JE Number	H	Y		Munis Budgeting (included with G/L)	
249	Post Date	H	Y		Munis Budgeting (included with G/L)	
250	Description	H	Y		Munis Budgeting (included with G/L)	
251	Ability to create a Simplified Budget Report , by department, grouped by Revenue and Expenditures, including column headings of:	-			Munis Budgeting (included with G/L)	
252	Account Number	H	Y		Munis Budgeting (included with G/L)	
253	Account Title	H	Y		Munis Budgeting (included with G/L)	
254	Original Appropriation	H	Y		Munis Budgeting (included with G/L)	
255	Amended Appropriation	H	Y		Munis Budgeting (included with G/L)	
256	Month-to-Date Expenditures/Revenues	H	Y		Munis Budgeting (included with G/L)	
257	Year-to-Date Expenditures/Revenues	H	Y		Munis Budgeting (included with G/L)	
258	Outstanding Encumbrances	H	Y		Munis Budgeting (included with G/L)	
259	Unencumbered Balance	H	Y		Munis Budgeting (included with G/L)	
260	Current Month Activity	H	Y		Munis Budgeting (included with G/L)	
261	Encumbered YTD	H	Y		Munis Budgeting (included with G/L)	
262	Percentage of revenue/expenditures remaining	H	Y		Munis Budgeting (included with G/L)	
263	Ability to create a Budget Worksheet , including:	-			Munis Budgeting (included with G/L)	
264	User defined columns	H	Y		Munis Budgeting (included with G/L)	
265	Last 2 Years (minimum) Actual & Approval	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
266	Original Budget – Current Year	H	Y		Munis Budgeting (included with G/L)	
267	Amended Budget – Current Year	H	Y		Munis Budgeting (included with G/L)	
268	Actual Expenditures/Revenues to Date	H	Y		Munis Budgeting (included with G/L)	
269	Columns for:	-			Munis Budgeting (included with G/L)	
270	Requested	M	Y		Munis Budgeting (included with G/L)	
271	Recommended	M	Y		Munis Budgeting (included with G/L)	
272	Adopted	H	Y		Munis Budgeting (included with G/L)	
273	Ability to create an Expenditure Account Listing including the following headings:	-			Munis Budgeting (included with G/L)	
274	Prior Year History by Month	M	Y		Munis Budgeting (included with G/L)	
275	Annual Budget	H	Y		Munis Budgeting (included with G/L)	
276	Pre-encumbrance Amounts	M	Y		Munis Budgeting (included with G/L)	
277	Adjusted Annual Budget	H	Y		Munis Budgeting (included with G/L)	
278	Budget Amendments	M	Y		Munis Budgeting (included with G/L)	
279	Encumbrance Transactions	H	Y		Munis Budgeting (included with G/L)	
280	Actual Expenditure Transactions	H	Y		Munis Budgeting (included with G/L)	
281	Unencumbered Budget Balance	H	Y		Munis Budgeting (included with G/L)	
282	Ability to create an Expenditures Report , including:	-			Munis Budgeting (included with G/L)	
283	Over/Under Expenditures	H	Y		Munis Budgeting (included with G/L)	
284	Balances	H	Y		Munis Budgeting (included with G/L)	
285	Ability to create a Budget Status Report , by:	-			Munis Budgeting (included with G/L)	
286	Fund	H	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
287	Department	H	Y		Munis Budgeting (included with G/L)	
288	Division	H	Y		Munis Budgeting (included with G/L)	
289	Account name	H	Y		Munis Budgeting (included with G/L)	
290	Budget amount	H	R		Munis Budgeting (included with G/L)	
291	Changes to budget	M	Y		Munis Budgeting (included with G/L)	
292	Amended budget amount	H	Y		Munis Budgeting (included with G/L)	
293	MTD	M	Y		Munis Budgeting (included with G/L)	
294	YTD	H	Y		Munis Budgeting (included with G/L)	
295	Encumbered YTD	H	Y		Munis Budgeting (included with G/L)	
296	Projected %	H	Y		Munis Budgeting (included with G/L)	
297	Balance	H	Y		Munis Budgeting (included with G/L)	
298	Ability to create an Adopted Budget Report , by fund, by department, and/or by Project, detailing	-			Munis Budgeting (included with G/L)	
299	Category	H	Y		Munis Budgeting (included with G/L)	So long as part of the COA.
300	Category Description	H	Y		Munis Budgeting (included with G/L)	So long as part of the COA.
301	3 prior year actual budget amounts	H	Y		Munis Budgeting (included with G/L)	
302	Prior year amended amount	H	Y		Munis Budgeting (included with G/L)	
303	Current budget year 'Department recommended' budget amount	M	Y		Munis Budgeting (included with G/L)	
304	Current budget year 'City Manager recommended' budget amount	M	Y		Munis Budgeting (included with G/L)	
305	Current budget year 'council adopted' budget amount	H	Y		Munis Budgeting (included with G/L)	
306	Ability to create a Budget Projections Report , using any dimension of the account number.	H	Y		Munis Budgeting (included with G/L)	
307	Ability to create an " What-if " report, showing results of changes to fund balances and possible adjustments needed.	M	Y		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Budgeting

4.5 - Budgeting			Munis Budgeting (included with G/L)			
Objective: To provide for a user-friendly, fully-automated, on-line, integrated, distributed budget preparation, robust reporting, and tracking system with multi-year forecasting capabilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
308	Ability to create a Budget Amendments Report , listing budget amendments processed.	H	Y		Munis Budgeting (included with G/L)	
309	Save analyses to a separate file or print out analysis,	-			Munis Budgeting (included with G/L)	
310	Each employee by department	H	Y		Munis Budgeting (included with G/L)	
311	Current annual salary	H	Y		Munis Budgeting (included with G/L)	
312	Review date	H	Y		Munis Budgeting (included with G/L)	
313	Amount of next annual increase	H	Y		Munis Budgeting (included with G/L)	
314	Each fringe benefit calculated for the employee (NEW)	H	R		Munis Budgeting (included with G/L)	
315	Total of each salary and benefit component by division and department (NEW)	H	R		Munis Budgeting (included with G/L)	
316	Ability to create, view, and print any kinds of user-friendly reports we want from the information in the system, controlling the following:	-			Munis Budgeting (included with G/L)	
317	Number of Columns	M	R		Munis Budgeting (included with G/L)	
318	Column widths	M	R		Munis Budgeting (included with G/L)	
319	Fonts	M	R		Munis Budgeting (included with G/L)	
320	Page Margins	M	R		Munis Budgeting (included with G/L)	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Business License

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.6 - Business License			EnerGov			
Objective: The intent of the Business License module is to provide improved efficiency in maintaining and processing records and related license applications and registration forms. This would include issue and renew business, mechanical, plumbing and electrical permits, allowing for renewals based on City ordinances. Alcoholic beverage licenses, armed and unarmed security guard licenses, taxi and limousine licenses, taxi drivers permits, solicitors permits, animal licenses and various other permits and licenses are also included as well as the administering the collection of cigarette taxes and hotel/motel taxes.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Module Integration Requirements					
2	System allows for periodic import of the North American Industry Classification System (NAICS) codes from external data source	H	Y		EnerGov	
3	Business License module integrates with Community Development Permits module, to enable permit process to confirm valid business license prior to permit approval and visa versa.	H	Y		EnerGov	
4	Business License module integrates with Community Development Inspections & Code Enforcement module, to initiate an inspection for a new business license application	H	Y		EnerGov	
5	System provides integration with Community Development Inspection & Code Enforcement module, for preventing auto renewals if violations have been issued.	H	Y		EnerGov	
6	Business License module integrates with Accounts Payable and Purchasing modules, to confirm registration of business for all City purchasing activity	M	Y		EnerGov	
7	Business License module integrates with Accounts Payable module, for business license fee refunds	H	Y		EnerGov	
8	Business License module integrates with Cash Receipt module, for business license payments	H	Y		EnerGov	
9	System includes standard functionality to attach electronic documents, to business license applications or renewals, either natively, or through integration to the external document management system.	H	Y		EnerGov	
10	System integrates with City's ESRI GIS system to associate a business license application, renewal or delinquency with a GIS shape file and allows for viewing of other GIS layers in context of the business license location	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Business License

4.6 - Business License			EnerGov			
Objective: The intent of the Business License module is to provide improved efficiency in maintaining and processing records and related license applications and registration forms. This would include issue and renew business, mechanical, plumbing and electrical permits, allowing for renewals based on City ordinances. Alcoholic beverage licenses, armed and unarmed security guard licenses, taxi and limousine licenses, taxi drivers permits, solicitors permits, animal licenses and various other permits and licenses are also included as well as the administering the collection of cigarette taxes and hotel/motel taxes.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
11	System integrates with City's ESRI GIS system to allow citizens to search and view business license information over the web.	H	Y		EnerGov	
12	System integrates with central Master Address / Parcel Management function and provides updates, based on business license	H	Y		EnerGov	
13	Ability to renew animal licenses online by entering the rabies number information and integrating to the central database	L	Y		EnerGov	
14	Licensing Software Requirements					
15	System provides functionality to allow for remote entry of new business license applications over the Web, by applicants, as well as provide functionality to take payment for the application	M	Y		EnerGov	
16	Ability to track, maintain, search, retrieve and report on key information about business license applicants / holders, including:	-			EnerGov	
17	Name, Address Phone Number and e-mail of Applicant	H	Y		EnerGov	
18	Name, Address Phone Number and e-mail of Owner(s)	M	Y		EnerGov	
19	Name, Address Phone Number and e-mail of Business(es)	H	Y		EnerGov	
20	Emergency Phone Number	H	Y		EnerGov	
21	License Needed Flag (Y/N)	H	Y		EnerGov	
22	License Type Code	H	Y		EnerGov	
23	License Status	H	Y		EnerGov	
24	Minority (MBE/WBE/DBE) Business Owner Flag	M	Y		EnerGov	
25	Within city limits?	H	Y		EnerGov	
26	Description of Business	M	Y		EnerGov	
27	NAICS Code	M	Y		EnerGov	
28	Date of Application	H	Y		EnerGov	
29	Business Description	H	Y		EnerGov	
30	Business a branch or chain?	M	Y		EnerGov	
31	Date of License	H	Y		EnerGov	
32	Date of License Expiration	H	Y		EnerGov	
33	Date of Last Inspection	H	Y		EnerGov	
34	License Number	H	Y		EnerGov	
35	Zoning (i.e. commercial, industrial, etc.)	M	Y		EnerGov	
36	Tax Identification Number	H	Y		EnerGov	
37	Annual gross receipts (with 'as of')	H	Y		EnerGov	
38	Number of Employees (with 'as of')	M	Y		EnerGov	
39	Number of units (i.e. taxis, animals, etc.)	M	Y		EnerGov	
40	Year Business Started	M	Y		EnerGov	
41	Fees Paid and Owed	H	Y		EnerGov	
42	Receipt Number / Date Paid	H	Y		EnerGov	
43	Penalty and Late Notices History	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Business License

4.6 - Business License			EnerGov			
Objective: The intent of the Business License module is to provide improved efficiency in maintaining and processing records and related license applications and registration forms. This would include issue and renew business, mechanical, plumbing and electrical permits, allowing for renewals based on City ordinances. Alcoholic beverage licenses, armed and unarmed security guard licenses, taxi and limousine licenses, taxi drivers permits, solicitors permits, animal licenses and various other permits and licenses are also included as well as the administering the collection of cigarette taxes and hotel/motel taxes.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
44	Indication of Late Notices Mailed	H	Y		EnerGov	
45	Last Hearing/Appeal Date	H	Y		EnerGov	
46	Outcome of Hearing(s)/Appeal(s)	H	Y		EnerGov	
47	Reason(s) for Application Denial	H	Y		EnerGov	
48	Unlimited User-Defined Fields	M	Y		EnerGov	
49	Unlimited Comment Fields	M	Y		EnerGov	
50	Ability to have multiple license type codes per business	H	Y		EnerGov	
51	Ability to have separate renewal periods based on license type code	H	Y		EnerGov	
52	Ability for an authorized user to issue a license to someone at a location not in the Master Property Address file (including temporary PIN numbers)	H	Y		EnerGov	
53	Ability to designate a master license that is associated with other licenses (i.e. parent/child relationships)	H	Y		EnerGov	EnerGov supports Parent/Child business relationships. EnerGov utilizes the concept of tiered licenses and in order to hold “X” license you must already hold “Y” license. Validation can be automatically checked.
54	Ability to apply online for a new license as well as a renewal	M	Y		EnerGov	
55	Ability to gather data on business license activity and counts based on NAICS code	M	Y		EnerGov	
56	Ability to configure the module for multiple department uses so that the data entry screen, reports, necessary fields, workflow and security would uniquely be configured to each department needs	M	Y		EnerGov	
57	Account Financial Management					
58	System provides configurable business license fee calculation tools that accommodate fees based on a combination of multiple components:	-			EnerGov	
59	Administrative fee (flat fee)	H	Y		EnerGov	
60	Number of employees with tiered levels of employees, based on business type	M	Y		EnerGov	
61	Number of units (i.e. taxis, animals, etc.)	M	Y		EnerGov	
62	Based on zone type	M	Y		EnerGov	
63	Ability to have license periods based on the date of the original application (i.e. different end dates), not a single annual cycle	M	Y		EnerGov	
64	System provides configurable business license fee calculation tools that accommodate fees based partial year pro-rations, if applicable	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Business License

4.6 - Business License			EnerGov			
Objective: The intent of the Business License module is to provide improved efficiency in maintaining and processing records and related license applications and registration forms. This would include issue and renew business, mechanical, plumbing and electrical permits, allowing for renewals based on City ordinances. Alcoholic beverage licenses, armed and unarmed security guard licenses, taxi and limousine licenses, taxi drivers permits, solicitors permits, animal licenses and various other permits and licenses are also included as well as the administering the collection of cigarette taxes and hotel/motel taxes.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
65	System provides configurable business license fee calculation tools that accommodate fees based a various type of calculations (i.e. flat fee, fees based on other fees (%), number of units, square footage, interest & penalty, etc.)	H	Y		EnerGov	
66	System provides configurable business license fee calculation tools that accommodate user configurable cap on license fees	H	Y		EnerGov	
67	Ability to automatically determine fees and expiration dates from license type and fee codes.	H	Y		EnerGov	
68	Ability to exempt a business from a fee & have an exempt flag	H	Y		EnerGov	
69	Ability to override fees	H	Y		EnerGov	
70	Ability to create additional charges on an existing license	H	Y		EnerGov	
71	Ability to reverse payment & apply NSF fee	H	Y		EnerGov	
72	Ability to manually over-ride penalty assessment for late payments.	H	Y		EnerGov	
73	Ability to automatically assign variable penalties for late payment.	H	Y		EnerGov	
74	Maintain complete audit trails (including the user) of receipts, payments, late fees, approvals, denials, and any other Business License transactional activity	M	Y		EnerGov	
75	Maintain complete audit trail on history of all current and prior owners of a business.	M	Y		EnerGov	
76	Ability to track past due amounts and penalties including outstanding debt to the City (fees, taxes, etc.).	M	Y		EnerGov	
77	Ability to print and reprint invoices for Business License registrations	M	Y		EnerGov	
78	Ability to prevent (or allow) licensing until all related fees are paid	M	Y		EnerGov	
79	Ability to create different types of letters per license type for renewals, delinquencies, etc.	M	Y		EnerGov	
80	Workflow and Approvals					
81	System provides a highly configurable workflow engine that allows for multiple-step routing of business license applications, based on license type, NAICS code, or other user-defined field	M	Y		EnerGov	
82	System provide "tickler" notification functionality on set parameters to ensure timely, efficient follow-up by appropriate City officials.	M	Y		EnerGov	
83	Ability to initiate Inspections for business license application approval	H	Y		EnerGov	
84	Ability to record license approval by various inspectors or departments.	H	Y		EnerGov	
85	Ability to track insurance, bonds, other licenses, etc. based on user-defined requirements for each type of license.	M	Y		EnerGov	
86	Printing and License Generation					
87	Ability to provide for user defined print formats for licenses and renewal forms. Format to be determined by type of license.	M	Y		EnerGov	
88	Ability to reprint business licenses	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Business License

4.6 - Business License			EnerGov			
Objective: The intent of the Business License module is to provide improved efficiency in maintaining and processing records and related license applications and registration forms. This would include issue and renew business, mechanical, plumbing and electrical permits, allowing for renewals based on City ordinances. Alcoholic beverage licenses, armed and unarmed security guard licenses, taxi and limousine licenses, taxi drivers permits, solicitors permits, animal licenses and various other permits and licenses are also included as well as the administering the collection of cigarette taxes and hotel/motel taxes.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
89	Ability to generate a PDF copy of the business license and email it to the license holder	M	Y		EnerGov	
90	Ability to print licenses and renewal notices on forms created in Microsoft Word	L	Y		EnerGov	EnerGov’s reports can either be exported to Word or Excel and then from that data source the City could then create a Mail Merge Word Document.
91	Ability to print licenses and renewal notices on forms created in Google Docs	M	N		EnerGov	
92	Ability to automatically assign license/registration numbers.	H	Y		EnerGov	
93	Ability to create multiple tags (labels) per business and the choice of manually generating tag numbers or having them system generated.	L	Y		EnerGov	EnerGov has clients that issue tags for various "objects" they manage (i.e. metal ID tags adhered to the boilers) that are manually numbered. For certain objects they use EnerGov’s auto-numbering but for others, when they enter it into a custom field, it overwrites EnerGov’s auto-number with the value entered. A similar approach could be done with EnerGov’s “Business ID” value.
94	License Renewal Management					
95	System provides functionality to allow for remote entry of business license renewal applications over the Web, by applicants, as well as provide functionality to take payment for the renewal	H	Y		EnerGov	
96	Ability to turn off or on remote functionality (i.e. new license vs. renewal) based on license type	M	Y		EnerGov	
97	System provides a highly configurable workflow engine that allows for multiple-step routing of license renewal applications, based on license type	M	Y		EnerGov	
98	System provide "tickler" notification functionality on set parameters to ensure timely, efficient follow-up by appropriate City officials.	M	Y		EnerGov	
99	System provides functionality to selectively export detailed license renewal notice information, based on upcoming license expiration dates	M	Y		EnerGov	
100	Principal Reporting Requirements					
101	Pending Renewals listing, sorted by type, address, and date of renewal, cross referencing with other user defined fields in the system	H	R		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Business License

4.6 - Business License			EnerGov			
<i>Objective: The intent of the Business License module is to provide improved efficiency in maintaining and processing records and related license applications and registration forms. This would include issue and renew business, mechanical, plumbing and electrical permits, allowing for renewals based on City ordinances. Alcoholic beverage licenses, armed and unarmed security guard licenses, taxi and limousine licenses, taxi drivers permits, solicitors permits, animal licenses and various other permits and licenses are also included as well as the administering the collection of cigarette taxes and hotel/motel taxes.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
102	Detail / Summary Renewal Fees / Status by License Type	M	R		EnerGov	
103	License Holder Listing, sorted by business name, owner name, business type, license number, fee paid or date of renewal.	H	R		EnerGov	
104	Unpaid Licenses, sorted by type and date.	H	R		EnerGov	
105	License History by address and owners name.	H	R		EnerGov	
106	Mailing Labels for the various address choices (business address vs. mailing address).	M	R		EnerGov	
107	Application Denials listing all denied applications, by business type, denial code, or name of applicant.	M	R		EnerGov	
108	Register of Past Due Renewals by business type, business name, business address or name of applicant.	H	R		EnerGov	
109	Daily Report showing all payments posted and/or reversed to help with the daily cash balancing.	H	R		EnerGov	
110	Statements, Past Due and Penalties Notices for mailing.	H	R		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.7 - Cash Management			SymPro Cash Management			
Objective: To effectively manage the City's cash.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Processes					
2	Ability to provide cash management functionality for managing cash account transactions including bank transfers.	H	T		SymPro Cash Management	
3	Ability to interface to the City's bank (i.e., Wells Fargo), attach information (accounts) to the transactions.	M	T		SymPro Cash Management	
4	Ability to initiate banking transactions (cash movement, ACH, wires, etc.).	H	T		SymPro Cash Management	
5	Ability to schedule banking transactions.	H	T		SymPro Cash Management	
6	Fund Accounting, Cash Management, Interest Distribution					
7	Ability to manage and forecast cash flow based on projections and historical trends.	H	T		SymPro Cash Management	
8	Ability to automate input of pre-determined target balances into the current day cash position.	M	T		SymPro Cash Management	
9	Ability to track and report on cash on an org level.	M	T		SymPro Cash Management	
10	Ability to track daily accumulated balances by fund and compute an average balance based on user defined dates.	M	T		SymPro Cash Management	
11	Ability to track the book float and project cash flow.	M	T		SymPro Cash Management	
12	Ability to track cash by Fund.	H	T		SymPro Cash Management	
13	Ability to track and manage ACH / Wire activity between accounts and provide related management and transaction reporting.	H	T		SymPro Cash Management	
14	Ability to automate daily bank polling for prior and current day bank transactions, float, and opening ledger/collected balances into daily cash position worksheet.	H	T		SymPro Cash Management	
15	Ability to obtain detailed/drilled down information of daily bank BAI data from summary level to specific transaction detail.	H	T		SymPro Cash Management	
16	Ability to automate input of control disbursements, ZBA, lockbox, and bank balances into current day cash position worksheet.	H	T		SymPro Cash Management	
17	Ability to automate posting of investment purchases, maturities, calls, sales and interest income into the current day cash position worksheet.	H	T		SymPro Cash Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Management

4.7 - Cash Management			SymPro Cash Management			
Objective: To effectively manage the City's cash.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
18	Ability to automate (with manual override option) population of current day cash position with cash flow forecast detail data.	H	T		SymPro Cash Management	
19	Ability to prepare a daily cash flow analysis that is used to determine cash needs or amount of excess funds that can be invested. This includes the use of bank reports, estimated deposits, estimated outstanding warrants/checks to clear and known debits and credits.	H	T		SymPro Cash Management	
20	Ability to easily manipulate information to add information on the fly.	H	T		SymPro Cash Management	
21	Ability to track scheduled payments before they are sent out.	H	T		SymPro Cash Management	
22	Ability to track daily bank balances to estimate bank fees related to bank balance, repurchase agreement costs and interest income.	H	N		SymPro Cash Management	
23	Ability to track outstanding checks and warrants.	H	T		SymPro Cash Management	
24	Ability to set-up and track activity in zero balance accounts whose activities flows through to the associated general operating accounts.	M	T		SymPro Cash Management	
25	Cash Flow Forecasting					
26	Ability to customize user-defined inflow/outflow categories for the cash flow forecasting.	H	T		SymPro Cash Management	
27	Ability to automate investment interest payments generated from investment module directly into forecast.	M	T		SymPro Cash Management	
28	Ability to forecast cash.	H	T		SymPro Cash Management	
29	Ability to do cash flow forecasting on a daily basis	H	T		SymPro Cash Management	
30	Ability to automate calendar input for federal reserve holidays, bank holidays, and City holidays.	M	T		SymPro Cash Management	
31	Ability to forecast in annual summary format for 2 or 3 year projections.	M	T		SymPro Cash Management	
32	Ability to perform trend analysis for actual versus actual, and actual versus forecast.	M	T		SymPro Cash Management	
33	Ability to create Multi-year forecasts-Original, Dated Version Updates, Final.	M	T		SymPro Cash Management	
34	Ability to create Multiple forecasts-Original, Dated Version Updates, Final.	M	T		SymPro Cash Management	
35	Ability to forecast generation based on percentage increases, date specific, weekday specific, Saturday/Sunday avoidance dates, specific amount, annual specific amount smoothed daily, monthly or by percentage.	M	T		SymPro Cash Management	
36	Ability to automate investment maturities, calls, sales, purchases from investment module directly into forecast.	H	T		SymPro Cash Management	
37	Ability to create trend generation and forecast population based on previous years’ historical data.	M	N		SymPro Cash Management	
38	Reporting					
39	Ability to view a Listing of Transactions affecting GL cash accounts (payroll, AP, cash receipts, etc.).	H	T		SymPro Cash Management	
40	Ability to provide a daily banking transaction log by bank account number.	H	T		SymPro Cash Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Management

4.7 - Cash Management			SymPro Cash Management			
Objective: To effectively manage the City's cash.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
41	Ability to query up-to-date daily balance and have it match to credits at the bank.	M	T		SymPro Cash Management	
42	Ability to include actual data and forecast in annual reports(i.e.-In April, the annual summary report would be March YTD actual data plus April-December Forecast).	M	T		SymPro Cash Management	
43	Ability to create the following reports based on user defined dates:	-			SymPro Cash Management	
44	Fund Summary with Receipts/Disbursements	M	T		SymPro Cash Management	
45	General Ledger Account Distribution	M	T		SymPro Cash Management	
46	Ability to create a report of actual cash flows by fund or group of funds	M	T		SymPro Cash Management	
47	Ability to pull history of receipts/disbursements by month or other user-defined period.	M	T		SymPro Cash Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.8 - Cash Receipting				Munis Accounts Receivable		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Daily Processing					
2	Ability to accept multiple payment types including:	-			Munis Accounts Receivable	
3	Cash	H	Y		Munis Accounts Receivable	
4	Checks	H	Y		Munis Accounts Receivable	
5	Credit cards	H	Y		Munis Accounts Receivable	
6	Debit cards	H	Y		Munis Accounts Receivable	
7	Money order	H	Y		Munis Accounts Receivable	
8	Credit memo (internal)	H	Y		Munis Accounts Receivable	
9	ACH	H	Y		Munis Accounts Receivable	
10	EFT	H	Y		Munis Accounts Receivable	
11	Internet e-payments	H	Y		Munis Accounts Receivable	Assumes Citizen Self Service
12	Imported payment file	H	Y		Munis Accounts Receivable	Assumes standard Munis A/R file layout. A modification fee may be required if the file format is not currently known to Munis.
13	Other/Miscellaneous	H	Y		Munis Accounts Receivable	
14	Ability to establish unique personnel identification numbers with authority to perform specific functions.	H	Y		Munis Accounts Receivable	
15	Ability to configure and process workflows for approvals, review, and modification.	H	Y		Munis Accounts Receivable	Assuming use of current workflow processes. May require modification costs for custom business rules.
16	Point-of-Sale (POS) System					Tyler Cashiering
17	Ability to connect Point of sale (POS) terminals to the financial system within the departments where volume of transactions warrants the use.	H	Y		Munis Accounts Receivable	Tyler Cashiering
18	Ability to accommodate numerous P.O.S. terminals and consolidate all P.O.S. terminal receipts at day's end.	H	Y		Munis Accounts Receivable	Tyler Cashiering
19	Ability to use extensive on-line inquiry (via the P.O.S. terminal) and printout of customer account history and current balances for all modules to help with lien searches.	H	Y		Munis Accounts Receivable	Tyler Cashiering

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

4.8 - Cash Receipting			Munis Accounts Receivable			
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
20	Ability to sort POS transactions by:	-			Munis Accounts Receivable	Tyler Cashiering
21	Division/Department	H	Y		Munis Accounts Receivable	Tyler Cashiering
22	Date (or date range)	H	Y		Munis Accounts Receivable	Tyler Cashiering
23	Time (or time range)	M	Y		Munis Accounts Receivable	Tyler Cashiering
24	Transaction/Cash Receipt Type	H	Y		Munis Accounts Receivable	Tyler Cashiering
25	Transaction Amount	H	Y		Munis Accounts Receivable	Tyler Cashiering
26	Clerk ID/Name	H	Y		Munis Accounts Receivable	Tyler Cashiering
27	Any Segment of the GL Account Number	M	Y		Munis Accounts Receivable	Tyler Cashiering
28	Ability to assign multiple operators per drawer/register.	M	Y		Munis Accounts Receivable	Tyler Cashiering
29	Ability to provide multiple drawer functionality.	H	Y		Munis Accounts Receivable	Tyler Cashiering
30	Ability to provide both cash register and cash drawer functions.	H	Y		Munis Accounts Receivable	Tyler Cashiering
31	Ability to accept over-the-counter cash register (i.e., point-of-sale-terminal) payments from multiple departments distributed around the City.	H	Y		Munis Accounts Receivable	Tyler Cashiering
32	Ability to accept over-the-counter payments and generate appropriate credit.	H	Y		Munis Accounts Receivable	Tyler Cashiering
33	Ability to quickly access a menu of receivable types when accepting payments over-the-counter.	H	Y		Munis Accounts Receivable	Tyler Cashiering
34	Ability to quickly access a menu of charge code types when accepting payments over-the-counter.	H	Y		Munis Accounts Receivable	Tyler Cashiering
35	Ability to search by charge code/description when entering in a transaction.	H	Y		Munis Accounts Receivable	Tyler Cashiering
36	Ability to filter the list of AR and charge codes when processing a payment based on the user's location.	M	Y		Munis Accounts Receivable	Tyler Cashiering
37	Ability to restrict payment to cash only as directed by item alerts.	H	Y		Munis Accounts Receivable	Tyler Cashiering. Special Condition Code
38	Ability to calculate the amount of change due back from amount tendered.	H	Y		Munis Accounts Receivable	Tyler Cashiering
39	Ability to handle convenience fees	H	Y		Munis Accounts Receivable	Tyler Cashiering
40	Ability to void all or part of a transaction independent of batch status.	H	Y		Munis Accounts Receivable	Tyler Cashiering
41	Ability to maintain a complete audit trail for all transactions.	H	Y		Munis Accounts Receivable	Tyler Cashiering
42	Ability for cash receipting solution to be certified to Check 21 compliance standards.	H	Y		Munis Accounts Receivable	Tyler Cashiering
43	Ability to interface with electronic deposit software for check processing.	H	Y		Munis Accounts Receivable	Tyler Cashiering supports Check 21 Process
44	Ability to image checks and associated attachments.	H	Y		Munis Accounts Receivable	Via Tyler Content Manager
45	Payment and Receipt Processing					
46	Ability to define batch payment creation (electronic Checks, over the counter, mail, etc.).	H	Y		Munis Accounts Receivable	
47	Ability to include the following information on receipts for individual transactions:	-			Munis Accounts Receivable	
48	Name of entry clerk	H	Y		Munis Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

4.8 - Cash Receipting				Munis Accounts Receivable		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
49	Customer Name	H	Y		Munis Accounts Receivable	
50	A/R Account number	H	Y		Munis Accounts Receivable	
51	G/L Account coding	H	Y		Munis Accounts Receivable	
52	Description for the receipt	H	Y		Munis Accounts Receivable	
53	Amount	H	Y		Munis Accounts Receivable	
54	Account Balance	M	Y		Munis Accounts Receivable	
55	Check number (if payment by check)	H	Y		Munis Accounts Receivable	
56	Credit Card Type (Visa, MasterCard, Discover, Diner, etc.)	H	Y		Munis Accounts Receivable	
57	Date	H	Y		Munis Accounts Receivable	
58	Customer ID	H	Y		Munis Accounts Receivable	
59	Location ID	H	Y		Munis Accounts Receivable	
60	Ability to print receipts upon request at any point in time.	H	Y		Munis Accounts Receivable	
61	Ability to process the City's internal payments without actually entering a payment while not affecting the deposit and updating the correct ERP module (i.e. permits, utility billing, misc. billing, etc.)	H	Y		Munis Accounts Receivable	
62	Ability to print customer name, customer address, operator, and other user-defined data on receipts.	H	Y		Munis Accounts Receivable	
63	Ability to print user configurable comments and messages on the receipt.	H	Y		Munis Accounts Receivable	
64	Ability to require entering of comments on specific user defined receipt types	H	Y		Munis Accounts Receivable	Can require reference field by tender type
65	Ability to track and search receipts by:	-			Munis Accounts Receivable	
66	Department	H	Y		Munis Accounts Receivable	
67	Key Code / CR Type	H	Y		Munis Accounts Receivable	
68	Amount	H	Y		Munis Accounts Receivable	
69	Receipt Number/Document Number	H	Y		Munis Accounts Receivable	
70	Terminal	L	Y		Munis Accounts Receivable	
71	Clerk ID/Name	H	Y		Munis Accounts Receivable	
72	Entry Date	H	Y		Munis Accounts Receivable	
73	Transaction Date	H	Y		Munis Accounts Receivable	
74	Time of Day	H	Y		Munis Accounts Receivable	
75	Day of Week/Business Day	L	Y		Munis Accounts Receivable	
76	Day of Month	H	Y		Munis Accounts Receivable	
77	Account Receipted	H	Y		Munis Accounts Receivable	
78	Type of Payment	H	Y		Munis Accounts Receivable	
79	Type of Bill	H	Y		Munis Accounts Receivable	
80	Customer/Type	H	Y		Munis Accounts Receivable	
81	Customer (Number/Name)	H	Y		Munis Accounts Receivable	
82	Deposit Reconciliation Location Code	H	Y		Munis Accounts Receivable	
83	Bank Account	L	Y		Munis Accounts Receivable	
84	Batch Number	H	Y		Munis Accounts Receivable	
85	Check Number	H	Y		Munis Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

4.8 - Cash Receipting			Munis Accounts Receivable			
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
86	Credit Card Type (i.e. Visa, MasterCard, Discover, Diner, etc.)	M	Y		Munis Accounts Receivable	
87	Ability to see the full account description when processing a receipt.	H	Y		Munis Accounts Receivable	
88	Ability to have an unlimited number of detail lines per receipt	M	Y		Munis Accounts Receivable	
89	Ability to take receipts offline in the system when the main system is non operational (down for maintenance, etc.) and upload after the fact.	M	Y		Munis Accounts Receivable	
90	Ability to take website payments when the main system is non operational (down for maintenance, etc.) and upload after the fact.	M	Y		Munis Accounts Receivable	
91	Ability to specify the order in which receipts are processed against outstanding receivables with the option of overriding the order. This would include outstanding receivables across all modules.	H	Y		Munis Accounts Receivable	
92	Ability to prepare online receipts for departments without a point of sale terminal.	H	Y		Munis Accounts Receivable	
93	Ability to customize detailed customer receipts, including but not limited to amount owed and received, type of payment, check number, account number, and transaction number.	H	Y		Munis Accounts Receivable	
94	Ability to designate whether a transaction was post-marked on-time to remove potential interest that may be applied to the bill associated with that payment.	H	Y		Munis Accounts Receivable	
95	Ability to place receipts on "hold" for subsequent release by finance staff.	H	Y		Munis Accounts Receivable	
96	Ability to release "held" receipts based on user authorization.	H	Y		Munis Accounts Receivable	
97	Ability to define security between users who are allowed to place receipts on "hold" and those that are allowed to "post" receipts.	H	Y		Munis Accounts Receivable	
98	Ability to assign each transaction a unique receipt number which is auto-generated by the system.	H	Y		Munis Accounts Receivable	
99	Ability for the receipt numbering system to automatically reset itself based on the City's defined number of digits per receipt.	H	Y		Munis Accounts Receivable	
100	Ability to have receipt number ranges or receipt number format “masks” to be associated to a department or user.	H	Y		Munis Accounts Receivable	
101	Ability to have receipts remain fully editable until the time they are printed and posted.	H	Y		Munis Accounts Receivable	
102	Ability to associate a receipt with the specific user who created it.	H	Y		Munis Accounts Receivable	
103	Ability to void an un-posted receipt with proper authority.	H	Y		Munis Accounts Receivable	
104	Ability to change the payment type (cash, check, credit card, etc.) without voiding a receipt	H	Y		Munis Accounts Receivable	
105	Ability to have 24 hour access to the system for receipt functionality.	H	Y		Munis Accounts Receivable	
106	Ability to use Optical Character Recognition (OCR) or laser bar code readers for scanning receipted bills.	H	Y		Munis Accounts Receivable	
107	Ability to centralize receipting of mailed checks.	H	Y		Munis Accounts Receivable	
108	Ability to take payments and recognize revenue even when a receivable has not been established.	H	Y		Munis Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

4.8 - Cash Receipting				Munis Accounts Receivable		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
109	Ability to initiate an electronic entry for payment (negative receipting).	M	Y		Munis Accounts Receivable	allows for negative misc. receipt
110	Ability to, with proper authorization, have any customer pay any invoice of another customer (i.e., FEMA reimbursements).	H	Y		Munis Accounts Receivable	
111	Ability to apply a payment to multiple invoices or G/L accounts.	H	Y		Munis Accounts Receivable	
112	Ability to accept mail-in payments via multiple batch entry	H	Y		Munis Accounts Receivable	
113	Ability to accept partial payments to reduce receivable amounts.	H	Y		Munis Accounts Receivable	
114	Ability to configure order of processing for partial payments.	H	Y		Munis Accounts Receivable	
115	Ability to process credit memos.	H	Y		Munis Accounts Receivable	
116	Ability to pay multiple bills with a single payment w/description	H	Y		Munis Accounts Receivable	
117	Ability to accommodate multiple check/cash payments for single bill	H	Y		Munis Accounts Receivable	
118	Ability to endorse/validate multiple checks, bills, and documents within a single transaction	H	Y		Munis Accounts Receivable	
119	Ability to print account number and transaction number on checks receipted	M	Y		Munis Accounts Receivable	
120	Ability to print inscription of amount receipted on checks	M	Y		Munis Accounts Receivable	
121	Ability to accept full or partial payments and payments without prior bill. Accepts deposits, bonds, etc.	H	Y		Munis Accounts Receivable	
122	Ability to support multiple depository bank accounts and create separate bank deposit slips.	L	Y		Munis Accounts Receivable	
123	Ability to automatically generate the following information on receipts:	-			Munis Accounts Receivable	
124	Receipt date (defaults to current date)	H	Y		Munis Accounts Receivable	
125	User name (drawer)	H	Y		Munis Accounts Receivable	
126	Receipt number	H	Y		Munis Accounts Receivable	
127	For each line item on the receipt the following information is entered: fund, amount, type (cash, credit card, check, etc.)	H	Y		Munis Accounts Receivable	
128	Receipt total	H	Y		Munis Accounts Receivable	
129	Ability to automatically allocate receipts to several accounts.	H	Y		Munis Accounts Receivable	
130	Ability to enter comments (to be used internally) at time of receipt.	H	Y		Munis Accounts Receivable	
131	Ability to define multiple payment types (i.e., EFT, money order) on the same transaction.	H	Y		Munis Accounts Receivable	
132	Ability to reprint duplicate receipts.	H	Y		Munis Accounts Receivable	
133	Ability to accept grant/bond revenues for distribution to appropriate accounts.	H	Y		Munis Accounts Receivable	
134	Ability to receipt, apply and refund performance and other types of bonds.	H	Y		Munis Accounts Receivable	
135	Ability to provide pre-coded templates for ease of input.	H	Y		Munis Accounts Receivable	
136	Ability to override who is making the payment versus the name on the account when processing a payment.	H	Y		Munis Accounts Receivable	
137	Ability to inquire the lists of pre-coded transaction templates assigned to each department (i.e. department X receipts against GL account code Y for the Z transaction).	H	Y		Munis Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

4.8 - Cash Receipting				Munis Accounts Receivable		
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
138	Ability to automatically retrieve account information including amount owed from scanned bills. User only has to "key in" amount paid, if different from amount owed.	H	Y		Munis Accounts Receivable	
139	Ability to prompt user at time of entry/scan that the account being receipted to has had a history of bad checks based on user defined rules.	H	Y		Munis Accounts Receivable	
140	Ability to perform online entry of remittance information by the department as payment is received, including account distribution.	H	Y		Munis Accounts Receivable	
141	Ability to enter in a cash receipt "on the fly" that does not have pre-defined codes where the clerk will have to enter in the GL account(s) manually	H	Y		Munis Accounts Receivable	
142	Ability to break out sales tax payment based on cash receipt code	H	Y		Munis Accounts Receivable	
143	Ability to enter a reason code to enter a reason for canceling any payment.	H	Y		Munis Accounts Receivable	
144	Ability to apply payments in current year for a future year license	H	Y		Munis Accounts Receivable	
145	On-Line Payment Processing					Assumes Citizen Self Service
146	System has the ability to process on-line payments made via:	-			Munis Accounts Receivable	
147	Credit Cards / Debit Cards	H	Y		Munis Accounts Receivable	
148	Electronic Funds Transfer (EFT)	H	Y		Munis Accounts Receivable	
149	Electronic Checks	H	Y		Munis Accounts Receivable	
150	System is capable of processing recurring on-line payments.	H	N		Munis Accounts Receivable	
151	Ability to perform Electronic Transaction Receipting (includes Internet E-payments).	H	Y		Munis Accounts Receivable	Echeck and Credit Card Payment options
152	Deposits					
153	Ability to track and maintain any customer payments towards an account(s) / retainers where customer pre-pays (e.g., deposits, escrows, pre-pays) and as transactions occur/services provided, the balance is adjusted down.	H	Y		Munis Accounts Receivable	
154	Ability to have multiple individual receipts per deposit.	H	Y		Munis Accounts Receivable	
155	Ability to perform after-the-fact adjustments to deposits w/approvals.	H	Y		Munis Accounts Receivable	
156	Ability for Finance to check validity of deposits.	H	Y		Munis Accounts Receivable	
157	Electronic Payments					
158	Ability to efficiently and promptly process electronic payments and match them with the relevant customer invoice.	H	Y		Munis Accounts Receivable	Via CSS
159	Ability to reject any electronic payment.	H	Y		Munis Accounts Receivable	credit card gateway will authorize
160	System has the ability to process on-line payments made via:	-			Munis Accounts Receivable	
161	Credit Cards / Debit Cards	M	Y		Munis Accounts Receivable	Via CSS
162	Electronic Funds Transfer (EFT)	M	Y		Munis Accounts Receivable	Via CSS
163	Electronic Checks	M	Y		Munis Accounts Receivable	Via CSS
164	System is capable of processing recurring on-line payments.	M	N		Munis Accounts Receivable	
165	Ability to perform Electronic Transaction Receipting (includes Internet E-payments).	M	Y		Munis Accounts Receivable	Echeck and Credit Card Payment options

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

4.8 - Cash Receipting			Munis Accounts Receivable			
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
166	Credit Card Processing					
167	Solution conforms to Payment Card Industry (PCI) standards and has received PA-DSS certification.	H	Y		Munis Accounts Receivable	
168	Ability to generate credit card authorizations.	H	Y		Munis Accounts Receivable	Via a Gateway known to Munis. May require modification costs if not currently known to Munis.
169	Ability to print credit card receipts with authorization number.	H	Y		Munis Accounts Receivable	
170	Ability to support credit card refunds.	H	Y		Munis Accounts Receivable	
171	Ability to support separate Merchant ID for each physical location for accepting credit cards.	H	Y		Munis Accounts Receivable	
172	Closing, Balancing and Depositing					
173	Ability to close registers at the end of the day to a holding area until they are later approved and posted. Summary information is posted to the G/L with drill down capabilities and the detail receipt information posted to the individual modules.	H	Y		Munis Accounts Receivable	
174	Ability to provide detail to support daily closing at the department/cash register level and monthly bank account reconciliation at the overall level.	H	Y		Munis Accounts Receivable	
175	Ability to balance cash drawers at any point in time.	H	Y		Munis Accounts Receivable	
176	Ability to distinguish among cash, check or credit card payment and to provide separate totals at days end to assist in balancing the drawer.	H	Y		Munis Accounts Receivable	
177	Ability to summarize and post daily cash receipts by validated General Ledger account.	H	Y		Munis Accounts Receivable	
178	Ability to assign a department to a batch and change the department on the batch without closing the batch.	H	Y		Munis Accounts Receivable	
179	Ability for tenders within a batch to have different deposit references by tender type.	L	Y		Munis Accounts Receivable	
180	Ability to settle batches individually or by selection versus all open batches.	H	Y		Munis Accounts Receivable	
181	Ability to edit on-line and correct transaction errors prior to posting with proper authorization.	H	Y		Munis Accounts Receivable	
182	Ability to enter cash count of bills for each denomination for individual receipt balancing.	H	Y		Munis Accounts Receivable	
183	Ability to balance cash/checks for each receipt prior to release.	H	Y		Munis Accounts Receivable	
184	Ability to enter check list for individual receipt balancing.	H	Y		Munis Accounts Receivable	
185	Ability to support multiple depository bank accounts and create separate bank deposit slips.	L	Y		Munis Accounts Receivable	
186	Ability to assign a bank deposit reconciliation code with each user.	L	Y		Munis Accounts Receivable	
187	Ability to print deposit ticket with appropriate deposit reconciliation code.	L	Y		Munis Accounts Receivable	
188	Ability to assign a bank bag number to each deposit slip.	L	Y		Munis Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

4.8 - Cash Receipting			Munis Accounts Receivable			
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
189	Ability to provide end-of-day check list by user detailing each check included in a deposit.	H	Y		Munis Accounts Receivable	
190	Ability to provide end-of-day cash report for balancing and deposit purposes.	H	Y		Munis Accounts Receivable	
191	Ability to process NSF checks as a reversal to the original revenue posting.	H	Y		Munis Accounts Receivable	
192	Ability to identify transactions with unique identifiers and assign them to a GL account or activity.	H	Y		Munis Accounts Receivable	
193	Ability to handle split allocations to different GL codes	H	Y		Munis Accounts Receivable	
194	Interfaces					
195	Ability to provide Centralized Cashiering functionality that will receipt payments for the following areas and update the appropriate receivable accounts in the interfacing systems to include:	-			Munis Accounts Receivable	
196	Misc. Billing/AR	H	Y		Munis Accounts Receivable	Assumes use of Munis ERP solution
197	Utility Billing	H	Y		Munis Accounts Receivable	Assumes use of Munis ERP solution
198	Permits/Inspections	H	Y		Munis Accounts Receivable	Assumes use of Munis ERP solution
199	Business License	H	Y		Munis Accounts Receivable	Assumes use of Munis ERP solution
200	Park Software	H			Munis Accounts Receivable	Munis does not have a Park module.
201	Ability to update deposit transactions by clerk and transaction type to bank reconciliation feature.	H	Y		Munis Accounts Receivable	
202	Ability to accept overpayments and store a credit balance in the appropriate account/customer record or interface to Accounts Payable to generate a check for the difference between what was due and what was paid.	H	Y		Munis Accounts Receivable	
203	Ability to establish and use validations from the G/L chart of accounts.	H	Y		Munis Accounts Receivable	
204	Ability to have the G/L, Misc. Billing/AR, Cashiering and POS fully integrated.	H	Y		Munis Accounts Receivable	Munis ERP is a fully integrated solution with Tyler Cashiering.
205	System integrates with an integrated voice response system (Teleworks) to allow import of payments via phone.	H	Y		Munis Accounts Receivable	May require modification costs depending on the scope and vendor selected.
206	System allows for the import of electronic payment files from various sources (bank, credit card merchants, etc.)	H	Y		Munis Accounts Receivable	Assuming standard Munis file layout. May require a modification if file format is not currently known to Munis.
207	Ability to print an exception report in cash receipts for any electronic payments that do not match the balance due in the other appropriate modules (Utility Billing, Misc. Billing, Permits, etc.) or if there are duplicate payments	H	Y		Munis Accounts Receivable	
208	Ability to interface/import data from CheckFree reports or comparable system	H	Y		Munis Accounts Receivable	assumes use of standard Munis layouts.
209	Ability to interface with MetaVante/FIS Utility payments or comparable system	H	Y		Munis Accounts Receivable	assumes use of standard Munis layouts.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Cash Receipting

4.8 - Cash Receipting			Munis Accounts Receivable			
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
210	Ability to interface with TeleWorks for ACH Payment file or comparable system	H	Y		Munis Accounts Receivable	assumes use of standard Munis layouts.
211	Ability to interface with Vermont Systems RecTrac	H	Y		Munis Accounts Receivable	assumes use of standard Munis layouts.
212	Ability to interface with Building Permits and Miscellaneous Receivables modules for billing re-inspections	H	Y		Munis Accounts Receivable	
213	Ability to interface with (Municipal Court System Software)	H	Y		Munis Accounts Receivable	assumes use of standard Munis layouts.
214	Integration					
215	General Ledger	H	Y		Munis Accounts Receivable	
216	Bank Reconciliation	H	Y		Munis Accounts Receivable	
217	Misc. Billing/AR	H	Y		Munis Accounts Receivable	
218	Utility Billing	H	Y		Munis Accounts Receivable	
219	Permits/Inspections	H	Y		Munis Accounts Receivable	
220	Business License	H	Y		Munis Accounts Receivable	
221	Reporting					Some reports require use of SSRS
222	Ability to search on historical cash receipts by any field captured within the receipt.	H	Y		Munis Accounts Receivable	
223	Ability to create a Daily Receipts Detail Report .	H	Y		Munis Accounts Receivable	
224	Ability to create a User/P.O.S. Terminal Productivity Report , showing number of transactions processed per day, by operator, by P.O.S. terminal, and by transaction type. Shows average time to process a transaction.	H	Y		Munis Accounts Receivable	
225	Ability to create a Bank Reconciliation Report , listing amounts deposited into each account, and total deposits compared with cash receipts for that date.	H	Y		Munis Accounts Receivable	
226	Ability to create a Bank Totals Report , Showing Bank Code, Bank Number, Bank Name and Address, and Deposit Amount.	L	Y		Munis Accounts Receivable	
227	Ability to create a Detailed Receipt Report , Showing Receipt number, entry date, user name, notes, receipt type, payment method. Within receipt type, the report shows the GL Note, GL number, bank code, and amount. Run by department, sorted by payment method.	H	Y		Munis Accounts Receivable	
228	Ability to wildcard search or report on any field captured by the system.	M	Y		Munis Accounts Receivable	
229	Ability to report based on user defined period-to-date; summary or detail.	H	Y		Munis Accounts Receivable	
230	Ability to provide a deposit recap report.	L	Y		Munis Accounts Receivable	
231	Ability to create a Revenue Report , by account and/or by department. Shows current period receipts and expenses, monthly budget, YTD budget, YTD received, remaining and total budget.	M	Y		Munis Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Cash Receipting

4.8 - Cash Receipting			Munis Accounts Receivable			
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
232	Ability to create an Audit Trail of all receipts and postings for a user-specified time period. Includes transaction number of each receipt and G/L transaction.	H	Y		Munis Accounts Receivable	
233	Register Report that will total per register and sort by payment type (cash, check, credit card, etc.). With the option of printing by batch.	H	Y		Munis Accounts Receivable	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Contract Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.9 - Contract Management				Munis Contract Management		
Objective: To create and cancel/deobligate the City's contracts through a centralized, comprehensive system that ensures the City's contract approval workflow is consistently applied. Further, to establish a central repository for all City contracts which enables the City to proactively manage contractual milestones and obligations.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Contract Set-Up					
2	Ability to enter, track and inquire basic contract information online including:	-			Munis Contract Management	Some fields require use of User Defined fields
3	Contract name	H	Y		Munis Contract Management	
4	Contract number	H	Y		Munis Contract Management	
5	Contract Address / Location (if applicable and location-based)	H	Y		Munis Contract Management	
6	Contract amount	H	Y		Munis Contract Management	
7	Contract contingency amount	H	Y		Munis Contract Management	
8	Contract retainage amount	H	Y		Munis Contract Management	
9	Not-to-Exceed Amount	H	Y		Munis Contract Management	Enforcement method
10	Solicitation type (Invitation For Bid (IFB), Request For Proposal (RFP), Request For Quotation (RFQ), etc.)	H	Y		Munis Contract Management	The Munis Bid Solution supports RFQs with options to include RFP types of questions and responses.
11	Contract type (construction, commodity, service, etc.)	H	Y		Munis Contract Management	
12	Flag if City is the purchaser, seller, or both	H	Y		Munis Contract Management	
13	Contract changes (dollar amount)	H	Y		Munis Contract Management	
14	Audit required	H	Y		Munis Contract Management	
15	Payments against the contract	H	Y		Munis Contract Management	
16	Budget line item	H	Y		Munis Contract Management	
17	Provider name and address	H	Y		Munis Contract Management	
18	Contract balance	H	Y		Munis Contract Management	
19	Contract starting date	H	Y		Munis Contract Management	
20	Contract ending date	H	Y		Munis Contract Management	
21	Contract extensions	H	Y		Munis Contract Management	
22	Additions to the contract	H	Y		Munis Contract Management	
23	Department	H	Y		Munis Contract Management	
24	Commodity code	H	Y		Munis Contract Management	
25	Bonds	H	Y		Munis Contract Management	
26	Insurance	H	Y		Munis Contract Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Contract Management

4.9 - Contract Management				Munis Contract Management		
Objective: To create and cancel/deobligate the City's contracts through a centralized, comprehensive system that ensures the City's contract approval workflow is consistently applied. Further, to establish a central repository for all City contracts which enables the City to proactively manage contractual milestones and obligations.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
27	Cooperative contract (yes/no)	H	Y		Munis Contract Management	
28	Maintenance agreements	H	Y		Munis Contract Management	
29	1099 Status	H	Y		Munis Contract Management	
30	Federal debarment	H	Y		Munis Contract Management	
31	State registration status	H	Y		Munis Contract Management	
32	Expense reports required	H	Y		Munis Contract Management	
33	Standard program categories (what services are provided)	H	Y		Munis Contract Management	
34	Payment method (1/12, actual, times unit rate)	H	Y		Munis Contract Management	
35	Grant-funded	H	Y		Munis Contract Management	
36	Project Number	H	Y		Munis Contract Management	
37	Project manager	H	Y		Munis Contract Management	
38	Project group	H	Y		Munis Contract Management	
39	Units budgeted	H	Y		Munis Contract Management	
40	Units of service provided	H	Y		Munis Contract Management	
41	Date approved by the City Commission	H	Y		Munis Contract Management	
42	Resolution Number	H	Y		Munis Contract Management	
43	Ordinance Number	H	Y		Munis Contract Management	
44	Contract Signature Date	H	Y		Munis Contract Management	
45	Contract Escalation information	H	Y		Munis Contract Management	Via Attachments or use of Tyler Content Manager.
46	Ability to track, report and alert defined users on contract expiration dates.	H	Y		Munis Contract Management	Via Dashboard or use of SSRS
47	Ability to configure notifications to designated staff a defined time period in advance of contract expiration.	H	Y		Munis Contract Management	Via Dashboard or use of SSRS
48	Able to designate contracts with auto renewals and track terms on auto terminate.	H	M		Munis Contract Management	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
49	Ability to track the following fields for a prime contractor:	-			Munis Contract Management	
50	Contractor name	H	Y		Munis Contract Management	
51	Historical / Alias Contractor Name	H	Y		Munis Contract Management	
52	Contractor number / ID	H	Y		Munis Contract Management	
53	Contractor name	H	Y		Munis Contract Management	
54	Contractor address	H	Y		Munis Contract Management	
55	Contractor contact info (phone, fax, e-mail)	H	Y		Munis Contract Management	
56	Contract dollar amount	H	Y		Munis Contract Management	
57	Contract start date	H	Y		Munis Contract Management	
58	Contract end date	H	Y		Munis Contract Management	
59	Is the contractor a MBE, WBE, DBE firm?	H	Y		Munis Contract Management	
60	Vendor Number	H	Y		Munis Contract Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Contract Management

4.9 - Contract Management			Munis Contract Management			
Objective: To create and cancel/deobligate the City's contracts through a centralized, comprehensive system that ensures the City's contract approval workflow is consistently applied. Further, to establish a central repository for all City contracts which enables the City to proactively manage contractual milestones and obligations.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
61	Alternate emergency contact info (phone, fax, e-mail)	M	Y		Munis Contract Management	
62	Ability to track the following fields for a Sub-contractor:	-			Munis Contract Management	
63	Sub-Contractor Name	H	Y		Munis Contract Management	
64	Sub-Contractor address	H	Y		Munis Contract Management	
65	Service provided on contract	H	Y		Munis Contract Management	
66	Ability to automatically assign alphanumeric or numeric contract numbers to contracts, purchase orders and requisitions, and provide for user-defined alphanumeric or numeric assignments.	H	Y		Munis Contract Management	Numeric
67	Ability to add a subcontract number for multiple vendors.	H	Y		Munis Contract Management	
68	Ability to set up a contract to make progress payments to more than one contractor.	L	Y		Munis Contract Management	
69	Ability to provide for user-defined boilerplate text that can be directly inserted into contracts and then edited.	H	Y		Munis Contract Management	
70	Ability to link other supporting documents to contracts.	H	Y		Munis Contract Management	Via Attachments
71	Ability to maintain on-line directory of standard purchasing contract language that will print on all purchase orders (with duplex capability).	H	Y		Munis Contract Management	
72	Contract Initiation and Approval Process					
73	Ability to handle contracts and renewals over multiple fiscal years.	H	Y		Munis Contract Management	
74	Ability to convert awarded bids to approved contract.	H	Y		Munis Contract Management	
75	Ability to perform budget check and budget warnings during approval process.	H	Y		Munis Contract Management	
76	Ability to create and track blanket order contracts or encumbrances.	H	Y		Munis Contract Management	
77	Ability to allow multiple contracts per vendor.	H	Y		Munis Contract Management	
78	Ability to allow multiple vendors per contract.	H	Y		Munis Contract Management	
79	Ability to allow for multiple items per contract.	H	Y		Munis Contract Management	
80	Ability to set up retainage percentage or fee.	H	Y		Munis Contract Management	
81	Ability to review and print contract text.	H	Y		Munis Contract Management	
82	Ability to set-up contracts with recurring payments to vendors with the ability to make one-time payment amount adjustments without affecting the remainder of the contract payment schedule and amount.	H	Y		Munis Contract Management	
83	Workflow					
84	Ability to designate a user-defined minimum/maximum dollar threshold for contracts.	L	Y		Munis Contract Management	
85	Ability to configure contract approval workflow based the following:	-			Munis Contract Management	
86	Amount	H	Y		Munis Contract Management	
87	Duration	H	N		Munis Contract Management	
88	Type of Contract	H	M		Munis Contract Management	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Contract Management

4.9 - Contract Management				Munis Contract Management		
Objective: To create and cancel/deobligate the City's contracts through a centralized, comprehensive system that ensures the City's contract approval workflow is consistently applied. Further, to establish a central repository for all City contracts which enables the City to proactively manage contractual milestones and obligations.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
89	Multiple other user-definable fields to control workflow	H	N		Munis Contract Management	
90	Ability to track multiple versions of contract text in the approval process and who has approved each version.	H	Y		Munis Contract Management	
91	Ability for reviewers to add notes and comments to contract text during the approval process with uneditable timestamp and user name.	H	N		Munis Contract Management	
92	Ability to route the specification documents electronically to the correct Department for review/revisions.	H	Y		Munis Contract Management	
93	Ability to track the physical location of each contract while being routed for approval signatures.	H	Y		Munis Contract Management	w/notes
94	Ability to view and approve contracts within the system.	H	Y		Munis Contract Management	
95	Contract Management/Tracking					
96	Ability to track multiple contracts to a single project.	H	Y		Munis Contract Management	
97	Ability to track a single contract to multiple projects.	H	Y		Munis Contract Management	
98	Ability to budget and encumber contracts per line items and also project accounting data.	H	Y		Munis Contract Management	
99	Ability to track several purchase orders or other reference documents within a single contract.	H	Y		Munis Contract Management	
100	Ability to record and track contract limits (i.e. multi-year contracts) at user specified levels of detail over the life of the contract.	H	Y		Munis Contract Management	
101	Ability to encumber a portion of a contract based on fiscal year.	H	Y		Munis Contract Management	
102	Ability to administer a process whereby departmental input can be captured and tracked on vendor service performance against a contract.	M	Y		Munis Contract Management	Vendor Performance information can be added on the Vendor file with appropriate permissions.
103	Ability to set contract milestones and track status of each milestone.	H	Y		Munis Contract Management	
104	Ability to link contract numbers to the Invitation for Bid (IFB) and Request for Proposal (RFP) number.	H	Y		Munis Contract Management	
105	Ability to evaluate vendor based on key user-weighted events such as delivery date, quantity return / defective items, and billing problems by contract.	L	Y		Munis Contract Management	Munis Bids Management currently only supports RFQ with options to include RFP types of questions and responses.
106	Ability to track all contract information required by legal authority, including but not limited to:	-			Munis Contract Management	
107	Notice of award	H	Y		Munis Contract Management	
108	Contractor Liens	H	Y		Munis Contract Management	
109	Notice to proceed	H	Y		Munis Contract Management	
110	Insurance coverage	H	Y		Munis Contract Management	
111	Performance and payment bonds	H	Y		Munis Contract Management	
112	Warranty information	H	Y		Munis Contract Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Contract Management

4.9 - Contract Management				Munis Contract Management		
Objective: To create and cancel/deobligate the City's contracts through a centralized, comprehensive system that ensures the City's contract approval workflow is consistently applied. Further, to establish a central repository for all City contracts which enables the City to proactively manage contractual milestones and obligations.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
113	Ability to attach comments to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	M	Y		Munis Contract Management	
114	Ability to attach documents	H	Y		Munis Contract Management	
115	Ability to access contract information on-line and in real time to central and remote users with appropriate security.	H	Y		Munis Contract Management	
116	Ability to track if the contract is subject to the federal Davis-Bacon requirements.	H	Y		Munis Contract Management	
117	Ability to support procurement from Federal and State contracts.	H	Y		Munis Contract Management	
118	Ability to track performance and payment bonds.	H	Y		Munis Contract Management	
119	Ability to track and report on Certificate of Insurance and the related expiration dates.	H	Y		Munis Contract Management	
120	Ability to track development agreements, related property owner obligations, and link to a related parcel/address.	H	N		Munis Contract Management	
121	Contract Change Management					
122	Ability to accommodate subsequent contract change orders or amendments, to update dollar amounts and durations.	H	Y		Munis Contract Management	
123	Ability to provide final Adjustment/Approval for payment of contract.	H	Y		Munis Contract Management	
124	Ability to reflect and track updates to change orders.	H	Y		Munis Contract Management	
125	Ability to track the final contract cost	H	Y		Munis Contract Management	
126	Payments					
127	Ability to export contract data including payment and other contract information.	H	Y		Munis Contract Management	
128	Ability to view all payments at a detail level that are associated with a specific contract number.	H	Y		Munis Contract Management	
129	Ability to print detailed contract payment information on the check stub.	H	Y		Munis Contract Management	
130	Ability to track multiple encumbrances and payments against a single contract.	H	Y		Munis Contract Management	
131	Ability to generate payments to contractors based on unit pricing for multiple contract line items.	H	Y		Munis Contract Management	
132	Ability to compare actual contract amounts paid to units provided.	H	Y		Munis Contract Management	
133	Ability to track "waver of lien" prior to any payments being made	H	Y		Munis Contract Management	
134	Deobligation / Cancelation					
135	Ability to deobligate or cancel contracts.	H	Y		Munis Contract Management	
136	Ability to list and report on contracts that can be deobligated or canceled.	H	Y		Munis Contract Management	
137	Ability to maintain a deobligation or cancelation list or report with the following information:	-			Munis Contract Management	
138	Contract type	H	Y		Munis Contract Management	
139	Contract begin date	H	Y		Munis Contract Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Contract Management

4.9 - Contract Management				Munis Contract Management		
Objective: To create and cancel/deobligate the City's contracts through a centralized, comprehensive system that ensures the City's contract approval workflow is consistently applied. Further, to establish a central repository for all City contracts which enables the City to proactively manage contractual milestones and obligations.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
140	Contract end date	H	Y		Munis Contract Management	
141	Vendor name	H	Y		Munis Contract Management	
142	Vendor number	H	Y		Munis Contract Management	
143	Funding	H	Y		Munis Contract Management	
144	Contract name / description	H	Y		Munis Contract Management	
145	Person who deobligated or canceled the contract	H	Y		Munis Contract Management	
146	Renewal date	H	Y		Munis Contract Management	
147	PO # (s)	H	Y		Munis Contract Management	
148	Ability to do a partial deobligation or cancelation.	H	Y		Munis Contract Management	
149	Ability to deobligate or cancel by each line individually and all lines in a batch.	M	Y		Munis Contract Management	
150	Ability to reinstate a contract deobligated or canceled in error and flag contract administrator.	H	Y		Munis Contract Management	
151	Ability to track MBE/WBE/DBE utilization through contract payments.	H	R		Munis Contract Management	Via SSRS
152	Integration					
153	Ability to integrate to the purchasing module and populate the contractor and subcontractor's information	H	Y		Munis Contract Management	
154	Ability to integrate to Asset Management module to link contracts to assets.	H	Y		Munis Contract Management	Assumes use of Munis FA.
155	Ability to integrate to Fleet and Equipment Management Module to link contracts to items.	H	Y		Munis Contract Management	Assumes use of Munis WO.
156	Ability to integrate to the budget module.	H	Y		Munis Contract Management	Assumes use of Munis BUD
157	Ability to integrate to the Business license module	H	Y		Munis Contract Management	Assumes use of Munis BL
158	Ability to integrate to the Accounts Payable module	H	Y		Munis Contract Management	Assumes use of Munis AP
159	Ability to integrate to the Grant/Project Accounting module	H	Y		Munis Contract Management	Assumes use of Munis PA
160	Ability to integrate to the Misc. Accounts Receivable module for contractual services that the city bills customers	H	Y		Munis Contract Management	Assumes use of Munis AR
161	Ability to generate recurring payments in the AP module at a defined interval and term.	H	Y		Munis Contract Management	
162	Ability to generate recurring invoices in the Misc Billing and AR module at a defined interval and term.	H	Y		Munis Contract Management	Assumes use of Munis GB/AR
163	Ability to integrate to third-party agenda creation and management solution.	H	N		Munis Contract Management	
164	Ability to integrate to document management module or third-party document management solution.	H	Y		Munis Contract Management	Assumes TCM-SE
165	Reporting					Some reports require use of SSRS
166	Ability to produce trend reports, illustrating patterns and trends and contract activity recorded over a user defined period of time. Reports on types of contracts, vendors, categories, dates, terms, commodity codes, and patterns of reoccurrence.	M	R		Munis Contract Management	
167	Ability to generate an aging report.	H	Y		Munis Contract Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Contract Management

4.9 - Contract Management				Munis Contract Management		
Objective: To create and cancel/deobligate the City's contracts through a centralized, comprehensive system that ensures the City's contract approval workflow is consistently applied. Further, to establish a central repository for all City contracts which enables the City to proactively manage contractual milestones and obligations.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
168	Ability to track (which step, date, etc.) the status of each step in the contracting process. Should be able to look up status online and through on-demand reports.	H	Y		Munis Contract Management	
169	Ability to search and reports/queries on contract expiration dates given certain parameters. For example, you should be able to look up all of a department’s contracts that are due to expire within the next 3 months, 6 months, 12 months, etc.	H	Y		Munis Contract Management	Via Dashboard
170	Ability to report historical contracts in detail and summarized/grouped at each level of the organization or chart of accounts.	M	R		Munis Contract Management	
171	Ability to generate reports on EEO contract payment details and compliance with MBE, WBE, DBE.	H	R		Munis Contract Management	
172	Ability to report all associated information on a contract, such as POs issued from that contract, payments made, free balance, contract expiration date, vendor, etc.	H	Y		Munis Contract Management	
173	Ability to generate reports detailing every authorized contract, along with the following information:	-			Munis Contract Management	
174	Contract name	H	Y		Munis Contract Management	
175	Contract number	H	Y		Munis Contract Management	
176	Contract type	H	Y		Munis Contract Management	
177	Contract begin date	H	Y		Munis Contract Management	
178	Contract end date	H	Y		Munis Contract Management	
179	Vendor Name	H	Y		Munis Contract Management	
180	Vendor Number	H	Y		Munis Contract Management	
181	Summary Contract Description	H	Y		Munis Contract Management	
182	Contract Signature Date	H	Y		Munis Contract Management	
183	Chart of Account Number	H	Y		Munis Contract Management	
184	Project and Grant Account Number	H	Y		Munis Contract Management	
185	PO # (s)	H	Y		Munis Contract Management	
186	Ability to generate a detailed deobligated or canceled contract report along with the following information:	-			Munis Contract Management	
187	Summary Contract Description	H	Y		Munis Contract Management	
188	Division/Department that initiates the deobligation or cancelation	H	Y		Munis Contract Management	
189	How the funds were originally allocated to that Division/Department	H	Y		Munis Contract Management	
190	Portion of funds that have been spent	H	Y		Munis Contract Management	
191	Portion of funds being returned	H	Y		Munis Contract Management	
192	Ability to track and report, by account number, expenditures & revenue for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).	H	Y		Munis Contract Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

CRM

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.10 - CRM				Tyler Incident Management/Munis Work Orders/Citizen Self Service		
Objective: To provide a centralized repository to track, manage, and administer requests for service (RFS), which allows for decentralized staff entry and limited access by citizens. The CRM system is intended to integrate with a future call center environment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Module Interface Requirements					
2	System provides a central Customer Relationship Managment (CRM) function that is fully integrated with the following modules:	-			Tyler Incident Management/Munis Work Orders/Citizen Self Service	
3	Human Resources (staff department, location, etc.)	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
4	Utility Billing (service orders)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
5	Fixed Assets (capital project development)	L	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
6	Work Order (internal or external tasks)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
7	Inspections & Code Enforcement (inspections and code violations)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
8	Permits (inspections and applications)	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
9	Master Address (for enforcement of address/parcel standards/alerts)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
10	Purchasing (for bidding inquiries)	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

CRM

4.10 - CRM			Tyler Incident Management/Munis Work Orders/Citizen Self Service			
Objective: To provide a centralized repository to track, manage, and administer requests for service (RFS), which allows for decentralized staff entry and limited access by citizens. The CRM system is intended to integrate with a future call center environment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
11	Facilities (for operational maintenance)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
12	Asset Management	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
13	Ability to have phone number recognition (recognize telephone number & bring up system information matched in master system)	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
14	System provides standard functionality to integrate to the Organization's ESRI GIS software platform and configure CRM module integration by table, field name, etc. to display the location of requests for service, to user selected GIS layers.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Supports integration back to Munis Central Property (which is synced from GIS)
15	Displays other nearby RFS with the same category	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
16	Ability for a RFS to be directly associated with a GIS location in the Organization's ESRI GIS application	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Via Munis Maplink integration.
17	Ability to route requests for service based on configurable defined districts within the City	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
18	System provides standard functionality to interface with the Organization's email / calendaring system	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Via Munis Office Outlook integration. Any other systems may require a modification.
19	Ability to attach photos or documents to a work order	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
20	Ability for alerts on the property (from Master Address) to display for internal purposes only	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
21	System Functional Requirements					
22	RFS form can be duplicated and modified so that each department can use a unique, applicable screen.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Via templates
23	Automatically numbers each RFS.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

CRM

4.10 - CRM				Tyler Incident Management/Munis Work Orders/Citizen Self Service		
Objective: To provide a centralized repository to track, manage, and administer requests for service (RFS), which allows for decentralized staff entry and limited access by citizens. The CRM system is intended to integrate with a future call center environment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
24	For each RFS, ability to record, inquire and report on the following:	-			Tyler Incident Management/Munis Work Orders/Citizen Self Service	
25	RFS Number/Code (system generated)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
26	Request Type	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
27	Requestor Type (e.g. resident, non, business, employee, etc.)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
28	Requestor contact info (e.g. name, address, phone, email)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
29	Requestor's best time to call	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
30	Multiple dates related to the request (e.g. date received (system generated), date entered, date requested, etc.)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
31	Location of request	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
32	Address of request (multiple)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
33	Location of problem including intersection and block	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
34	Description of issue	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
35	Indication if contact is a follow up request	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
36	Category of issue	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	

Priority

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
37	Priority Code	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
38	Response to issue	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
39	Date/time the request was responded to or action was taken	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
40	Responded by (e.g. department, employee, etc.)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
41	Comments	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
42	Status Code (e.g. configurable status codes such as: entered, in process, responding, completed, closed, reassigned)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
43	Cause	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	user-defined
44	During RFS entry, system displays other RFS's from the requestor	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
45	For complaints on previous work performed, system should have ability to link a RFS to a previous work order and reopen or generate a new work order to resolve the issue.	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
46	System provides ability to track "internal comments" on RFS, that do not print on any report or show on web-interface	L	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
47	RFS entry screen is configurable to default fields based on type of request.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
48	Accommodates a user-definable, alpha-numeric type of RFS code.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Numeric only
49	Security available on-line to restrict access to authorized users.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	

Priority

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City of Columbia, MO - Columbia Financial Enterprise Resource System

CRM

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
50	Provides functionality to establish and configure standard RFS categories	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
51	System tracks "typical follow up duration" per RFS category, and displays it during RFS entry, allowing staff to realistically set expectations with constituent	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
52	System has the ability to check for duplicate entry of RFS, when entering a new one by checking user defined fields such as the "issue", customer requesting, etc.	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
53	System has the ability to link/group RFS that have multiple calls coming in for the same issue or event	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
54	Ability for staff to compare the current incoming RFS to others already in the database by geographic area, type code, requester, or date.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
55	Ability to generate an e-mail to notify intended responders.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
56	Maintains full audit trail of entries and changes to status codes, responders, dates, locations, etc.	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
57	System provides a highly configurable workflow engine that allows for multiple-step routing, default responsibilities based on RFS category, audit logging and reporting of activities, proactive communication based on a queuing system	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	task-based rules
58	System provides functionality to allow for re-assignment of RFS to other users and provides notifications to those users	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
59	System provides option to each user as to what their preferred method of notification is for RFS items assigned to them: e-mail or system queue	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	both are options
60	System allows for partial completion of RFS	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	So long as required fields are filled in at a minimum.
61	Accommodates numerous requestors, location addresses (e.g., who called, where problem is, etc.), or location descriptions for each RFS.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	multiple contacts
62	Based on a pre-set time limit (in hours, days, or weeks), system automatically prompts user who was assigned (as well as supervisors) the RFS that no action has been taken (i.e., the RFS is still open).	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	reporting

Priority

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
63	System separates "issue" from RFS – multiple RFS can relate to the same issue – parent / child relationships can be defined (e.g. water line break)	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	issue linking
64	System provides the ability to assign an additional RFS with an existing issue	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	issue linking
65	RFS can be associated with a project code	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	user-defined
66	Confirmation letters and emails can optionally be generated from the system, that can be sent to the initiator of the RFS	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
67	System provides functionality to establish categories of complaints	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
68	RFS history retains RFS status when there are parcel related RFS issues and splits and/or combines have occurred	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
69	Citizen naming tools that show similar citizens when typing	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
70	System tracks a "communications log" based on each interaction related to an RFS	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
71	System provides ability to reopen and modify closed RFS' with proper authorization	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
72	System provides ability to attach supporting documents (.html, .pdf, .doc,.jpg, etc.) to RFS records	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
73	Ability to track and forward RFS to an external organization	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
74	Ability to track the cause for each type of incident and identify patterns	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
75	Ability to identify frequent callers	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	

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CRM

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
76	Ability to route requests into queue/tray where designated staff can accept and take responsibility for requests	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
77	Ability to notify staff on a geographic basis at the department level	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
78	Ability to notify staff on a project/task basis	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	by category
79	Ability to track cumulative time that has been spent to resolve each RFS.	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
80	Ability to automatically schedule recurring requests for routine tasks.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
81	Ability to define terms for request closure (e.g. prevent a request from being closed until all associated work is completed)	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
82	The solution provides context-sensitive online help when a procedure is incorrectly executed	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
83	Provide spellchecker capabilities	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
84	Ensure that the City's name and logo can be branded on the application so that the look and feel can be made consistent with the City's website	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Via Citizen Self Service
85	Web Based Constituent Self Service Requirements					
86	Provides an Internet front-end that integrates with the Organization's web site for citizens to submit a RFS electronically.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
87	For RFS' submitted by citizens electronically online, the system should be able to:	-			Tyler Incident Management/Munis Work Orders/Citizen Self Service	
88	Set required field	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	System defined, not user controlled

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
89	Validate e-mail address when user sets up login ID/ Password (e.g. requiring the resident to respond to a system generated e-mail message before the account is added to the system)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
90	Provides an Internet front-end that integrates with the Organization's web site for citizens to lookup the status of their RFS’ electronically, including search by limited RFS attribute	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Via Citizen Self Service
91	Provides an Internet front-end that provides user security	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
92	RFS module will proactively communicate with constituents who have logged RFS by sending them an email notifying them of change of status (including completion) of their RFS	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
93	System allows for City to define the priority and escalation terms for their service request	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
94	Ability for constituents to create their own user account (user ID and password) for the purpose of logging into the web service for electronic RFS submission	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
95	Ability for constituents to reset the password for their user account	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
96	Ability for constituents to update personal contact information but it is not updated in the master address record until proper review	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
97	Ability for requestor to print the service request	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
98	Ability for requestors to choose to remain anonymous	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Contact info is required, but not validated (i.e. user can enter fake data)
99	Provide a public bulletin board component that allows common requests to be displayed	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
100	Principal Reporting Requirements					Some reports require use of SSRS
101	System provides for inquiry, lookup, search of RFS to authorized users by any attribute of the RFS	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
102	On demand configurable dashboard showing:	-			Tyler Incident Management/Munis Work Orders/Citizen Self Service	
103	Completed RFS'	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
104	Uncompleted RFS'	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
105	RFS aging	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
106	Comprehensive list by date	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
107	Address	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
108	Name	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
109	Location	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
110	Type code	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
111	Category	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
112	Other user defined fields	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	per fields available in filters
113	Ability to print reports from the dashboard	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
114	Produces a Trend Report, illustrating patterns and trends in RFS' recorded over a user defined period of time. Reports on types of RFS', requestors, RFS by category, dates and patterns of recurrence.	H	R		Tyler Incident Management/Munis Work Orders/Citizen Self Service	

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
115	Provides management reporting displaying RFS aging based on RFS date taken	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
116	Generates a monthly “log book” report, showing all RFS’ logged over the prior month, including requestor, responder, date, RFS type, and address/location. Ability to sort report by any of the above items.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
117	System provides functionality to report on details of incoming complaints - for review and recategorization, re-prioritization, etc.	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
118	System provides ability to report/inquire on the number of days it takes to respond per category, department, and/or employee.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
119	System provides ability to report/inquire on the number of complaints that came in during a specified time period giving both summary and detailed information	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
120	System provides reports by district, street, or other location based code	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
121	Ability to review requests for service on a configurable thin-client map	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	Bing integration
122	Ability to generate customized polls and surveys for citizens	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
123	Ability to generate reports based on citizen surveys	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
124	Provide comprehensive, real-time information on citizen requests to assist mgmt in measuring results, identifying areas for improvement and supporting the setting of consistent service standards.	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
125	Ability to view RFS on a configurable thin-client map.	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
126	Wireless and mobile field service report delivery.	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	assuming VPN access to system
127	Multi-Channel Integration					

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
128	Ability to enter service requests or inquiries and track those requests in a single source from multiple channels, including:	-			Tyler Incident Management/Munis Work Orders/Citizen Self Service	
129	In person	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
130	By phone	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
131	By mail	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
132	By kiosk	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
133	By text	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
134	By TTY	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
135	By fax	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
136	By e-mail	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
137	Over the web	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
138	Via smartphone	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
139	Via social media technology (i.e. Twitter, Facebook, Nixle, RSS feeds, blogs, etc.)	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
140	Knowledge Base					

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
141	Provide an easy to use online phone and service directory searchable by name, special event, service provided, or department/division	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
142	Ability to search the database by call type, address, location, address range, date received, status, issue or subject, or other key fields	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
143	Provide ability to search the knowledge base using full-text search (e.g., natural searching) and wildcard searches	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
144	Knowledge base can be available to internal employees and citizens over the web	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	yes, internal. Documents attached on web on demand
145	Knowledge base viewing may be restricted based on the user's rights	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
146	Ability to update the database and modify workflow options	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	task-based rules
147	Provide an online contact directory for commonly requested non-city agencies searchable by agency name or services provided	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	as kb document
148	Provide Frequently Asked Questions (FAQs) that are definable and searchable to allow any staff to handle an issue regardless of the department	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
149	Allow FAQs to be sorted into categories and subcategories	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	tracked as specific cat/type
150	Ability to track the number of calls for FAQ inquiries (e.g., a counter function)	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	tracked as specific cat/type
151	Allow attachments to be associated with FAQs (.html, .pdf, .doc,.jpg, etc.)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
152	Provide audit trail to track changes to knowledge base, recording user and date/time of change	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
153	Ability to display top issues based on historical usage, ranked according to the most viewed. This list should have the capability to be updated on a periodic basis (weekly, monthly, etc.),	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	reporting

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
154	Provide configurable scripts to ensure uniform protocol for call agents who are sharing or soliciting information about requests.	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
155	Provide driving directions support with parking info	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	KB content associated with that type of call
156	Provide details regarding city facilities, including but not limited to location, layout, and parking information	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	KB content associated with that type of call
157	Ability to purge based on administrative/user defined parameters	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
158	Allow sharing of information on issues that require cooperation between different departments and outside agencies	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
159	Communications Management					
160	Ability to support structured inbound e-mails	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
161	Ability to date/timestamp attachment entries	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
162	Ability to identify the user who attached a document	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
163	Ability to recognize invalid formats or entries	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
164	Provide internal real-time message routing capability for broadcasting content to all or to a specific group of users	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
165	Call Center Capability					
166	Ability to operate application in a call center environment utilizing a VOIP system.	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	separate from TIM

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
167	Ability to interface with the city's current voice network	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	separate from TIM
168	Ability to process all calls through a single phone number	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	separate from TIM
169	Allow user-definable call types, categories and priorities	M	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
170	Allow for user-definable levels for each call type (time to respond, time to complete, service level agreements)	H	Y		Tyler Incident Management/Munis Work Orders/Citizen Self Service	reporting
171	Ability for a supervisor/manager to listen in on a call-taker's call for quality control purposes	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	separate from TIM
172	Provide "whisper" capability to allow supervisor to coach agent during the call without the incoming caller hearing the supervisor	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
173	Ability to store phone calls in a digital format for a specified period of time	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
174	Allow for load balancing of calls or requests	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
175	Provide an Interactive Voice Response (IVR) component which should only be utilized during heavy call volumes or emergency	M	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	
176	Ability for caller to leave message instead of waiting in queue and have the message queue for a call back	H	N		Tyler Incident Management/Munis Work Orders/Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Debt Service Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.11 - Debt Service Management				SymPro Debt		
Objective: System to track, analyze, manage debt covenants and report on debt obligations of all types.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Debt Instrument Set-Up					
2	Ability to track and manage the following related to the City's debt:	-			SymPro Debt	
3	Bond Issued amount	H	T		SymPro Debt	
4	Additions	H	T		SymPro Debt	
5	Reductions	H	T		SymPro Debt	
6	Payments made against the debt	H	T		SymPro Debt	
7	Principal / Year	H	T		SymPro Debt	
8	Remaining Original Issue Premium/Discount	H	T		SymPro Debt	
9	Interest / Year	H	T		SymPro Debt	
10	Multiple Accts (Cost of Issue, Escrow, Capitalized Interest, etc.)	H	T		SymPro Debt	
11	Gain/Loss on refinancing	H	N			
12	Track pledged property	H	T		SymPro Debt	
13	Co-signed agreements	H	T		SymPro Debt	
14	Lease purchase equipment	H	T		SymPro Debt	
15	Date debt is issued or reissued	H	T		SymPro Debt	
16	Debt refinancing information, including advance refunding	H	T		SymPro Debt	
17	Bond covenants	H	T		SymPro Debt	
18	Taxability status	H	T		SymPro Debt	
19	Amortization schedule	H	T		SymPro Debt	
20	Bond proceeds	H	T		SymPro Debt	
21	Effective interest rate	H	T		SymPro Debt	
22	Interest subsidies	H	T		SymPro Debt	
23	Ability to track by debt types:	-			SymPro Debt	
24	Individual Lease Agreements	H	T		SymPro Debt	
25	Master Lease Agreements and link to the individual leases	H	T		SymPro Debt	
26	General Obligation Bonds	H	T		SymPro Debt	
27	Revenue Bonds	H	T		SymPro Debt	
28	S.O. Debt	H	T		SymPro Debt	
29	Certificates of Participation	H	T		SymPro Debt	
30	TIF (Tax Increment Financing) Bonds	H	T		SymPro Debt	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Debt Service Management

4.11 - Debt Service Management				SymPro Debt		
Objective: System to track, analyze, manage debt covenants and report on debt obligations of all types.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
31	Tax Anticipation Warrants	H	T		SymPro Debt	
32	Contractual Obligations	H	T		SymPro Debt	
33	Reverse Repurchase Agreements	H	T		SymPro Debt	
34	Interest Rate Swaps	L	T		SymPro Debt	
35	Forward Contracts	L	N			
36	Debt Management					
37	Ability to analyze different financing options through analytics and "what-if" scenarios.	H	N		SymPro Debt	
38	Ability to track, initiate and record debt payments.	H	T		SymPro Debt	
39	Ability to track expenditure of accounts held by a trustee.	H	N		SymPro Debt	
40	Ability to track and report cash flows for arbitrage calculations.	H	T		SymPro Debt	
41	Ability to track and report on investment earnings per debt issuance	H	T		SymPro Investment System	
42	Ability to provide accruals on outstanding debt and interface to G/L system.	H	T		SymPro Debt	
43	Ability to provide amortization entries for original issue premium/discount based on user defined method.	H	T		SymPro Debt	
44	Ability to set target levels on debt.	H	N		SymPro Debt	
45	Debt Payment Scheduling					
46	Ability to automate debt payments generated from debt module directly into cash flow forecast.	M	T		SymPro Debt & SymPro Cash Management	
47	Ability to initiate payments to the paying agent/trustee.	H	T		SymPro Debt	
48	Interface / Integration					
49	Ability to integrate debt service functionality with the bank reconciliation process.	H	T		SymPro Debt	
50	Ability to integrate to the G/L module for debt management.	H	T		SymPro Debt	
51	Ability to integrate to the Cash Management module for debt management.	H	T		SymPro Debt	
52	Ability to integrate to the AP module for non-scheduled payments.	H	T		SymPro Debt	
53	Ability to integrate with the Budget module for 5-year forecasting.	M	T		SymPro Debt	
54	Ability to integrate with the Budget module for annual budget purposes.	H	T		SymPro Debt	
55	Reporting					
56	Ability to create debt amortization detail schedules on a detail and summary basis.	H	T		SymPro Debt	
57	Ability to create amortization schedules for gains and losses on refinancing, premiums, and discounts.	H	T		SymPro Debt	
58	Ability to report on individual debt types.	H	T		SymPro Debt	
59	Ability to create/summarize debt schedules based on user defined criteria (GASB 34).	H	T		SymPro Debt	
60	Ability to generate reports listing all entries by date range and include actual and accrual information.	H	T		SymPro Debt	
61	Ability to report debt levels in comparison to targets.	H	N		SymPro Debt	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Debt Service Management

4.11 - Debt Service Management			SymPro Debt			
Objective: System to track, analyze, manage debt covenants and report on debt obligations of all types.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
62	Ability to breakout and report on the current (and long term) portion of debt, on an accrual basis.	H	T		SymPro Debt	
63	Ability to report accrued interest, for a specific period.	H	T		SymPro Debt	
64	Ability to track and provide reports to monitor variable rate debt with varying terms and maturity dates.	M	T		SymPro Debt	
65	Ability to report on debt service requirements by user-defined time periods (quarter, month, fiscal year, etc.)	H	T		SymPro Debt	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.12 - Document Management			Tyler Content Manager-Enterprise Edition			
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	Ability to print out annotations on images at user’s option, based on defined user security.	H	Y		Tyler Content Manager-Enterprise Edition	
3	Ability to use annotation to add data to a scanned document or captured report without modifying the original.	H	Y		Tyler Content Manager-Enterprise Edition	
4	Ability to use watermarks.	L	Y		Tyler Content Manager-Enterprise Edition	
5	Ability to use an internal report writer.	H	Y		Tyler Content Manager-Enterprise Edition	
6	Ability to accommodate multiple departments, each with unique indexing requirements.	H	Y		Tyler Content Manager-Enterprise Edition	
7	Ability to search across multiple databases.	H	N		Tyler Content Manager-Enterprise Edition	
8	Ability for documents to be checked in and or checked out.	M	N		Tyler Content Manager-Enterprise Edition	
9	Ability to use redaction before printing or sharing documents.	H	Y		Tyler Content Manager-Enterprise Edition	
10	Ability to encrypt images that are emailed, before sending them.	M	N		Tyler Content Manager-Enterprise Edition	
11	Ability to maintain data entry controls to ensure system enters data into all required fields for both batch and on-line data entry. A user should be able to define which fields are required fields.	H	Y		Tyler Content Manager-Enterprise Edition	
12	Ability to define which fields are required fields by document category.	H	Y		Tyler Content Manager-Enterprise Edition	
13	Ability to define an unlimited number of document categories (please specify the maximum number in the comments field if not unlimited).	M	Y		Tyler Content Manager-Enterprise Edition	
14	Ability to configure up to 10 levels of document folders and unlimited sub-folders. (Please specify the maximum number in the comments field).	M	N		Tyler Content Manager-Enterprise Edition	Document Code, Document Type, Sub Type

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management				Tyler Content Manager-Enterprise Edition		
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
15	Ability for authorized users to upload documents and forward a link for accessing the file to internal and external customers.	H	Y		Tyler Content Manager-Enterprise Edition	
16	Ability configure a "public document" directory that is accessible and searchable online.	H	Y		Tyler Content Manager-Enterprise Edition	
17	Ability to configure a secure, "internal document" directory that only permits access for authorized users.	H	Y		Tyler Content Manager-Enterprise Edition	
18	Ability to clearly distinguish from open and closed records as defined by the Missouri Sunshine Law.	M	Y		Tyler Content Manager-Enterprise Edition	Custom metadata field
19	Ability to store open records separately from closed records as required by the Missouri Sunshine Law.	H	Y		Tyler Content Manager-Enterprise Edition	Custom metadata field
20	Security					
21	Ability to provide navigational security, with multiple layers of user-definable security to limit access at department, user, system, function, and file levels from a central administrative console.	H	Y		Tyler Content Manager-Enterprise Edition	
22	Ability to provide a security methodology that includes use of groups.	H	Y		Tyler Content Manager-Enterprise Edition	
23	Ability to utilize a group based security model, with the ability to establish exceptions.	H	Y		Tyler Content Manager-Enterprise Edition	
24	Ability to allow/restricts users from add/update/delete functionality by user and by function (screen/report).	H	Y		Tyler Content Manager-Enterprise Edition	
25	Ability to provide for secure deletions.	H	Y		Tyler Content Manager-Enterprise Edition	
26	Ability to provide a secure recycle bin for soft delete.	H	Y		Tyler Content Manager-Enterprise Edition	
27	Ability to provide for secure printing.	H	Y		Tyler Content Manager-Enterprise Edition	
28	Ability to limit access to “read only” at the user level.	H	Y		Tyler Content Manager-Enterprise Edition	
29	Integration/Interfaces					
30	Ability to interface with a third-party ERP System.	H	Y		Tyler Content Manager-Enterprise Edition	
31	Ability to interface with Google Apps	M	Y		Tyler Content Manager-Enterprise Edition	
32	Ability to interface with Granicus Agenda Management application.	M	Y		Tyler Content Manager-Enterprise Edition	
33	Ability to interface with a standard report writer.	H	Y		Tyler Content Manager-Enterprise Edition	
34	Ability to interface with the Windows Print Manager to allow importing of images from any Windows based application reporting feature.	H	Y		Tyler Content Manager-Enterprise Edition	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management			Tyler Content Manager-Enterprise Edition			
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
35	Ability to interface with all ERP modules proposed.	M	Y		Tyler Content Manager-Enterprise Edition	
36	Ability to interface with meeting agenda development software.	M	Y		Tyler Content Manager-Enterprise Edition	
37	System provides functionality for general public to search and view designated documents online.	H	Y		Tyler Content Manager-Enterprise Edition	
38	Technical					
39	Ability to comply with ODBC.	H	Y		Tyler Content Manager-Enterprise Edition	
40	Ability to store indexes in an industry standard database (i.e. - MS SQL).	H	Y		Tyler Content Manager-Enterprise Edition	
41	Ability to use TCP/IP protocol for network communication.	H	Y		Tyler Content Manager-Enterprise Edition	
42	Ability to work compatibly with Windows XP Professional Windows 7, and MS Office 2007 and 2010 with security enabled.	H	Y		Tyler Content Manager-Enterprise Edition	
43	Ability to provide a web interface with multiple custom user portals.	H	Y		Tyler Content Manager-Enterprise Edition	
44	Ability to meet DOD 5015.2 certification.	H	Y		Tyler Content Manager-Enterprise Edition	
45	Ability to convert .tif file to .pdf files and vice versa, individually or in batch.	H	Y		Tyler Content Manager-Enterprise Edition	
46	Ability to set custom records retention policies.	H	Y		Tyler Content Manager-Enterprise Edition	
47	Ability to configure record retention polices that commence on multiple configurable document dates (e.g. document creation date, contract expiration date, last action date)	H	Y		Tyler Content Manager-Enterprise Edition	
48	Document Importing					
49	Ability to accommodate Industry standard photo and image file formats, i.e., TIF, JPG, PDF, BMP, ODF, and Text	H	Y		Tyler Content Manager-Enterprise Edition	
50	Ability to support standard content file types (i.e. doc, xls, pdf, etc.).	H	Y		Tyler Content Manager-Enterprise Edition	
51	Ability to launch appropriate applications/viewers to support document retrieval and indexing.	H	Y		Tyler Content Manager-Enterprise Edition	
52	Ability to support any file types, with no restrictions.	M	Y		Tyler Content Manager-Enterprise Edition	Will open in default program if no built-in viewer
53	Ability to support audio content files (MP3, wav, etc.).	H	Y		Tyler Content Manager-Enterprise Edition	
54	Ability to launch appropriate media viewers for the retrieval of audio files.	H	Y		Tyler Content Manager-Enterprise Edition	Will launch default audio player for file type

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management				Tyler Content Manager-Enterprise Edition		
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
55	Document Capture					
56	Ability to maintain an audit process to date/time/user stamp the scanned files. Should record which records were accessed (modified/deleted) and by which user id.	H	Y		Tyler Content Manager-Enterprise Edition	
57	Ability to capture and display color images.	H	Y		Tyler Content Manager-Enterprise Edition	
58	Ability to capture, store, retrieve, and reproduce irregular-sized (e.g., larger than 8 ½ x 11) documents.	H	Y		Tyler Content Manager-Enterprise Edition	
59	Ability to set up imaging workstations in each department and/or building, allowing decentralized scanning and indexing.	H	Y		Tyler Content Manager-Enterprise Edition	
60	Ability to accommodates an unlimited number of indices per file/image.	M	Y		Tyler Content Manager-Enterprise Edition	
61	Ability to recognize document orientation and optionally corrects via user option.	H	N		Tyler Content Manager-Enterprise Edition	
62	Ability to perform Image enhancements, including: de-skew, horizontal and vertical registration, spec removal, etc.	H	N		Tyler Content Manager-Enterprise Edition	
63	Ability to perform barcode scanning.	M	Y		Tyler Content Manager-Enterprise Edition	
64	Ability to import images provided by an external vendor and import into the system, while assigning the appropriate indexes	H	Y		Tyler Content Manager-Enterprise Edition	
65	Ability to optionally display the image while the image is being scanned.	H	Y		Tyler Content Manager-Enterprise Edition	
66	Ability to run multiple scanners concurrently with multiple PCs, all networked into a common imaging server.	H	Y		Tyler Content Manager-Enterprise Edition	
67	Ability to scan documents existing in bound or book form.	M	Y		Tyler Content Manager-Enterprise Edition	If your scanner supports it
68	Ability to maintain indices with primary subject categories, sub-categories, and so on, in a hierarchical relational structure.	H	Y		Tyler Content Manager-Enterprise Edition	
69	Ability to do batch scanning , indexing, and importing.	H	Y		Tyler Content Manager-Enterprise Edition	
70	Ability to automatically use electronic data fields as indices.	H	Y		Tyler Content Manager-Enterprise Edition	
71	Ability to accommodate user design and set-up of index fields, codes, tables, etc.	H	Y		Tyler Content Manager-Enterprise Edition	
72	Ability to accommodate “full text indexing” (i.e., OCR) to search for and retrieve files.	H	Y		Tyler Content Manager-Enterprise Edition	
73	Ability to image from cold storage (i.e., printer queue).	H	Y		Tyler Content Manager-Enterprise Edition	Certain types of cold storage - we have our print driver, batch print capture, etc
74	Ability to provide ICR for hand writing recognition.	L	N		Tyler Content Manager-Enterprise Edition	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management				Tyler Content Manager-Enterprise Edition		
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
75	Ability to assist users with detecting scanning errors, by using correction codes to identify level of use of correction functions	M	N		Tyler Content Manager-Enterprise Edition	
76	Ability to insert and remove additional pages from an imaged document after it has already been scanned, based on user security.	H	Y		Tyler Content Manager-Enterprise Edition	
77	Ability to enlarge imaged blue print documents during the imaging process for reviewing before the actual imaging process is performed.	H	Y		Tyler Content Manager-Enterprise Edition	Preview during scan
78	Ability to use a networked digital copier as a scan station.	H	Y		Tyler Content Manager-Enterprise Edition	
79	Ability to print to the system from Windows applications to avoid printing/scanning electronic documents.	H	Y		Tyler Content Manager-Enterprise Edition	
80	Ability to digitize microfilm/microfiche documents and transfer the files into the imaging system.	M	N		Tyler Content Manager-Enterprise Edition	
81	Ability to modify the content of index / keyword.	H	Y		Tyler Content Manager-Enterprise Edition	
82	Ability to increase the number of keyword fields or indexes on existing documents.	M	Y		Tyler Content Manager-Enterprise Edition	
83	Ability to employ OCR technology at scan time.	H	Y		Tyler Content Manager-Enterprise Edition	
84	Ability to optionally automatically index files (independent of the source document or file type) using one or more fields that always appear in the same location on the document (snapshot technology).	H	Y		Tyler Content Manager-Enterprise Edition	Advanced OCR
85	Ability to identify specific locations on imaged documents that contain sensitive content (social security number) and restrict view of these sensitive areas to only authorized users using a multi-level security structure.	H	Y		Tyler Content Manager-Enterprise Edition	Advanced OCR
86	Ability to allow for the creation of secure areas for storing scans of files that have not yet been indexed.	H	Y		Tyler Content Manager-Enterprise Edition	
87	Ability to link a document (and/or parts of a document) to multiple modules/documents.	H	Y		Tyler Content Manager-Enterprise Edition	
88	Document Retrieval					
89	Ability to identify and retrieve files by user-definable fields per document.	H	Y		Tyler Content Manager-Enterprise Edition	
90	Ability to view and edit any scanned and indexed files, based on security profile.	H	Y		Tyler Content Manager-Enterprise Edition	
91	All files must be viewable on-line, real-time for easy review.	H	Y		Tyler Content Manager-Enterprise Edition	
92	Ability to permit index searches based on exact matches of specified field values.	H	Y		Tyler Content Manager-Enterprise Edition	
93	Ability to permit index searches based on ranges of field values specified by the following relational expressions: greater than, less than, greater than or equal to, and less than or equal to.	M	Y		Tyler Content Manager-Enterprise Edition	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management				Tyler Content Manager-Enterprise Edition		
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
94	Ability to search any field in the database.	H	Y		Tyler Content Manager-Enterprise Edition	Part of EE implementation, any metadata field can be made searchable
95	Ability to permit index searches based on root-word matches (term truncation).	H	Y		Tyler Content Manager-Enterprise Edition	
96	Ability to retrieve documents by user defined identifiers.	H	Y		Tyler Content Manager-Enterprise Edition	Tags
97	Ability to display all files linked to a subject category, sub-category, etc., displayed on-screen. User can point and click which file level/category/etc., and system will take user to that region of the disk.	H	Y		Tyler Content Manager-Enterprise Edition	
98	Ability for users to return to a search results lists after viewing a result.	H	Y		Tyler Content Manager-Enterprise Edition	
99	Ability to manipulate image displays by scaling, magnifying, rotating, panning, and image enhancement.	H	Y		Tyler Content Manager-Enterprise Edition	
100	Ability to search and retrieve files by defined indices, key word(s), or system-assigned alphanumeric Ids.	H	Y		Tyler Content Manager-Enterprise Edition	
101	Ability to exported files to, and retrieved from, other graphical user interface (GUI) applications.	H	Y		Tyler Content Manager-Enterprise Edition	
102	Ability to retrieve documents using user-defined search string of either full or abbreviated (wild card) words, dates, numbers, etc.	H	Y		Tyler Content Manager-Enterprise Edition	
103	Ability to retrieve documents of various sizes and types, including but not limited to blueprints, forms, pictures, fingerprints, cardstock, legal size letters, etc.	H	Y		Tyler Content Manager-Enterprise Edition	
104	Ability to retrieve documents based upon scan date range, the scanner group, or the user id.	H	Y		Tyler Content Manager-Enterprise Edition	
105	Ability to retrieve documents using multiple index words, numbers, dates, etc., simultaneously.	H	Y		Tyler Content Manager-Enterprise Edition	
106	Ability to accommodate Boolean (True, False) logic to assist searches.	L	Y		Tyler Content Manager-Enterprise Edition	In lookup fields and other fields with multiple options, can use boolean logic
107	Ability for searches to utilize "Soundex" (fuzzy search) feature to accommodate poor scans, alternate spellings, etc.	M	Y		Tyler Content Manager-Enterprise Edition	
108	Ability to build a retrieval "hit list" of matches or near-matches.	H	Y		Tyler Content Manager-Enterprise Edition	
109	Ability to limit searches to the current directory or the current directory plus any child directories.	H	N		Tyler Content Manager-Enterprise Edition	Not directory based, can limit by document types though
110	Ability to display text or image samples on screen when reviewing a search "hit list" to assist in determining which files to retrieve.	M	F		Tyler Content Manager-Enterprise Edition	
111	Ability to view both the image and OCR results simultaneously.	H	Y		Tyler Content Manager-Enterprise Edition	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management				Tyler Content Manager-Enterprise Edition		
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
112	Ability to produce hard copy reproduction of stored images.	H	Y		Tyler Content Manager-Enterprise Edition	
113	Ability to print images.	H	Y		Tyler Content Manager-Enterprise Edition	
114	Ability to print selected portion of an image.	H	N		Tyler Content Manager-Enterprise Edition	
115	Ability for multiple users to view a single stored image (or images) simultaneously.	H	Y		Tyler Content Manager-Enterprise Edition	
116	Ability to secure documents by user-definable, multi-level groups with the option to set inheritance.	H	N		Tyler Content Manager-Enterprise Edition	
117	Ability to call an external viewer that is not part of the proposed software.	H	N		Tyler Content Manager-Enterprise Edition	
118	Ability to call an external software package for editing that is not part of the proposed software with optional version control.	H	N		Tyler Content Manager-Enterprise Edition	
119	Ability to provide system usage/audit-style reports. Should show which user ID accessed what records and when.	M	Y		Tyler Content Manager-Enterprise Edition	
120	Ability to allow self-service and optional on-line payment processing to constituents requiring document copies.	H	Y		Tyler Content Manager-Enterprise Edition	
121	Ability to print multiple copies of a retrieved image.	H	Y		Tyler Content Manager-Enterprise Edition	
122	Ability to use a thin-client retrieval mechanism, to incorporate the development of search / retrieve functions from an external web site, to access and display images from the system.	H	Y		Tyler Content Manager-Enterprise Edition	
123	Ability to create PDF documents from retrieved images.	H	Y		Tyler Content Manager-Enterprise Edition	
124	Ability to create a combined PDF document from multiple retrieved images.	H	F		Tyler Content Manager-Enterprise Edition	
125	Ability to adjust page settings for printing vital record documents with specific size paper requirements.	H	Y		Tyler Content Manager-Enterprise Edition	
126	Maintenance and Storage					
127	Ability to upload scanned blueprints and maps up to 48 inches by 72 inches in size.	H	Y		Tyler Content Manager-Enterprise Edition	
128	Ability to merge files scanned by other sources into a single database, assuming that the file formats of whatever type are all industry standards.	H	Y		Tyler Content Manager-Enterprise Edition	File import features as well as Batch Print Capture, etc
129	Ability to easily restore all images and indexed documents back-up media	H	Y		Tyler Content Manager-Enterprise Edition	
130	Ability to automate purging of time-dated documents in accordance with State of Missouri document retention schedule, with user approval. User must be authorized to purge files. This retention schedule automation must be by document type.	H	Y		Tyler Content Manager-Enterprise Edition	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management			Tyler Content Manager-Enterprise Edition			
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
131	Ability to set up a multiple level purge authorization requirement. i.e., At least two individuals must authorize a purge before it is completed.	H	Y		Tyler Content Manager-Enterprise Edition	
132	Ability to mark records to be exempt from purge due to pending litigation, incomplete audits, or other reasons.	M	Y		Tyler Content Manager-Enterprise Edition	
133	Ability to set an automatic purge schedule for various retention periods.	H	Y		Tyler Content Manager-Enterprise Edition	
134	Ability to automate the compression and back up of data at predetermined times.	H	N		Tyler Content Manager-Enterprise Edition	
135	Ability to provide automated data backup functionality while the system is online without restricting user access to application functionality.	H	Y		Tyler Content Manager-Enterprise Edition	
136	Ability to scan, store, and print color images on demand.	H	Y		Tyler Content Manager-Enterprise Edition	
137	Ability to output to microfilm from scanned images at any time.	M	N		Tyler Content Manager-Enterprise Edition	
138	Ability to create form documents that can be routed and completed through workflow.	H	Y		Tyler Content Manager-Enterprise Edition	
139	Workflow and Business Process Management					
140	Ability to automate and manage a business process, during which documents, information, or tasks are passed from one participant to another for action, according to a set of user-defined procedural rules.	H	Y		Tyler Content Manager-Enterprise Edition	
141	Ability to integrate workflow features through an email / collaboration platform such as Google Apps.	H	N		Tyler Content Manager-Enterprise Edition	
142	Ability to maintain automatic event notification.	H	Y		Tyler Content Manager-Enterprise Edition	
143	Ability to use routing protocols.	H	Y		Tyler Content Manager-Enterprise Edition	
144	Ability to allow users to define conditions.	H	Y		Tyler Content Manager-Enterprise Edition	
145	Ability to use "rules-based" document automation.	H	Y		Tyler Content Manager-Enterprise Edition	
146	Ability to "flag" a document that requires a pending review by another defined City staff member.	H	Y		Tyler Content Manager-Enterprise Edition	
147	Ability to maintain an audit trail.	H	Y		Tyler Content Manager-Enterprise Edition	
148	Ability to include electronic signature capabilities.	H	Y		Tyler Content Manager-Enterprise Edition	
149	Ability to accommodate user-defined process definitions, which identify the various process activities, procedural rules, and associated controls.	H	Y		Tyler Content Manager-Enterprise Edition	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management				Tyler Content Manager-Enterprise Edition		
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
150	Ability to set a tickler or notification for a specified date and group of users prompting the review any document.	H	Y		Tyler Content Manager-Enterprise Edition	
151	Ability to store and interpret process definitions, create and manage work flow instances as they are executed, and control the interaction between instances and with participants (users) and other software applications being affected or affecting the work flow instances.	H	Y		Tyler Content Manager-Enterprise Edition	
152	Allows user involvement during the process instances, e.g., enactment of a process on-line, to re-assign work tasks, re-prioritize tasks, and monitor audit trail.	H	Y		Tyler Content Manager-Enterprise Edition	
153	Ability to provide business process modeling, e.g., graphical representation of the process, which can be manipulated by the user to automate the process on-line. The modeling establishes a network of activities and their logical relationships, criteria to indicate the start and termination of the process, information about each activity, e.g., participants, their organizational role or position, affected/associated software applications and data, etc., includes both manual and automated activities, references sub-processes which are separately modeled.	H	N		Tyler Content Manager-Enterprise Edition	
154	Ability for a process to have an automated activity and a manual activity in the same instance.	H	Y		Tyler Content Manager-Enterprise Edition	
155	Ability to automatically update the document management and imaging software loaded on client workstations.	H	Y		Tyler Content Manager-Enterprise Edition	
156	Ability to include participants in a workflow enabled process can be a human being, an intelligent machine resource, a role (e.g., a group of participants exhibiting a specific set of attributes, qualifications, and/or skills), or an organizational unit.	H	Y		Tyler Content Manager-Enterprise Edition	
157	Ability to allow an organizational structure model to be defined on-line, showing each position, the relationships between positions, the person filling a position at a given point in time, roles, etc.	M	N		Tyler Content Manager-Enterprise Edition	
158	Ability to break down a task into work items, which are processed by a participant within an activity.	H	Y		Tyler Content Manager-Enterprise Edition	
159	Ability to maintain a work list that contains details of the work items allocated to a participant.	H	Y		Tyler Content Manager-Enterprise Edition	
160	Ability to track status of work flow process and activity instances, e.g., initiated, running, active, inactive, suspended, complete, terminated, archived.	H	Y		Tyler Content Manager-Enterprise Edition	
161	Ability to control the progression of work list items.	H	Y		Tyler Content Manager-Enterprise Edition	
162	Ability to include a work list handler to enable work items to be passed from the work flow management system to the user, and vice versa, and sends notifications of progression status to the work flow management system.	H	Y		Tyler Content Manager-Enterprise Edition	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Document Management

4.12 - Document Management				Tyler Content Manager-Enterprise Edition		
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
163	Ability to select a work item, reassign it, track progression status, and invoke another software application, which must be part of the processing (API's).	H	N		Tyler Content Manager-Enterprise Edition	
164	User can specify activity (work item) deadlines.	H	N		Tyler Content Manager-Enterprise Edition	
165	Escalation procedures can be established for the system to invoke when deadlines are not met.	H	N		Tyler Content Manager-Enterprise Edition	
166	Activities can execute in parallel or in sequence within a process. Alternative routes can be user-defined, based on results of conditions.	H	N		Tyler Content Manager-Enterprise Edition	
167	Alternative routes can be user defined, based on results of conditions.	H	N		Tyler Content Manager-Enterprise Edition	
168	Activities can be re-iterated until a user-defined condition is met.	H	N		Tyler Content Manager-Enterprise Edition	
169	Condition(s) refer to events, either within the work flow management process structure or external to it, including date and time, and can be established by a user so that the work flow management system decides: whether a process instance may start, whether a process instance may end, whether a process may transition to another activity, etc.	H	Y		Tyler Content Manager-Enterprise Edition	
170	Ability to accommodate dummy activities to represent and evaluate complex routing or process control conditions. No work, resource, or application is associated with dummy activities.	H	N		Tyler Content Manager-Enterprise Edition	
171	The system records audit data of the historical progress of a process instance from start to end through all activities and transitions.	H	Y		Tyler Content Manager-Enterprise Edition	
172	Allows constraints to be specified, which are conditions, which must be met during work flow processing. Otherwise, an exception condition or other procedure is invoked.	H	N		Tyler Content Manager-Enterprise Edition	
173	Ability to define a work flow administrator with special set-up, control, auditing, and management capabilities.	H	Y		Tyler Content Manager-Enterprise Edition	
174	Document management module includes the following tools and/or functionality:	-			Tyler Content Manager-Enterprise Edition	
175	Software tools to generate code based on process	H	N		Tyler Content Manager-Enterprise Edition	
176	OLE integration	M	N		Tyler Content Manager-Enterprise Edition	
177	Uses industry standard database (i.e. MS SQL)	H	Y		Tyler Content Manager-Enterprise Edition	
178	Point-and-Click type drawing tools	H	Y		Tyler Content Manager-Enterprise Edition	
179	Report writer/query functions	H	Y		Tyler Content Manager-Enterprise Edition	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Document Management

4.12 - Document Management			Tyler Content Manager-Enterprise Edition			
Objective: Representing a vision and framework for integrating a broad range of content management technologies and content formats.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
180	Screen Scraping	M	Y		Tyler Content Manager-Enterprise Edition	
181	Ability to scan in or import forms designed in other packages to create live fields.	H	Y		Tyler Content Manager-Enterprise Edition	
182	Uses tools to build front-end applications (specify the tool type).	M	Y		Tyler Content Manager-Enterprise Edition	Design document types
183	Ability to establish security controls on the Web and within the organization's LAN/WAN.	H	Y		Tyler Content Manager-Enterprise Edition	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Electronic Plan Review

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.13 - Electronic Plan Review				EnerGov		
Objective: To implement an efficient process to manage the plan review process.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Module Interface Requirements					
2	System integrates with ESRI GIS system to associate a plan review case with a GIS shape file and allows for viewing of other GIS layers in context of the plan location.	H	Y			
3	System integrates with central Master Address / Parcel Management function based on approved project cases.	M	Y		EnerGov	
4	System integrates with central Master Address / Parcel Management function for property and address information, and displays any property alerts.	H	Y		EnerGov	
5	System integrates with the permitting module to hold permits until the site plan has been approved and then the permit can be issued.	H	Y		EnerGov	
6	System integrates with central Cash Receipting function, and allows for collection of review fees.	H	Y		EnerGov	
7	System includes standard functionality to attach electronic documents, including large blueprint size (All ESRI Arc and Ansi sheet size) documents, to P&Z project cases, either natively, or through integration to the external document management system.	H	Y		EnerGov	Requires PDF file format
8	System integrates to Google docs to generate letters based on project review.	H	N		EnerGov	
9	System integrates with the Business License module	H	Y		EnerGov	
10	System provides an interface that allows applicants to view and print plans that require corrections, submit plan corrections, and view and print approved plans.	H	Y		EnerGov	
11	System provides an interface that allows applicants and City staff to view real-time plan location and review status.	H	Y		EnerGov	
12	General Requirements					
13	The system has the ability to configure security levels based on Department, Workgroup, etc. and also within a specific group (i.e. Supervisor, Approver).	M	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Electronic Plan Review

4.13 - Electronic Plan Review			EnerGov			
Objective: To implement an efficient process to manage the plan review process.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
14	Ability to configure user-defined security, differential rights distribution, role designation, and user options. Provide detailed audit trails for security mgt. changes.	M	Y		EnerGov	
15	Ability for only authorized reviewers and project team members to see and modify plans.	M	Y		EnerGov	
16	Ability to define security groups of internal reviewers.	M	Y		EnerGov	
17	Ability to prevent applicants from submitting plans until the customer is screened/accepted by City staff.	H	Y		EnerGov	
18	Ability for applicants to submit plans in an electronic format, with the ability to limit certain types of files (i.e. pdf, dwg, doc, xls)	M	Y		EnerGov	
19	Ability to prevent applicants from making changes to the original plan set after it is submitted.	H	Y		EnerGov	
20	System provides online support documentation for external customers.	M	Y		EnerGov	
21	Ability to display and track all plan submissions, re-submittals and reviews with versions and mark-ups clearly identified throughout the system and process.	H	Y		EnerGov	
22	Ability to monitor progress of a set of plans through the review process and succinctly summarizes review status for applicants and end user.	H	Y		EnerGov	
23	System provides professional engineering level review tools including but not limited to: accurate measurement tools, and the ability to add written comments, accurately scale drawings, easily manage multiple pages, compare different drawing “versions” add hyperlinks to other review pages.	H	Y		EnerGov	EnerGov eReviews requires each City plan reviewer to have an Adobe Acrobat X Pro license.
24	System provides Plan Review Approval stamping and electronic “red-lining” of plans sets by reviewing parties.	H	Y		EnerGov	
25	Ability for reviewers to mark-up plans electronically and consolidate comments from multiple reviewers.	H	Y		EnerGov	
26	Ability for multiple reviewers to review a plan set concurrently.	H	Y		EnerGov	
27	Ability to prevent changes from being made to reviewer mark-ups except by the reviewer or authorized users (e.g., supervisors).	H	Y		EnerGov	
28	Ability to identify comments and redlines by review type (e.g., Ordinance or Zoning).	M	Y		EnerGov	
29	Ability to define and add standard conditions and form condition information.	M	Y		EnerGov	
30	Ability for a plan reviewer in each Department to select a specific plan review comment from a list of standard comments.	L	Y		EnerGov	
31	Ability to merge conditions into form letters and other documents.	M	Y		EnerGov	
32	Ability for applicants to submit notes or instructions with plans and corrected plans.	H	Y		EnerGov	
33	System provides functionality to compare changes between electronic plan versions.	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Electronic Plan Review

4.13 - Electronic Plan Review			EnerGov			
Objective: To implement an efficient process to manage the plan review process.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
34	Ability to track staff time for projects and associated account numbers for easy billing.	L	Y		EnerGov	
35	Review Workflow					
36	Ability to create workflow for at least the following activities:	-			EnerGov	
37	Plan review routing and tracking of approvals	H	Y		EnerGov	
38	Notifications to supervisors of review status by subordinates	M	Y		EnerGov	
39	Exception notifications	M	Y		EnerGov	
40	Re-submittal notifications	H	Y		EnerGov	
41	Plan modification notifications (changes to plans after building permit has been issued)	H	Y		EnerGov	
42	Plan intake notifications of acceptance or denial of permit application into the review process	H	Y		EnerGov	
43	Online access to approved files	M	Y		EnerGov	
44	Ability to create at least the following workflow processes:	-			EnerGov	
45	Upload file approvals	M	Y		EnerGov	
46	Group notifications	M	Y		EnerGov	
47	Ability to route and create workflows for hardcopy plan reviews.	M	Y		EnerGov	
48	Ability to track and quickly inquire the physical location of each hard-copy plan in the review process	L	Y		EnerGov	
49	Ability to generate e-mail notifications for plan approvals/permit issuance/progress to multiple interested parties.	H	Y		EnerGov	
50	Ability build custom workflows through a GUI without scripting or programming.	L	Y		EnerGov	
51	Ability to create criteria/pre-workflow that determines the workflow (i.e. health only reviews if there's a swimming pool, etc.)	H	Y		EnerGov	
52	Ability to create multiple workflows for multiple employee groups, and departments.	H	Y		EnerGov	
53	Ability to create dynamic if/then workflow decision trees.	M	Y		EnerGov	
54	Ability to copy and modify workflows.	M	Y		EnerGov	
55	Ability to upload and route documents other than plan sets.	H	Y		EnerGov	
56	Ability to view assigned reviews by individual and review type.	H	Y		EnerGov	
57	System provides automatic notifications for internal and external use that are configurable at important milestones or prepared at the reviewers discretion to fax or email.	M	Y		EnerGov	
58	System creates an activity log which will tracks user activity (failed and successful attempts). Application must be able to reconstruct auditable events including: Unique User ID, Date and Time of Action, System Name, Terminal ID/Computer Name Authentication.	M	Y		EnerGov	
59	Ability to notify supervisors via e-mail or other method when individual users fail to meet target review completion dates.	M	Y		EnerGov	
60	Administrators have access to edit or enter workflow for all role types.	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Electronic Plan Review

4.13 - Electronic Plan Review				EnerGov		
Objective: To implement an efficient process to manage the plan review process.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
61	Ability to for the system to generate automatic email notification to users when assigned activities have been updated or new tasks have been assigned to them.	H	Y		EnerGov	
62	Ability to provide for logging dates sent, reviewed, due, rejected or approved for multiple reviewers, as well as a remarks area for each reviewer.	H	Y		EnerGov	
63	Ability to configure standard plan review workflows based on project type, as well as to customize workflows for specific projects.	H	Y		EnerGov	
64	Ability for authorized users to assign reviews to specific staff.	H	Y		EnerGov	
65	System allows concurrent review by multiple reviewers and identifies which reviewer made the comment or added markups.	H	Y		EnerGov	
66	Reporting Requirements					
67	System provides consolidated reports of plan submission dates and approval dates.	H	R		EnerGov	
68	Ability to create/ customize standard, supplied reports to City specifications.	H	R		EnerGov	
69	System provides basic “canned” workflow statistics and time tracking reports including:	-			EnerGov	
70	Average time to complete first plan review in a summary format and by reviewer.	H	R		EnerGov	
71	Average timeframe from completion of first review to resubmittals received.	H	R		EnerGov	
72	Overall timeframe from application received to final approval.	H	R		EnerGov	
73	Ability to review timeframes for each department and agency compared with the target review timeframe.	H	R		EnerGov	
74	Ability to review timeframes measuring City time to complete review and time spent by City waiting for more information from permit applicants to complete reviews.	H	R		EnerGov	
75	System tracks and reports on the average number of resubmittals required per by reviewer.	M	R		EnerGov	
76	System has the ability to report on time worked by location, department, task, project, job, position, event or additional task entities.	L	R		EnerGov	
77	System restricts data returned by the report using the security settings of the report user.	M	R		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Facilities Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Requirements					
2	System can track and report on building contents and related values throughout all City facilities for risk management purposes	M	Y		Munis Work Orders with Fleet and Facilities Management	
3	System has considerations for environmental “green” features such as facility heat and cooling controls	M	N		Munis Work Orders with Fleet and Facilities Management	
4	System can be used to track “non-inventoried” asset / equipment items (i.e. Computer equipment, non-licensed vehicles) per department / division and location for risk management purposes	H	Y		Munis Work Orders with Fleet and Facilities Management	Via Fixed assets Module for non-capitalized assets
5	Must have the ability to manage and maintain facilities; track complaints, requests and inspections and generate works orders.	H	Y		Munis Work Orders with Fleet and Facilities Management	
6	System utilizes user-defined tables and codes to enable departments to customize their requirements for information on work requests directed to them.	H	Y		Munis Work Orders with Fleet and Facilities Management	
7	System provides capability of storing parts lists by both tasks and facilities.	H	Y		Munis Work Orders with Fleet and Facilities Management	
8	System provides a means to track maintenance history/repairs and cost on labor/parts used on facility work order jobs.	H	Y		Munis Work Orders with Fleet and Facilities Management	
9	System provides ability to track the number of hours on a particular type of maintenance activity over a period of time.	H	Y		Munis Work Orders with Fleet and Facilities Management	
10	System allows City to record any object, area or structure as a facility.	H	Y		Munis Work Orders with Fleet and Facilities Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
11	System provides work request functionality and functions to schedule work for that facility.	H	Y		Munis Work Orders with Fleet and Facilities Management	
12	System provides functionality to record intangible objects like art festivals and service routes as facilities.	H	Y		Munis Work Orders with Fleet and Facilities Management	
13	System provides ability to store the following information on a facility:	-			Munis Work Orders with Fleet and Facilities Management	
14	Facility ID	H	Y		Munis Work Orders with Fleet and Facilities Management	
15	Facility name	H	Y		Munis Work Orders with Fleet and Facilities Management	
16	Address	H	Y		Munis Work Orders with Fleet and Facilities Management	
17	Dimensional information	M	Y		Munis Work Orders with Fleet and Facilities Management	
18	Tenants	M	Y		Munis Work Orders with Fleet and Facilities Management	
19	Square footage per tenant	M	Y		Munis Work Orders with Fleet and Facilities Management	
20	Departments	H	Y		Munis Work Orders with Fleet and Facilities Management	
21	Cost / square footage	M	Y		Munis Work Orders with Fleet and Facilities Management	
22	Rent	M	Y		Munis Work Orders with Fleet and Facilities Management	
23	Facility contents	H	Y		Munis Work Orders with Fleet and Facilities Management	
24	Date built	H	Y		Munis Work Orders with Fleet and Facilities Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
25	Condition Assessment	M	Y		Munis Work Orders with Fleet and Facilities Management	
26	Modification dates and costs	H	Y		Munis Work Orders with Fleet and Facilities Management	
27	Inspection dates	H	Y		Munis Work Orders with Fleet and Facilities Management	
28	Utility usage and costs by type (sewer, water, electrical)	M	Y		Munis Work Orders with Fleet and Facilities Management	
29	Up to 10 configurable user-defined fields	H	Y		Munis Work Orders with Fleet and Facilities Management	
30	When recording large or detailed facilities, system provides ability to create separate facility records for each component, floor, or section that makes up the large facility. - Parent / child relationships (components and sub-components) supported	H	Y		Munis Work Orders with Fleet and Facilities Management	
31	System supports use of the parent facility feature to group these component facilities into vertical and logical relationships.	H	Y		Munis Work Orders with Fleet and Facilities Management	
32	Ability to inventory and track maintenance for linear assets within a facility including pipe and wire.	M	Y		Munis Work Orders with Fleet and Facilities Management	
33	System provides ability to support attachment of documents such as drawings, quotes, emails, etc.(jpg, bmp, doc, etc.) to a facility	H	Y		Munis Work Orders with Fleet and Facilities Management	Via Munis Office or TCM
34	System provides ability to support attachment of documents such as drawings, quotes, emails, etc. (jpg, bmp, doc, etc.) to each component level of a facility	H	Y		Munis Work Orders with Fleet and Facilities Management	Via Munis Office or TCM
35	System provides ability to define preventative maintenance schedules for each component level of a facility. System has capability to accommodate adjustments to schedule based on actual completion dates.	H	Y		Munis Work Orders with Fleet and Facilities Management	
36	System provides ability to create appropriate facility subtype codes for each basic type of workstation in use, then customize the user-defined fields for each subtype to track appropriate information for each type.	H	Y		Munis Work Orders with Fleet and Facilities Management	
37	System provides ability to create work request and job order estimates to help plan for requested work from the facilities maintenance module.	M	Y		Munis Work Orders with Fleet and Facilities Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
38	System provides ability to report on maintenance by facility or facility family.	H	Y		Munis Work Orders with Fleet and Facilities Management	
39	System provides ability to schedule work requests to facilities individually by selecting the appropriate facility ID on the request.	H	Y		Munis Work Orders with Fleet and Facilities Management	
40	When projects are created that are associated with a facility, the project is set-up in the project accounting system. Activity associated with the work order will be created in the work order system.	H	Y		Munis Work Orders with Fleet and Facilities Management	
41	Fixed assets associated with a facility can be updated.	H	Y		Munis Work Orders with Fleet and Facilities Management	
42	Inventory associated with a facility can be updated.	H	Y		Munis Work Orders with Fleet and Facilities Management	
43	Ability to track facility cost activity which ties back to a budgeted amount for maintenance on a facility.	M	Y		Munis Work Orders with Fleet and Facilities Management	
44	The interface to the inventory system will use the appropriate lead-times in the inventory module to allow the generation of purchase orders associated with a parts list defined for that work order.	H	Y		Munis Work Orders with Fleet and Facilities Management	
45	Able to define preventive maintenance tasks for specific facilities based on scheduled dates, metered use, or both.	H	Y		Munis Work Orders with Fleet and Facilities Management	
46	Uses the recurring maintenance features to schedule these tasks at the appropriate times.	H	Y		Munis Work Orders with Fleet and Facilities Management	
47	Each scheduled task creates a separate work request and job order automatically.	H	Y		Munis Work Orders with Fleet and Facilities Management	
48	Available employees are defined in the system, and work orders for facilities track employee and related costs (by integrating to Payroll/HR) assigned.	H	Y		Munis Work Orders with Fleet and Facilities Management	Via integrated Munis PR/HR
49	Results from inspections (from Permits/Inspection module) must have the ability to generate resulting work orders as appropriate, should no current work order for that activity exist	M	Y		Munis Work Orders with Fleet and Facilities Management	Via integrated Munis Permits & Code Enforcement
50	Able to store associated parts lists with each preventive maintenance task. Each parts list can include specific material and equipment requirements for the task being performed or facility being maintained.	H	Y		Munis Work Orders with Fleet and Facilities Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
51	Facility Equipment					
52	System provides capabilities to maintain a Service History related to each equipment item including:	-			Munis Work Orders with Fleet and Facilities Management	
53	Service Type Code	H	Y		Munis Work Orders with Fleet and Facilities Management	
54	Service Date	H	Y		Munis Work Orders with Fleet and Facilities Management	
55	Service Provider/Mechanic	H	Y		Munis Work Orders with Fleet and Facilities Management	
56	Costs/Hours Worked	H	Y		Munis Work Orders with Fleet and Facilities Management	
57	Back-in-Service Date	H	Y		Munis Work Orders with Fleet and Facilities Management	
58	Job Order #	H	Y		Munis Work Orders with Fleet and Facilities Management	
59	Problem, Cause, Corrective Action fields	H	Y		Munis Work Orders with Fleet and Facilities Management	
60	Comments	H	Y		Munis Work Orders with Fleet and Facilities Management	
61	The facility equipment master file records the following information, for which each field is searchable:	-			Munis Work Orders with Fleet and Facilities Management	Some fields require use of User Defined Fields
62	Location or Department	H	Y		Munis Work Orders with Fleet and Facilities Management	
63	Room Number	M	Y		Munis Work Orders with Fleet and Facilities Management	
64	Availability Status (out-of-service, replaced, in-service)	M	Y		Munis Work Orders with Fleet and Facilities Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
65	Ownership Status (own, lease, purchase, on loan)	M	Y		Munis Work Orders with Fleet and Facilities Management	User Status
66	Owner/Custodian	M	Y		Munis Work Orders with Fleet and Facilities Management	
67	Purchase Date	M	Y		Munis Work Orders with Fleet and Facilities Management	
68	Model Number	M	Y		Munis Work Orders with Fleet and Facilities Management	
69	Serial Number	M	Y		Munis Work Orders with Fleet and Facilities Management	
70	Equipment Type	H	Y		Munis Work Orders with Fleet and Facilities Management	
71	Equipment/Tag ID Number (user or system assigned) - Minimum of 4 alpha-numeric characters and user-defined	H	Y		Munis Work Orders with Fleet and Facilities Management	
72	Equipment Brand, Model, and Manufacturer	M	Y		Munis Work Orders with Fleet and Facilities Management	
73	Vendor Purchased From	M	Y		Munis Work Orders with Fleet and Facilities Management	
74	Purchase Order Number	M	Y		Munis Work Orders with Fleet and Facilities Management	
75	Purchase Price	M	Y		Munis Work Orders with Fleet and Facilities Management	
76	Trade in value	M	Y		Munis Work Orders with Fleet and Facilities Management	
77	Sale value	M	Y		Munis Work Orders with Fleet and Facilities Management	
78	Depreciated value	M	Y		Munis Work Orders with Fleet and Facilities Management	Via intergration with Fixed Assets

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
79	Sale Date and Price	M	Y		Munis Work Orders with Fleet and Facilities Management	Via intergration with Fixed Assets
80	Parent/Child Relationships	H	Y		Munis Work Orders with Fleet and Facilities Management	Via intergration with Fixed Assets
81	Inspection/Maintenance Cycles	M	Y		Munis Work Orders with Fleet and Facilities Management	
82	Multiple Preventive Maintenance Parameters (miles, months, hours, number of runs, user-defined, e.g., oil)	M	Y		Munis Work Orders with Fleet and Facilities Management	
83	Total Time-in-Service	M	Y		Munis Work Orders with Fleet and Facilities Management	
84	Expected Next Inspection/Maintenance (months, hours or miles)	M	Y		Munis Work Orders with Fleet and Facilities Management	
85	Expected Replacement Date	M	Y		Munis Work Orders with Fleet and Facilities Management	Via intergration with Fixed Assets
86	Internal Rental Rate	M	Y		Munis Work Orders with Fleet and Facilities Management	
87	Customer Number (for external billing)	M	Y		Munis Work Orders with Fleet and Facilities Management	
88	Warranty Information	M	Y		Munis Work Orders with Fleet and Facilities Management	
89	Warranty Expiration Date	M	Y		Munis Work Orders with Fleet and Facilities Management	
90	In the equipment database, system has the ability to attach documents, etc.	H	Y		Munis Work Orders with Fleet and Facilities Management	
91	System has the ability to schedule maintenance and replacement	H	Y		Munis Work Orders with Fleet and Facilities Management	
92	Integration/Interfaces					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
93	Facilities Management module is integrated to other ERP software modules, including:	-			Munis Work Orders with Fleet and Facilities Management	Munis ERP is a fully integrated solution. Any other systems may require a modification if not currently known to Munis.
94	Fixed Assets	H	Y		Munis Work Orders with Fleet and Facilities Management	
95	Asset Management (track facility for each asset)	H	Y		Munis Work Orders with Fleet and Facilities Management	
96	General Ledger	M	Y		Munis Work Orders with Fleet and Facilities Management	
97	General Ledger (for cost allocation and inter-departmental charges)	H	Y		Munis Work Orders with Fleet and Facilities Management	
98	Work Order	H	Y		Munis Work Orders with Fleet and Facilities Management	
99	Customer Relationship Managment (CRM)	M	Y		Munis Work Orders with Fleet and Facilities Management	Tyler Incident Management
100	Budget	M	Y		Munis Work Orders with Fleet and Facilities Management	
101	Human Resources	M	Y		Munis Work Orders with Fleet and Facilities Management	
102	Fleet & Equipment (track storage location for vehicles and equipment)	M	Y		Munis Work Orders with Fleet and Facilities Management	
103	Human Resources (track primary work location for employees)	M	Y		Munis Work Orders with Fleet and Facilities Management	
104	Inventory	M	Y		Munis Work Orders with Fleet and Facilities Management	
105	Contact Management (building space agreements)	M	Y		Munis Work Orders with Fleet and Facilities Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
106	System provides integration to the Accounts Receivable system to pull the information (i.e. square footage, rent amount) from facilities.	M	Y		Munis Work Orders with Fleet and Facilities Management	
107	System’s facility module tightly integrates to the Misc. Billing function allowing for ability to apply credits / adjustments to standard service rates.	M	Y		Munis Work Orders with Fleet and Facilities Management	
108	System provides access to the contracts module to track maintenance contracts	M	Y		Munis Work Orders with Fleet and Facilities Management	
109	System provides integration to capital budgeting functional for planned equipment replacement and major maintenance.	M	N		Munis Work Orders with Fleet and Facilities Management	
110	System provides standard functionality to link to the City's ESRI GIS software platform to display the location of the facility to the user as well as the different layers of infrastructure (i.e. building diagram, pipes, etc.)	M	Y		Munis Work Orders with Fleet and Facilities Management	Via Maplink integration
111	System provides standard functionality to interface with the City's Google Apps email / calendaring system to properly schedule and assign requests for service	M	N		Munis Work Orders with Fleet and Facilities Management	
112	Principal Reports / Inquiries					Some reports may require SSRS
113	Budget Report which identifies budgeted amounts by facility and actual amounts expended over a user-specified time period.	M	Y		Munis Work Orders with Fleet and Facilities Management	
114	Master List of facilities.	M	Y		Munis Work Orders with Fleet and Facilities Management	
115	Facility Maintenance Report including all associated costs.	M	Y		Munis Work Orders with Fleet and Facilities Management	
116	Facilities Activity Report.	H	Y		Munis Work Orders with Fleet and Facilities Management	
117	Utility Usage by Facility Report (including water and sewer).	M	Y		Munis Work Orders with Fleet and Facilities Management	
118	Average Downtime by Equipment	M	R		Munis Work Orders with Fleet and Facilities Management	
119	Work Order totals by Year by Equipment or Main. Code, etc.	H	Y		Munis Work Orders with Fleet and Facilities Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Facilities Management

4.14 - Facilities Management			Munis Work Orders with Fleet and Facilities Management			
Objective: To enable real-time collaboration on work orders, work requests, scheduled action items, asset management, and preventive maintenance scheduling for the City's facilities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
120	Work Orders by Cost Center &/or Maint. Code	M	Y		Munis Work Orders with Fleet and Facilities Management	
121	Preventative Maintenance History	H	Y		Munis Work Orders with Fleet and Facilities Management	
122	Labor History	M	Y		Munis Work Orders with Fleet and Facilities Management	
123	Equipment History	M	Y		Munis Work Orders with Fleet and Facilities Management	
124	Preventative Maintenance Types & tasks	H	Y		Munis Work Orders with Fleet and Facilities Management	
125	Other Functionality					
126	Work order records supporting attachments such as photos and letters	H	Y		Munis Work Orders with Fleet and Facilities Management	
127	System provides a “light” interface for use / deployment on a mobile device such as a smartphone, tablet or iPad.	H	Y		Munis Work Orders with Fleet and Facilities Management	Via browser based tablet or laptop with internet access.
128	Facility maintenance screens include memo and comment fields	M	Y		Munis Work Orders with Fleet and Facilities Management	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.15 - Fixed Assets				Munis Fixed Assets		
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Activation Process					
2	Ability to have multiple user defined fixed asset capitalization thresholds; one for overall organization purchases and other user defined specific departmental capitalization levels.	H	N		Munis Fixed Assets	Defined at the system level but can be overridden on each asset.
3	Ability to optionally flag the purchase as a fixed asset item requiring generation of a property tag for the purchase of items for user-defined criteria.	M	Y		Munis Fixed Assets	
4	Ability to establish a tentative fixed asset, as a tickler, to accumulate fixed project costs, before being capitalized, and placed into service.	H	Y		Munis Fixed Assets	
5	Ability to componentize assets (truck, plow, spreader).	H	Y		Munis Fixed Assets	
6	Ability to duplicate entry of similar assets.	H	Y		Munis Fixed Assets	
7	Ability to aggregate a series of AP purchases into a single fixed asset – building a skeleton.	H	Y		Munis Fixed Assets	
8	Ability to include the following items in determining the total cost of an asset:	-			Munis Fixed Assets	
9	Original cost	H	Y		Munis Fixed Assets	
10	Additional costs	H	Y		Munis Fixed Assets	
11	Ability to transfer assets at completion of construction.	H	Y		Munis Fixed Assets	
12	Ability to track non-depreciable assets in the fixed asset module.	H	Y		Munis Fixed Assets	
13	Ability to override, edit, and create Original Funding Source descriptions.	M	Y		Munis Fixed Assets	
14	Ability to maintain master location code table.	H	Y		Munis Fixed Assets	
15	Ability to maintain master item code table and associated life of asset.	H	Y		Munis Fixed Assets	
16	Ability to split an asset between two different classes (i.e. building & land).	H	Y		Munis Fixed Assets	
17	Fixed Asset Master File					
18	Ability to accommodate alpha numeric asset numbers.	M	Y		Munis Fixed Assets	
19	Ability for asset numbers to not necessarily require correlation to asset tag numbers. Allow the system to generate tag numbers, have external tag numbers assigned or not have tag numbers.	H	Y		Munis Fixed Assets	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

4.15 - Fixed Assets				Munis Fixed Assets		
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
20	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.	H	Y		Munis Fixed Assets	
21	Ability to reassign parent/child relationships.	H	Y		Munis Fixed Assets	
22	Ability to accommodate free-form descriptive text to further describe equipment, land, or buildings. The text is electronically associated with the master file. If a limitation on the amount of text that can be entered exists, please indicate the limitation in the Comment field.	M	Y		Munis Fixed Assets	
23	Ability to identify grant funded assets:	-			Munis Fixed Assets	
24	by identifying more than one grant associated with an asset	M	Y		Munis Fixed Assets	
25	by identifying the percentage spit, or capitalization breakout (to each grant) for each asset	M	Y		Munis Fixed Assets	
26	Ability to track the funding source for grant funded assets.	M	Y		Munis Fixed Assets	
27	Ability to support a series of user defined fields for each assets, such that specific grant information can be tracked.	M	Y		Munis Fixed Assets	
28	Ability to identify financing / leasing information for lease assets.	M	Y		Munis Fixed Assets	
29	Ability to attach memos, word documents, picture documents, etc. to asset file.	H	Y		Munis Fixed Assets	
30	Ability to differentiate between General Fund fixed assets and Enterprise Fund assets.	H	Y		Munis Fixed Assets	
31	Ability to differentiate between Governmental type and Business type assets.	H	Y		Munis Fixed Assets	
32	Ability to record miscellaneous asset acquisition types, e.g., donated, or confiscated.	H	Y		Munis Fixed Assets	
33	Ability to identify capital outlay by the project the assets support.	H	Y		Munis Fixed Assets	
34	System must provide the ability to data map, extract and maintain the following key data elements for an asset:	-			Munis Fixed Assets	Some fields require use of User Defined fields
35	System generated asset number	H	Y		Munis Fixed Assets	
36	Tag number	H	Y		Munis Fixed Assets	
37	Fund number	H	Y		Munis Fixed Assets	
38	Department number	H	Y		Munis Fixed Assets	
39	Cost Center	H	Y		Munis Fixed Assets	
40	Original Funding Source - Fund	H	Y		Munis Fixed Assets	
41	Original Funding Source - Department	M	Y		Munis Fixed Assets	
42	Location Code	H	Y		Munis Fixed Assets	
43	Item Code	L	Y		Munis Fixed Assets	
44	Quantity	H	Y		Munis Fixed Assets	
45	Accumulated depreciation	H	Y		Munis Fixed Assets	
46	Acquisition Method	H	Y		Munis Fixed Assets	
47	Asset Cost (999,999,999.99)	H	Y		Munis Fixed Assets	Field length allows up to \$99,999,999.99
48	Unlimited comment field	M	Y		Munis Fixed Assets	Additional Description is unlimited.
49	Disposal date	H	Y		Munis Fixed Assets	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

4.15 - Fixed Assets				Munis Fixed Assets		
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
50	Disposal method	H	Y		Munis Fixed Assets	
51	Disposal reason	H	Y		Munis Fixed Assets	
52	Emergency Management/Disaster Recovery asset flag	M	Y		Munis Fixed Assets	
53	Estimated life (yy)	H	Y		Munis Fixed Assets	
54	Extended description	M	Y		Munis Fixed Assets	
55	Fiscal year depreciation	H	Y		Munis Fixed Assets	
56	Fleet specific data fields	M	Y		Munis Fixed Assets	
57	General description	H	Y		Munis Fixed Assets	
58	License number	H	Y		Munis Fixed Assets	
59	Make	H	Y		Munis Fixed Assets	
60	Manufacturer	H	Y		Munis Fixed Assets	
61	Model Number	H	Y		Munis Fixed Assets	
62	Processing date (mm/dd/yyyy)	H	Y		Munis Fixed Assets	
63	Purchase order	H	Y		Munis Fixed Assets	
64	Risk Management specific data fields	M	Y		Munis Fixed Assets	
65	Sale price	H	Y		Munis Fixed Assets	
66	Serial number (twenty-five alpha/numeric characters)	H	Y		Munis Fixed Assets	
67	Spot Audit Date (mm/dd/yy)	M	Y		Munis Fixed Assets	
68	To Depreciate (y/n)	H	Y		Munis Fixed Assets	
69	Equipment / Vehicle ID Number (alpha numeric)	H	Y		Munis Fixed Assets	
70	Vendor name (at least as long as Vendor record in Purchasing and AP)	M	Y		Munis Fixed Assets	
71	Vendor number (six digit numeric can have an alpha prefix)	H	Y		Munis Fixed Assets	
72	Check date (mm/dd/yyyy)	H	Y		Munis Fixed Assets	
73	Check number (six digits)	H	Y		Munis Fixed Assets	
74	VIN number	H	Y		Munis Fixed Assets	
75	Warranty Information	L	Y		Munis Fixed Assets	
76	Unlimited user defined fields	M	Y		Munis Fixed Assets	
77	Project Number and Name	H	Y		Munis Fixed Assets	
78	Ability to identify leased equipment	M	Y		Munis Fixed Assets	Lease memo field or User Defined
79	Ability to establish specific asset types, such that the Risk Management group can categorize assets and insure assets by these types	M	Y		Munis Fixed Assets	
80	Ability to retain fully depreciated assets in the fixed asset master file for inventory control purposes prior to disposition.	H	Y		Munis Fixed Assets	
81	Asset Classes					
82	Ability to code fixed assets according to a classification scheme by item code (i.e., desks, cars, etc.).	H	Y		Munis Fixed Assets	
83	Ability to maintain information for the following classes / accounts of fixed assets:	-			Munis Fixed Assets	
84	Land	H	Y		Munis Fixed Assets	
85	Buildings	H	Y		Munis Fixed Assets	
86	Improvements	H	Y		Munis Fixed Assets	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

4.15 - Fixed Assets				Munis Fixed Assets		
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
87	Roads	H	Y		Munis Fixed Assets	
88	Bridges	H	Y		Munis Fixed Assets	
89	Infrastructure	H	Y		Munis Fixed Assets	
90	Construction-In-Progress	M	Y		Munis Fixed Assets	
91	Office furniture (Furniture & Fixtures)	H	Y		Munis Fixed Assets	
92	Motor vehicles (Autos)	H	Y		Munis Fixed Assets	
93	Communication equipment	H	Y		Munis Fixed Assets	
94	Medical equipment	H	Y		Munis Fixed Assets	
95	Other equipment	H	Y		Munis Fixed Assets	
96	Computer equipment	H	Y		Munis Fixed Assets	
97	Unlimited user defined classes	H	Y		Munis Fixed Assets	
98	Asset Management (Adds, Adjustments, Retirements, Transfers)					
99	Ability to perform a "mass change" of ownership for the following fields:	-			Munis Fixed Assets	
100	Fund	M	Y		Munis Fixed Assets	
101	Department	M	Y		Munis Fixed Assets	
102	Location	M	Y		Munis Fixed Assets	
103	Funding source	M	Y		Munis Fixed Assets	
104	Asset class	M	Y		Munis Fixed Assets	
105	Ability to capitalize items in aggregate (as a group).	L	Y		Munis Fixed Assets	
106	Ability to perform asset transfers and dispositions (i.e. transfers, disposals, surplus, etc.) online via an automated, customizable multi-level workflow process.	M	Y		Munis Fixed Assets	
107	System provides standard functionality to configure notifications to various users (e.g. Risk Manager) upon surplussing of assets, inventory or expensed consumable items	M	Y		Munis Fixed Assets	
108	Ability to perform and track history such as disposals and transfers associated with a capital asset.	H	Y		Munis Fixed Assets	
109	Ability to track and report on a full detailed history of any capital asset by general ledger accounting period.	H	Y		Munis Fixed Assets	
110	Ability to transfer assets between departments, locations and funds, accommodating interfund and inter-dept. transfers, duplicating all identifying data from original record.	H	Y		Munis Fixed Assets	
111	Ability to track improvements on an existing asset.	H	Y		Munis Fixed Assets	
112	Ability to perform a partial disposition / retirement.	H	Y		Munis Fixed Assets	
113	Ability to make disposals effective as soon as the disposal information is entered versus waiting until the end of the year.	H	Y		Munis Fixed Assets	
114	Ability to delete an asset that was set-up in error.	H	Y		Munis Fixed Assets	
115	Ability to move an asset into "pooled storage" in which it is inactive but yet remains in the possession of the City.	M	Y		Munis Fixed Assets	Assets can have a status of 'Hold'.
116	Asset Inventory					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

4.15 - Fixed Assets				Munis Fixed Assets		
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
117	Ability to support bar coded asset tags and bar code readers for performing physical inventories.	M	T		BMI Asset Track	
118	Ability to print bar-coded tags or labels for fixed asset identification.	M	T		BMI Asset Track	
119	Ability to track custodianship of assets.	M	Y		Munis Fixed Assets	
120	Ability to track amortization based on depreciation	H	Y		Munis Fixed Assets	
121	Ability to use portable bar code scanner for physical inventories.	M	T		BMI Asset Track	
122	Ability to manage inventory and fixed asset levels at different locations in real-time.	M	Y		Munis Fixed Assets	
123	Asset Depreciation					
124	Ability to calculate depreciation expense, and periodically update each master file using straight-line depreciation schedules and activity status (active, fully depreciated but still in use, not depreciable, retired).	H	Y		Munis Fixed Assets	
125	Ability to depreciate fixed assets and allocate depreciation to those programs that use the assets.	H	Y		Munis Fixed Assets	
126	Ability to transfer assets from one type to another and effectively manage the new depreciation amount.	H	Y		Munis Fixed Assets	
127	Ability to set-up a different depreciation life for each asset that is within a certain pre-defined range.	M	Y		Munis Fixed Assets	
128	Ability to depreciate assets using a straight line- full month convention.	H	Y		Munis Fixed Assets	
129	Ability to allocate depreciation costs for a specific asset to multiple accounts by percentage.	L	Y		Munis Fixed Assets	
130	Ability to support multiple depreciation schedules / per asset.	L	N		Munis Fixed Assets	An asset can only have one depreciation method/schedule.
131	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.	L	Y		Munis Fixed Assets	
132	Ability to depreciate fixed assets and allocate depreciation to department and/or function.	H	Y		Munis Fixed Assets	
133	Ability to provide a Schedule of Current Year's Depreciation associated with each asset.	M	Y		Munis Fixed Assets	
134	Ability to handle multiple depreciation schedules.	H	Y		Munis Fixed Assets	
135	Ability to handle different depreciation methods.	H	Y		Munis Fixed Assets	
136	Ability to configure multiple depreciation methods and schedules	H	Y		Munis Fixed Assets	An asset can only have one depreciation method/schedule.
137	Ability of the system to produce a complete audit trail of all depreciation calculations.	M	Y		Munis Fixed Assets	
138	Ability to idle assets (suspend depreciation).	M	Y		Munis Fixed Assets	
139	Ability to establish configurations by fund for the rules of posting depreciation (e.g. governmental fund depreciation does not post but proprietary funds do post to the general ledger).	L	Y		Munis Fixed Assets	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

4.15 - Fixed Assets			Munis Fixed Assets			
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
140	Ability to configure fixed asset accounting system to accommodate general ledger transaction period processing for all asset transactions.	H	Y		Munis Fixed Assets	
141	Risk Management					
142	Ability to track “non-capitalized” asset / equipment items (i.e.: computer equipment, non-licensed vehicles) per department / division for risk management purposes.	L	Y		Munis Fixed Assets	
143	Ability to track non-depreciable technology inventory items (desktops, laptops, etc.) including detailed information such as component detail, serial numbers, technical specifications, etc.	L	Y		Munis Fixed Assets	
144	Ability to accommodate an asset value replacement costs for insurance purposes.	M	Y		Munis Fixed Assets	
145	Ability to support asset value appreciation for real property and provides a detailed audit trail. Any appreciation does not affect cost basis.	M	Y		Munis Fixed Assets	
146	System provides standard functionality to configure notifications to various users (e.g. Risk Manager) upon capitalization of assets	M	Y		Munis Fixed Assets	
147	Interfaces / Integrations					
148	Ability for fixed asset system to be integrated with complete ERP system.	H	Y		Munis Fixed Assets	
149	Ability of the system to automatically calculate current year depreciation and to interface depreciation to the General Ledger.	H	Y		Munis Fixed Assets	No interface needed as Munis ERP is a fully integrated solution.
150	Ability for the Fixed Asset module to interface with the Accounts Payable modules. Information on newly obtained fixed assets is reported for verification, then automatically transferred from the A/P module into the Fixed Assets master file system. Users are able to adjust and or remove assets that are misclassified.	H	Y		Munis Fixed Assets	No interface needed as Munis ERP is a fully integrated solution.
151	Project Based Assets:	-			Munis Fixed Assets	
152	Interfaces with the Project Accounting system to capture project costs for aggregate / project assets	M	Y		Munis Fixed Assets	
153	Allows a project to be associated with multiple assets	M	Y		Munis Fixed Assets	
154	Allows an asset to be associated with multiple projects	M	Y		Munis Fixed Assets	
155	Ability to code transactions as CIP (Construction In Progress) for future capitalization.	M	Y		Munis Fixed Assets	
156	Ability to retrieve from Accounts Payable the Vendor Name for validation and description.	H	Y		Munis Fixed Assets	
157	Ability to integrate to Accounts Payable (for fixed Asset acquisitions) and Cash Receipting (for fixed Asset disposals).	M	Y		Munis Fixed Assets	
158	Ability to record utility costs, maintenance costs and operational costs in accounts payable, and be able to tie those costs to particular fixed assets.	L	Y		Munis Fixed Assets	
159	Ability to integrate to Procurement for capital purchase order set-up.	L	Y		Munis Fixed Assets	
160	Ability to integrate to Procurement for fixed asset dispositions.	M	Y		Munis Fixed Assets	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

4.15 - Fixed Assets				Munis Fixed Assets		
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
161	Ability to integrate to Budget and line item approval.	M	Y		Munis Fixed Assets	
162	Ability to interface with third-party auction site (e.g. www.govdeals.com) to track disposed surplus assets.	M	N		Munis Fixed Assets	
163	Ability to integrate to General Ledger to confirm the chart of accounts segments are valid combinations for the initial asset account coding.	M	Y		Munis Fixed Assets	
164	Ability to integrate to the General Ledger for posting Fixed Asset module activity (i.e. purchases, transfers, dispositions, etc.).	H	Y		Munis Fixed Assets	
165	Ability to configure the Fixed Asset System such that fixed costs and depreciation are posted to the General Ledger in summary.	H	Y		Munis Fixed Assets	
166	Ability to post automatic inter-fund activity journal entries to General Ledger with appropriate audit trail.	M	Y		Munis Fixed Assets	
167	Ability to establish and maintain a separate subsidiary classification system for management of fixed asset records for major categories of investment, funding sources, etc..	M	Y		Munis Fixed Assets	
168	Reporting					Some reports require use of SSRS
169	Ability for all fixed asset reporting to be run with an 'as of' date, to recreate a summary and detail level information 'as of' a point in time that may be in a prior accounting period.	M	Y		Munis Fixed Assets	
170	Ability to search / access a master file by entering one of the following:	-			Munis Fixed Assets	
171	Tag number	H	Y		Munis Fixed Assets	
172	Serial number	H	Y		Munis Fixed Assets	
173	License number	H	Y		Munis Fixed Assets	
174	Responsible person	M	Y		Munis Fixed Assets	
175	Account number	M	Y		Munis Fixed Assets	
176	Fund number	M	Y		Munis Fixed Assets	
177	Acquisition	M	Y		Munis Fixed Assets	
178	Disposal Date	M	Y		Munis Fixed Assets	
179	Asset Type	H	Y		Munis Fixed Assets	
180	Project Number and Name	H	Y		Munis Fixed Assets	
181	Insurance Company or Policy Number	M	Y		Munis Fixed Assets	
182	Location	H	Y		Munis Fixed Assets	
183	Asset Number	H	Y		Munis Fixed Assets	
184	Ability to maintain on-line history of transactions for active and retired assets including:	-			Munis Fixed Assets	
185	ID Number Changes	M	Y		Munis Fixed Assets	
186	Status change	H	Y		Munis Fixed Assets	
187	Partial disposals	H	Y		Munis Fixed Assets	
188	Valuation change	H	Y		Munis Fixed Assets	
189	Fund - Department Changes	H	Y		Munis Fixed Assets	
190	Location Changes	H	Y		Munis Fixed Assets	
191	Account Number Changes	M	Y		Munis Fixed Assets	
192	Cost Changes	H	Y		Munis Fixed Assets	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

4.15 - Fixed Assets			Munis Fixed Assets			
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
193	Date of Last Depreciation Adjustment	H	Y		Munis Fixed Assets	
194	Ability to maintain, search and query on any field component of the master file information on each asset using wild card characters.	M	Y		Munis Fixed Assets	
195	Ability to print a Fixed Asset Expenditure Report which includes daily reporting from AP (after checks cut) to show those assets that were coded towards capital accounts	M	Y		Munis Fixed Assets	
196	Ability to print a Fixed Assets Log showing yesterday’s daily adds to FA system	L	Y		Munis Fixed Assets	
197	Ability to provide reports to assure that adequate insurance has been secured for property, and expedites the insurance reporting process.	M	Y		Munis Fixed Assets	
198	Ability to print reports to support taking of physical inventory by department and location.	M	Y		Munis Fixed Assets	
199	Ability to export asset reports by item code (trucks, pumps, generator, etc.) for disaster recovery event management	M	Y		Munis Fixed Assets	via Munis Office/Microsoft Excel
200	Ability to report on asset replacement information, such as:	-			Munis Fixed Assets	
201	Expected Useful Life (years, mileage, cycles, etc.)	H	Y		Munis Fixed Assets	
202	Date of Expected Replacement	M	Y		Munis Fixed Assets	
203	Current Asset Value	H	Y		Munis Fixed Assets	
204	Anticipated Asset Value at Time of Replacement	M	Y		Munis Fixed Assets	
205	Asset type	H	Y		Munis Fixed Assets	
206	Ability for departments to create special reports including but not limited to:	-			Munis Fixed Assets	
207	Category	H	Y		Munis Fixed Assets	
208	Department name	H	Y		Munis Fixed Assets	
209	Location	H	Y		Munis Fixed Assets	
210	Asset Description	H	Y		Munis Fixed Assets	
211	Asset Number	H	Y		Munis Fixed Assets	
212	Historical Cost	H	Y		Munis Fixed Assets	
213	Serial Number	H	Y		Munis Fixed Assets	
214	Comment	M	Y		Munis Fixed Assets	
215	Ability to configure the system to provide GASB 34 reporting and related transactions.	M	Y		GASB 34 Report Writer	
216	Ability to create a report listed by Fund - Department - Account - Tag Number, including asset description, location, estimated life, cost, to-date depreciation, and current year depreciation.	M	Y		Munis Fixed Assets	
217	Ability to create a recap report of summary detail listed by Fund - Department - Account, rolled up to the major fund defined in the General Ledger fund roll-up definitions.	M	Y		Munis Fixed Assets	
218	Ability to create a Schedule of Assets , grouped by GASB function and/or departments. The report can also be produced down to the division and/or cost center level.	M	Y		GASB 34 Report Writer	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fixed Assets

4.15 - Fixed Assets			Munis Fixed Assets			
Objective: To provide efficient, accurate, timely accounting and management of the City's capital assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
219	Ability to create a Transaction Register audit trail of all acquisitions, transfers, changes, and retirements during a user-defined time period by asset type, department, or purchase amount.	M	Y		Munis Fixed Assets	
220	Ability to create a New Acquisition Report showing all newly acquired fixed assets which have not been entered into the Fixed Assets master file system. (Requires Purchasing, A/P module interface).	H	Y		Munis Fixed Assets	No interface required, Munis is a fully integrated ERP solution.
221	Ability to create a Fixed Assets Detail and Summary maintained by department, fund/ account, responsible person, property type, location, and their associated cost or replacement value, and accumulated depreciation.	M	Y		Munis Fixed Assets	
222	Ability to create a report by category showing land, building, and right-of-way items on file for information purposes.	M	Y		Munis Fixed Assets	
223	Ability to create a Replacement Report listing all assets which should be considered for replacement during a user-defined period.	M	Y		Munis Fixed Assets	
224	Ability to create a Physical Inventory Worksheet , sorted by department, location, and/or person responsible to assist in conducting physical inventory. Report provides the maximum amount of asset details that would assist in identifying asset locations.	M	Y		Munis Fixed Assets	
225	Ability to print an Capital Project Expenditure Report which includes reporting from AP to show those assets that were coded towards a capital subprogram	M	Y		Munis Fixed Assets	
226	Ability to provide reports which include: asset acquisitions by General Ledger account number.	M	Y		Munis Fixed Assets	
227	Ability to sort and print by the following fields using all six sort key simultaneously, in any sequence and to be able to select any and all fixed asset fields to be printed: fund, department, cost center, location, asset class, asset number, and funding source.	M	Y		Munis Fixed Assets	
228	Ability to print an audit report based on user-defined criteria (e.g., deletions, additions, retirements, etc.).	M	Y		Munis Fixed Assets	
229	Ability to print a listing of all additions, retirements and transfer by fund, division, department for the: year end.	M	Y		Munis Fixed Assets	
230	Ability to print fixed assets by asset number including: department number, description of asset, asset number, purchase date, depreciation method, life in months and years, original cost, accumulated depreciation, prior years reserved, depreciation for current month, depreciation YTD, and new total reserve.	M	Y		Munis Fixed Assets	
231	Ability to print fixed assets monthly file maintenance that shows all activity to the asset master file during the month.	H	Y		Munis Fixed Assets	
232	Ability to report on asset costs and accommodate asset cost totals of \$999,999,999,999.99	M	N		Munis Fixed Assets	Field length is limited to \$99,999,999.00

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.16 - Fleet & Equipment Management			Munis Work Order w/ Fleet and Facility Management			
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Requirements					
2	System tracks all City-owned vehicles, by department / division, for all fleet maintenance functions.	H	Y		Munis Work Order w/ Fleet and Facility Management	
3	Ability to maintain a schedule of registration / reservation information for each equipment item, to assist with scheduling of pooled vehicles	H	Y		Munis Work Order w/ Fleet and Facility Management	
4	Ability to track non-vehicle equipment	H	Y		Munis Work Order w/ Fleet and Facility Management	
5	Ability to handle preventative maintenance schedules, work orders and track costs for fleet operations	H	Y		Munis Work Order w/ Fleet and Facility Management	
6	Ability to access work orders from a shop floor workstation to enable mechanics to access assigned work orders and update status of work performed.	M	Y		Munis Work Order w/ Fleet and Facility Management	
7	System provides ability to track operator profile information within the Fleet and Equipment module, including certifications, license, accident and incident information	M	Y		Munis Work Order w/ Fleet and Facility Management	
8	System provides an executive level dashboard showing real-time information including open work orders, vehicles in service, vehicles out-of-service, fuel usage, etc.	M	Y		Munis Work Order w/ Fleet and Facility Management	Some items require use of an SSRS report placed on the Work Orders web part on the Dashboard.
9	System provides an approval workflow for the creation and disposal of vehicles.	M	Y		Munis Work Order w/ Fleet and Facility Management	
10	Ability to notify departmental vehicle "owners" when the vehicle should be serviced based on defined preventative maintenance schedules.	H	Y		Munis Work Order w/ Fleet and Facility Management	
11	System provides ability for departmental vehicle "owners" to submit a service request for non-critical repairs (e.g. windshield chip) and be notified when the vehicle should be dropped off for service.	M	Y		Munis Work Order w/ Fleet and Facility Management	The owner could be notified when the Work Order is created, or with a Status change of the Work Order to denote work has started.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

4.16 - Fleet & Equipment Management				Munis Work Order w/ Fleet and Facility Management		
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
12	System provides ability for departmental vehicle "owners" to view the status and estimated completion date/time for work being completed by fleet staff.	M	Y		Munis Work Order w/ Fleet and Facility Management	
13	Ability to notify departmental vehicle "owners" when the service is complete and the vehicle may be picked up.	H	Y		Munis Work Order w/ Fleet and Facility Management	
14	Ability to set a maximum number of vehicles or equipment that can be out-of-service at any given time by type and by department.	M	N		Munis Work Order w/ Fleet and Facility Management	
15	Interfaces & Integrations					
16	System provides integration with other software modules of the system, including:	-			Munis Work Order w/ Fleet and Facility Management	Munis ERP is a fully integrated solution.
17	Budget (for planning vehicle capital replacement)	H	Y		Munis Work Order w/ Fleet and Facility Management	
18	Inventory	H	Y		Munis Work Order w/ Fleet and Facility Management	
19	Purchasing	H	Y		Munis Work Order w/ Fleet and Facility Management	
20	Billing	H	Y		Munis Work Order w/ Fleet and Facility Management	
21	Human Resources (for staff performing work and to ensure proper licenses/certifications)	M	Y		Munis Work Order w/ Fleet and Facility Management	
22	Work Order	H	Y		Munis Work Order w/ Fleet and Facility Management	
23	Facility Management (for location where vehicle/equipment is stored)	M	Y		Munis Work Order w/ Fleet and Facility Management	
24	Time and Attendance	M	Y		Munis Work Order w/ Fleet and Facility Management	
25	Customer Relationship Managment (CRM) (for staff to submit service requests to be converted to fleet work orders)	M	Y		Munis Work Order w/ Fleet and Facility Management	Tyler Incident Management
26	General Ledger	H	Y		Munis Work Order w/ Fleet and Facility Management	
27	Fixed Assets	M	Y		Munis Work Order w/ Fleet and Facility Management	
28	Accounts Receivable (for outside billable work performed)	H	Y		Munis Work Order w/ Fleet and Facility Management	
29	Ability to associate a vehicle in the Fleet module with an asset in the fixed assets module.	H	Y		Munis Work Order w/ Fleet and Facility Management	
30	System interfaces with the Fixed Assets module and provides ability to accommodate multiple depreciation schedules	M	Y		Munis Work Order w/ Fleet and Facility Management	An asset can only have one depreciation method/schedule.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

4.16 - Fleet & Equipment Management				Munis Work Order w/ Fleet and Facility Management		
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
31	Interfaces with the system's Human Resources module to identify certifications, license, accident and incident information for equipment operators	M	Y		Munis Work Order w/ Fleet and Facility Management	
32	Ability to meet all Federal & State of Missouri reporting requirements for operational costs and safety requirements	M	Y		Munis Work Order w/ Fleet and Facility Management	Tyler complies with all Federal and State mandated reports and are provided for as long as an Annual Maintenance Agreement is in place.
33	System provides preventative maintenance functionality integrated with the work order module	H	Y		Munis Work Order w/ Fleet and Facility Management	
34	Ability to import and export data from Excel and Access Databases.	M	Y		Munis Work Order w/ Fleet and Facility Management	Excel only
35	Billing function interfaces with the General Ledger to accommodate the necessary inter-fund transfers	H	Y		Munis Work Order w/ Fleet and Facility Management	
36	System provides a “light” interface for use / deployment on a mobile device such as a smartphone, tablet or iPad.	M	Y		Munis Work Order w/ Fleet and Facility Management	So long as it is browser based
37	System provides an interface to an AVL system.	M	N		Munis Work Order w/ Fleet and Facility Management	
38	Ability to interface with Time and Attendance module to track employee time charged to each fleet work order by scanning bar code on hard copy work order field sheet to start/stop timer.	M	N		Munis Work Order w/ Fleet and Facility Management	
39	Interface with PetroVend fuel system with the ability to differentiate between diesel and gas vehicles	H			Munis Work Order w/ Fleet and Facility Management	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
40	Fleet Functionality					
41	System has the ability to schedule maintenance and replacement	H	Y		Munis Work Order w/ Fleet and Facility Management	
42	Work order records support attachments such as photos and letters	M	Y		Munis Work Order w/ Fleet and Facility Management	
43	In the vehicle database, system has the ability to attach pictures, etc.	M	Y		Munis Work Order w/ Fleet and Facility Management	
44	Ability to set pre-defined equipment usage rates, such as hourly, fuel and commercial	H	Y		Munis Work Order w/ Fleet and Facility Management	
45	Ability to setup project codes by department by vehicle	H	Y		Munis Work Order w/ Fleet and Facility Management	
46	System provides equipment usage history inquiry and reporting features	H	Y		Munis Work Order w/ Fleet and Facility Management	
47	Warranty tracking and alerts are available and configurable in the system for both vehicles and vehicle parts.	H	Y		Munis Work Order w/ Fleet and Facility Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

4.16 - Fleet & Equipment Management			Munis Work Order w/ Fleet and Facility Management			
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
48	Ability for staff to be prompted to update warranty information after performing specific maintenance tasks.	M	N		Munis Work Order w/ Fleet and Facility Management	
49	System provides functionality to enter recall information and alert the user and a designated staff member when the vehicle/equipment is scheduled for it's next preventative maintenance.	H	Y		Munis Work Order w/ Fleet and Facility Management	
50	Fleet module allows for tracking, reporting and analysis of vehicle accident details and statistics	M	Y		Munis Work Order w/ Fleet and Facility Management	
51	Ability to track vehicle/equipment use history by Dept & Division, including:	-			Munis Work Order w/ Fleet and Facility Management	
52	Mileage, Hours, Calendar, and User-Defined	H	Y		Munis Work Order w/ Fleet and Facility Management	
53	Total Time-in-Service	M	Y		Munis Work Order w/ Fleet and Facility Management	
54	Cost of Operation (labor, parts, outsourced services, fuel)	H	Y		Munis Work Order w/ Fleet and Facility Management	
55	Operator	M	Y		Munis Work Order w/ Fleet and Facility Management	
56	System provides functionality to track, monitor and report on fuel usage history by vehicle.	H	Y		Munis Work Order w/ Fleet and Facility Management	
57	On-line preventive maintenance checklists are available in the system and can vary by frequency of inspection/maintenance cycle. For example, the inspector can be prompted to change the oil and lube the chassis every 3,000 miles, while battery changes and tire replacement are scheduled every 12 months. Off-road equipment scheduling by machines. Special maintenance scheduled by user-defined parameters.	H	Y		Munis Work Order w/ Fleet and Facility Management	
58	Able to store associate parts lists with each preventive maintenance task. Each parts list can include specific material and equipment requirements for the task being performed.	M	Y		Munis Work Order w/ Fleet and Facility Management	
59	Ability to automatically or prompt user to extend a vehicle's expected life when defined major maintenance work order types are performed (e.g. replacing a transmission extends vehicle life by XX,XXX miles or X years.)	M	N		Munis Work Order w/ Fleet and Facility Management	
60	System provides capabilities to maintain a Service History related to each fleet item including:	-			Munis Work Order w/ Fleet and Facility Management	Some fields require use of User Defined fields or attachments
61	Service Type Code	H	Y		Munis Work Order w/ Fleet and Facility Management	
62	Requestor	M	Y		Munis Work Order w/ Fleet and Facility Management	
63	Service Date	H	Y		Munis Work Order w/ Fleet and Facility Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

4.16 - Fleet & Equipment Management				Munis Work Order w/ Fleet and Facility Management		
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
64	Mileage / Hours	H	Y		Munis Work Order w/ Fleet and Facility Management	
65	Service Provider/Mechanic	H	Y		Munis Work Order w/ Fleet and Facility Management	
66	Claims history/Accidents and descriptions	H	Y		Munis Work Order w/ Fleet and Facility Management	
67	Costs/Hours Worked	H	Y		Munis Work Order w/ Fleet and Facility Management	
68	Back-in-Service Date	H	Y		Munis Work Order w/ Fleet and Facility Management	
69	Job Order #	H	Y		Munis Work Order w/ Fleet and Facility Management	
70	Vehicle Ref. # assigned by Fleet Staff	H	Y		Munis Work Order w/ Fleet and Facility Management	
71	Vehicle Equipment # assigned automatically and sequentially by fleet software with the ability to override, as needed.	H	Y		Munis Work Order w/ Fleet and Facility Management	
72	Problem, Cause, Corrective Action fields	H	Y		Munis Work Order w/ Fleet and Facility Management	
73	Comments	H	Y		Munis Work Order w/ Fleet and Facility Management	
74	Mechanic(s) Performing Work	H	Y		Munis Work Order w/ Fleet and Facility Management	
75	System provides the ability to compare ongoing costs to revenue for each piece of equipment to assist with establishing a equipment billing rate	M	Y		Munis Work Order w/ Fleet and Facility Management	
76	System provides the ability to calculate the ratio of repair cost to vehicle/equipment value and notify user if needed repair will exceed a pre-set (user-determined) percentage of vehicle/equipment value.	M	R		Munis Work Order w/ Fleet and Facility Management	Via Sequel Reporting Services
77	System can accommodate billing for equipment usage based on a equipment rate. Overhead rates are accommodated.	H	Y		Munis Work Order w/ Fleet and Facility Management	
78	System has the ability to convert work order activity into a equipment billing	H	Y		Munis Work Order w/ Fleet and Facility Management	
79	System provides reports that specifically focus on / identify vehicles/equipment with comparatively excessive repairs/operating costs to other similar items in the same classification.	M	R		Munis Work Order w/ Fleet and Facility Management	
80	System provides ability to manage a pool of the organizations vehicles (e.g. car pool available for employee use), employee vehicle requests, vehicle availability calendars, etc.	H	N		Munis Work Order w/ Fleet and Facility Management	
81	Ability to scan a bar code affixed to each vehicle/equipment when dropped off for work, updating the system that the vehicle has been received and generating a work order to a staff member's queue.	M	N		Munis Work Order w/ Fleet and Facility Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

4.16 - Fleet & Equipment Management			Munis Work Order w/ Fleet and Facility Management			
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
82	The system maintains a master file on:	-			Munis Work Order w/ Fleet and Facility Management	
83	Vehicles	H	Y		Munis Work Order w/ Fleet and Facility Management	
84	Equipment	H	Y		Munis Work Order w/ Fleet and Facility Management	
85	Fleet Equipment					
86	The fleet equipment master file records the following information, for which each field is searchable:	-			Munis Work Order w/ Fleet and Facility Management	Some fields require use of User Defined fields or attachments
87	Location or Department	H	Y		Munis Work Order w/ Fleet and Facility Management	
88	Availability Status (out-of-service, replaced, in-service)	M	Y		Munis Work Order w/ Fleet and Facility Management	
89	Ownership Status (own, lease, purchase, on loan)	H	Y		Munis Work Order w/ Fleet and Facility Management	
90	Purchase Date	H	Y		Munis Work Order w/ Fleet and Facility Management	
91	VIN Number	H	Y		Munis Work Order w/ Fleet and Facility Management	
92	Serial Number	H	Y		Munis Work Order w/ Fleet and Facility Management	
93	Vehicle/Equipment Type	H	Y		Munis Work Order w/ Fleet and Facility Management	
94	Vehicle/Equipment ID Number (user or system assigned) - Minimum of 3 digits and user-defined Vehicle ID with alpha-numeric capability.	H	Y		Munis Work Order w/ Fleet and Facility Management	
95	Equipment Brand, Model, and Manufacturer	H	Y		Munis Work Order w/ Fleet and Facility Management	
96	Standard fluids to be used (e.g. oil, antifreeze type)	H	Y		Munis Work Order w/ Fleet and Facility Management	
97	Vendor Purchased From	H	Y		Munis Work Order w/ Fleet and Facility Management	
98	Purchase Order Number	H	Y		Munis Work Order w/ Fleet and Facility Management	
99	Purchase Price	H	Y		Munis Work Order w/ Fleet and Facility Management	
100	Trade in value	H	Y		Munis Work Order w/ Fleet and Facility Management	
101	Sale value	M	Y		Munis Work Order w/ Fleet and Facility Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

4.16 - Fleet & Equipment Management			Munis Work Order w/ Fleet and Facility Management			
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
102	Depreciated value	M	Y		Munis Work Order w/ Fleet and Facility Management	
103	Sale Date and Price	H	Y		Munis Work Order w/ Fleet and Facility Management	
104	Parent/Child Relationships	H	Y		Munis Work Order w/ Fleet and Facility Management	
105	Inspection/Maintenance Cycles	H	Y		Munis Work Order w/ Fleet and Facility Management	
106	Last Inspection Date	H	Y		Munis Work Order w/ Fleet and Facility Management	
107	Multiple Preventive Maintenance Parameters (miles, months, hours, number of runs, user-defined, e.g., oil)	H	Y		Munis Work Order w/ Fleet and Facility Management	
108	Mileage and Total Time-in-Service	H	Y		Munis Work Order w/ Fleet and Facility Management	
109	Expected Next Inspection/Maintenance (months, hours or miles)	H	Y		Munis Work Order w/ Fleet and Facility Management	
110	Expected Replacement Date	H	Y		Munis Work Order w/ Fleet and Facility Management	With use of preventative maintenance
111	Internal Rental Rate	H	Y		Munis Work Order w/ Fleet and Facility Management	
112	Warranty Expiration Date	H	Y		Munis Work Order w/ Fleet and Facility Management	
113	Customer Number (for external billing)	H	Y		Munis Work Order w/ Fleet and Facility Management	
114	Equipment can be assigned to user defined classifications and sub-classifications	H	Y		Munis Work Order w/ Fleet and Facility Management	
115	System provides ability to retain and edit status and activity history for the entire life of the vehicle.	H	Y		Munis Work Order w/ Fleet and Facility Management	
116	System provides ability to update vehicle ID number and have on-line records auto-update accordingly.	H	Y		Munis Work Order w/ Fleet and Facility Management	
117	System defaults fields automatically fill if keyed information is redundant.	M	Y		Munis Work Order w/ Fleet and Facility Management	With use of templates
118	System allows users to pre-define fleet tasks that can be selected when developing a demand work order or preventative maintenance schedule	H	Y		Munis Work Order w/ Fleet and Facility Management	With use of templates
119	Ability to list all the equipment associated with a vehicle	H	Y		Munis Work Order w/ Fleet and Facility Management	
120	Ability to search the fleet for all vehicles that have a specific piece of equipment associated	M	Y		Munis Work Order w/ Fleet and Facility Management	
121	Principal Reports					Some reports require use of SSRS

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

4.16 - Fleet & Equipment Management				Munis Work Order w/ Fleet and Facility Management		
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
122	User defined reports, easy ability to query the system.	M	Y		Munis Work Order w/ Fleet and Facility Management	
123	System provides all Federal reporting requirements including FTA requirements for reporting hours worked on vehicles and vehicle maintenance	H	R		Munis Work Order w/ Fleet and Facility Management	
124	System tracks all data necessary to generate an ICMA report.	H			Munis Work Order w/ Fleet and Facility Management	Need more information on report format.
125	All reporting should be in summary, and detail	H	Y		Munis Work Order w/ Fleet and Facility Management	
126	Ability to generate reports as of a specified date (e.g. how many vehicles were managed at as of a specified historical date).	M	Y		Munis Work Order w/ Fleet and Facility Management	
127	Performance Measurement Reporting	M	N		Munis Work Order w/ Fleet and Facility Management	
128	Equipment listing with model year, description, replacement cost, actual value by Department & Division for Risk Management insurance requirements.	H	R		Munis Work Order w/ Fleet and Facility Management	
129	Scheduled and Demand Maintenance reporting	H	R		Munis Work Order w/ Fleet and Facility Management	
130	Inventory Control Report by maintenance part number, showing parts used, frequency of use (over a user-specified time), and quantity on hand	M	R		Munis Work Order w/ Fleet and Facility Management	
131	Problem/Exception Report , listing vehicles/equipment with below average MPG, excessive service times, excessive repair costs (replacement parts), etc.	M	R		Munis Work Order w/ Fleet and Facility Management	
132	Expected Replacement Report , including historical costs. Must be configurable to be based on each vehicle/equipment's expected replacement date, miles/hours, or age.	M	R		Munis Work Order w/ Fleet and Facility Management	
133	Preventative Maintenance Compliance Reporting , indicating actual deviations from planned schedules	M	R		Munis Work Order w/ Fleet and Facility Management	
134	Weekly and Monthly Mileage & Fuel Consumption Report by vehicle, Department & Division.	H	R		Munis Work Order w/ Fleet and Facility Management	
135	Inspection/Maintenance Schedule by week, month, year. Ability to print a listing of the upcoming scheduled inspections/maintenance. List item, location, and contact person.	M	R		Munis Work Order w/ Fleet and Facility Management	
136	Past-Due Inspection/Maintenance List.	H	Y		Munis Work Order w/ Fleet and Facility Management	
137	Inspection/Maintenance Reports					Some reports require use of SSRS
138	Maintenance History Report by vehicle, showing servicing per miles or hours of use, costs, and labor hours over a user-specified time period.	H	Y		Munis Work Order w/ Fleet and Facility Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Fleet & Equipment Management

4.16 - Fleet & Equipment Management				Munis Work Order w/ Fleet and Facility Management		
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
139	Out-of-Service Report showing accumulative number of days that a vehicle/equipment is out-of-service for maintenance.	H	R		Munis Work Order w/ Fleet and Facility Management	
140	Vehicle Billing Report , including labor, parts, outsourced costs, and fuel, by equipment/vehicle.	H	Y		Munis Work Order w/ Fleet and Facility Management	
141	Equipment/Vehicle Listing by location, ID number, age, fleet, department, inspection/maintenance date scheduled, brand or manufacturer, and cost of operation.	H	Y		Munis Work Order w/ Fleet and Facility Management	
142	Revenue / Expense by Vehicle including overhead and depreciation	H	R		Munis Work Order w/ Fleet and Facility Management	
143	Year to date, month to date and life to date Vehicle Cost Report	H	R		Munis Work Order w/ Fleet and Facility Management	
144	Ability to report the number of vehicles per type (i.e. administrative cars, patrol cars, fire vehicles, trailers, etc.) per fiscal year	H	R		Munis Work Order w/ Fleet and Facility Management	
145	Ability to report the number of alternative fuel vehicles by type (i.e. hybrid, propane vehicles, electric vehicles, etc.) per fiscal year	H	R		Munis Work Order w/ Fleet and Facility Management	With proper set up.
146	Active Equipment list by Year	M	Y		Munis Work Order w/ Fleet and Facility Management	
147	Equipment due for PM	H	R		Munis Work Order w/ Fleet and Facility Management	
148	Active Equipment by mileage	M	R		Munis Work Order w/ Fleet and Facility Management	
149	CDL, Medical certificate, DOT and other expirations	M	R		Munis Work Order w/ Fleet and Facility Management	
150	Daily Labor Report	H	R		Munis Work Order w/ Fleet and Facility Management	
151	Accidents by Date and Operator	M	R		Munis Work Order w/ Fleet and Facility Management	
152	Work order Expenses by Date & Department	H	R		Munis Work Order w/ Fleet and Facility Management	
153	Vehicles under warranty	M	R		Munis Work Order w/ Fleet and Facility Management	
154	Work order Detail Reports	H	Y		Munis Work Order w/ Fleet and Facility Management	
155	Inventory Detail Reports	M	R		Munis Work Order w/ Fleet and Facility Management	
156	Fuel Detail Reports	H	R		Munis Work Order w/ Fleet and Facility Management	
157	Month-end Reports	H	Y		Munis Work Order w/ Fleet and Facility Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.17 - General and Technical				Munis ERP		
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Documentation					
2	Ability to provide online software documentation for all software application modules.	H	Y		Munis ERP	
3	Ability to provide an on-line tutorial to assist users learning the software.	H	Y		Munis ERP	
4	Ability to provide all vendor supplied software that is accompanied by comprehensive documentation to enable comprehensive understanding of its internal structure and operating procedures.	H	Y		Munis ERP	
5	Ability to provide Release Notes that document changes between version releases. These documents must be written in a fashion that is easily understandable by the end user. The format of the Release Notes must be conducive to analyzing which changes effect the entities.	H	Y		Munis ERP	
6	Help System					
7	Ability to provide a menu-driven system with comprehensive utility and "help" screen capabilities.	H	Y		Munis ERP	
8	Ability to provide a subject or topic search in the help system	H	Y		Munis ERP	
9	Ability to provide field-level and screen level help throughout the application that can be customized by trained users which may include information relating to City-specific policies.	H	Y		Munis ERP	Not customizable
10	Ability to provide a mouse-over tool that displays content	H	Y		Munis ERP	
11	Online Vendor Customer Support Portal					
12	Ability to provide a portal solution to access various on-line information regarding the vendor's solution including: * Knowledge base of user documentation * Release notes * Other documentation	H	Y		Munis ERP	
13	Ability to provide a portal solution that allows users to submit enhancement requests and system bugs on-line that allows for tracking of progress on individual items.	H	Y		Munis ERP	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical			Munis ERP			
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
14	Ability to provide a portal solution that allows users to query on specific items that they have submitted.	H	Y		Munis ERP	
15	Error Processing					
16	Ability to log error messages and store for future review and reporting. Error messages should be meaningful to the user versus being of a technical nature.	M	Y		Munis ERP	
17	Ability to allow user defined reporting from the error log.	M	Y		Munis ERP	
18	Ability to allow the system administrator or designated end-users to view the error log on-line to provide support for the users.	H	Y		Munis ERP	
19	Ability to perform error checking to verify the quality of the information being entered and that system balances are maintained.	H	Y		Munis ERP	System Defined Only
20	Ability to turn on/off error logging functionality within the system.	H	Y		Munis ERP	
21	Forms Processing					Tyler Forms
22	Ability to provide an integrated forms solution that allows for the development of various forms within the system that can be integrated with financial processes. without having to modify application code.	H	Y		Munis ERP	
23	Ability to use blank paper stock exclusively (i.e., system generates forms on blank paper, routing & check numbers on blank check paper, etc.).	H	Y		Munis ERP	
24	Ability for trained users to customize forms without the need for Vendor assistance. Customized forms will be able to be incorporated into future vendor releases.	M	Y		Munis ERP	
25	Standard software functionality provides the ability for all forms printed within the vendor's solution to be archived that will allow for future display of that form either within the vendor's solution, or other native applications. Please list your acceptable formats in the comments section.	H	Y		Munis ERP	
26	Security and Auditing					
27	Ability to optionally configure integration to use Active Directory (AD) as the source for security credentials.	M	Y		Munis ERP	
28	Ability to deliver security in a layered format (i.e. data, database, application, network physical).	H	Y		Munis ERP	
29	Ability to deliver system security that includes security logging into the system.	H	Y		Munis ERP	
30	System provides a single user administration interface which allows for all system and user and group security and configuration settings to be performed and managed from a single interface.	M	Y		Munis ERP	
31	Ability to restrict a user's access to specific screens.	H	Y		Munis ERP	
32	Ability to provide security at the record level.	M	Y		Munis ERP	
33	Ability to configure security access to restrict a user's access to individual fields.	M	Y		Munis ERP	
34	Ability to restrict user access to fields based on a certain range.	M	Y		Munis ERP	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical			Munis ERP			
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
35	Ability to log all file changes in a detailed permanent audit trail, by user ID, based on user login.	H	Y		Munis ERP	
36	Ability to provide role based and class based system security	M	Y		Munis ERP	
37	Ability to have locks on Time / Date fields	M	Y		Munis ERP	
38	Ability for an administrator to change a user's status to inactive.	H	Y		Munis ERP	
39	Ability to support electronic/digital signatures.	H	Y		Munis ERP	
40	Ability to trace the source of all transactions by: workstation, user ID or I.P. address	H	Y		Munis ERP	
41	Ability to identify users making inquiries or extracting reports from key databases.	M	Y		Munis ERP	
42	Ability to support the encryption of data communications between the client and the server.	H	Y		Munis ERP	
43	Ability to define specific user access to processes, icons, screens, reports, records and code tables based on individual and group profiles.	H	Y		Munis ERP	
44	Ability to restrict a user's access to records meeting certain criteria (I.e., certain divisions).	H	Y		Munis ERP	
45	Ability to apply security restrictions to report writer utilities.	M	Y		Munis ERP	
46	Ability to apply security restrictions to global update functions.	H	Y		Munis ERP	
47	Ability to apply security restrictions to all ODBC, OLE and web services activities.	H	Y		Munis ERP	
48	Ability to differentiate access between ability to view versus update for specific data elements.	H	Y		Munis ERP	
49	Ability to restrict the accessing of security configuration and audit logs.	H	Y		Munis ERP	
50	Standard system functionality restricts System Administrator account from performing transactions on the system.	M	Y		Munis ERP	
51	Ability to require both user ID and password in order to access system functionality.	H	Y		Munis ERP	
52	Ability to provide password security which will automatically restrict access after a specified number of erroneous attempts to access.	H	Y		Munis ERP	
53	Ability to ensure that system password settings are "customizable" (based upon the nature of threats to the data residing in the system. Management should be able to set the complexity levels for passwords as appropriate.)	H	Y		Munis ERP	Via group policy
54	Ability to ensure that system password expiration settings are "flexible" (higher privileged accounts should have passwords which expire every 30-60 days while lesser privileged accounts expire every 60-90 days).	H	Y		Munis ERP	Via group policy
55	Ability to restrict reuse of system passwords for a specifiable period of time.	H	Y		Munis ERP	Via group policy
56	Ability to enforce minimum password lengths.	H	Y		Munis ERP	Via group Policy

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical			Munis ERP			
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
57	Ability to reject a password if it does not meet established password editing & checking criteria that help ensure that the password will not be one that is easily guessed.	M	Y		Munis ERP	Via group policy
58	Ability to monitor concurrent users to the system and the database.	M	Y		Munis ERP	
59	Ability to configure the amount of idle time before logout, but maintain a system-wide maximum.	H	Y		Munis ERP	
60	Ability to lock the system in order to restrict users from logging on	M	Y		Munis ERP	
61	Ability for system to require re-authentication after a specified period of non use.	M	Y		Munis ERP	
62	Ability to ensure that system passwords are suppressed during entry (***** appear instead of the clear-text representation of the password when logging in).	H	Y		Munis ERP	
63	Ability to track the relevant audit trails and allow "drill down to the source" functionality to review the history of all changes to the data.	M	Y		Munis ERP	
64	Ability to "audit" (can track specific actions performed).	H	Y		Munis ERP	
65	Ability to produce an audit report for reconciliation of future date effective transactions.	M	Y		Munis ERP	
66	Ability to allow management to review the system administrator's activities.	H	Y		Munis ERP	
67	Ability to provide a "flexible" system audit (can be configured to audit based upon "criticality levels" identified by management for each action performed within the system).	H	N		Munis ERP	Audits automatic
68	Ability to provide audit reporting that is "user friendly" (audit reports are not "cryptic", they are easy to understands and act upon).	M	Y		Munis ERP	
69	Ability to trace transactions through the system using audit reports.	H	Y		Munis ERP	
70	Ability to require explanation for all overrides configurable by module.	M	N		Munis ERP	
71	Archiving					
72	Ability to provide an archiving solution for all data elements which provide configuration options for archiving schedules.	M	N		Munis ERP	
73	System design provides an “archive” for historical data, without the need for another instance of the environment. (e.g. nightly replication of Production database to Archive environment)	M	Y		Munis ERP	Auto archive to history tables during close process
74	Integration and Interfacing					
75	Ability to import / export non-configuration data (e.g. transaction data) to/from a common data interchange format (e.g. ASCII, XML, CSV, etc.). Please provide a list of accepted formats in the comment section.	H	Y		Munis ERP	
76	Ability to import / export configuration data to/from a common data interchange format (e.g. ASCII, XML, CSV, etc.). Please provide a list of accepted formats in the comment section.	H	Y		Munis ERP	
77	Ability for all data import functions in the system to observe all pre-set data validation rules to enforce data / database integrity	M	Y		Munis ERP	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical				Munis ERP		
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
78	Ability to support web services as a means of real-time data exchange with other external applications	H	Y		Munis ERP	
79	Ability to provide a fully documented interface for web services integration	M	N		Munis ERP	Can provided assistance on available services
80	Ability to import data into master files (commodity codes, Zip, etc.).	H	Y		Munis ERP	
81	Ability to provide utilities to assist in data conversion.	H	Y		Munis ERP	
82	Ability to apply security restrictions to all imports performed by a user.	H	Y		Munis ERP	
83	Ability to integrate with documents / images stored in Electronic Document Management System (EDMS) which the City may consider in the future. Please indicated in Comments section, which EDMS systems that the ERP integrates with.	H	Y		Munis ERP	Tyler is proposing our Tyler Content Mananger-Enterprise Edition. It is our recommendation that the City utilize our solution.
84	System Installation					
85	Ability to optionally provide capabilities for system to be deployed with an "agentless client" (i.e. thin client / no software on the desktop).	H	Y		Munis ERP	
86	Ability to retain user preferences when installing new releases of the vendor's software.	H	Y		Munis ERP	
87	Ability to provide a configuration management solution to allow for easy management of moving data and programs between the various environments (e.g. Production, Test, Training), and integrate with MSSCCM and Active Directory Push.	M	Y		Munis ERP	
88	Ability to optionally push out, and rollback, system updates to all clients, from a centralized location.	H	Y		Munis ERP	Web based system
89	System Operations and Administration					
90	Ability to supply various utilities to facilitate file maintenance, data manipulation, and backup/recovery.	H	Y		Munis ERP	
91	Ability for system to include the appropriate administrative and programming toolsets to configure, modify and customize the software applications.	H	Y		Munis ERP	Application Based Toolsets Only
92	Ability for the software vendor(s) to have the facilities to diagnose and maintain the application software and database remotely.	H	Y		Munis ERP	
93	Ability for the vendor to provide ongoing software maintenance and new software releases periodically to meet all State and Federal requirements at no additional charge.	H	Y		Munis ERP	
94	Ability to remain <i>on-line</i> and inquire into <i>multiple</i> applications for extended periods of time.	H	Y		Munis ERP	
95	Ability to scroll forward <i>and back</i> during inquiry.	H	Y		Munis ERP	
96	Data Management					
97	System provides detailed metadata for all database tables and fields.	H	N		Munis ERP	Provided for Tyler Content Manager
98	Ability for all informational data elements tracked to be maintained in a (SQL Server) ODBC-compliant integrated database to allow efficient data sharing, customized report writing, and automated posting.	H	Y		Munis ERP	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical			Munis ERP			
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
99	Ability for system to interact with the relational database and offer robust querying and online analysis tools that do not require programming knowledge, allowing users to pick and choose fields, link tables, and establish criteria.	M	Y		Munis ERP	
100	Ability to log all on-line input and provide the ability to recover the data files to the point of the last transaction in the event of a programming or system failure. This process should minimize user involvement.	H	Y		Munis ERP	Certain functions
101	Ability to access tables from other systems using both SQL and non-SQL data sources.	H	Y		Munis ERP	
102	Ability to support referential integrity through the use of data definitions.	H	Y		Munis ERP	
103	Ability to create database integrity constraints that match the business rules enforced by the system through the modules code.	M	N		Munis ERP	DB integrity enforced by application and database rules
104	Ability for the database to allow for data access in a seamless manner even though the data may physically reside on another server.	H	Y		Munis ERP	
105	Ability to support point-in-time backup and restores of complete system as well as individual modules.	H	Y		Munis ERP	complete system
106	Ability to support Business Continuity Planning (BCP)/Disaster Recovery Planning (DRP).	M	Y		Munis ERP	
107	User Interface					
108	Ability for system to ensure that all features and functions within the application will be available and operate identically regardless of the user interface that is used (i.e., web-based or client-based).	M	Y		Munis ERP	
109	Ability to ensure that the software complies with ADA accessibility standards. To comply with the Americans with Disabilities Act (ADA), Information technology must be accessible to people with disabilities. And the information technology's accessibility level must comply with accessibility standards set forth in Section 508 of the Rehabilitation Act. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities	H	N		Munis ERP	Public Self Service meets some guidelines
110	Ability to ensure that the software applications comply with ADA accessibility standards, provide functionality for or are compatible with third party industry standard (Lunar, Supernova, Zoom Text, Magic) screen magnification products to enlarge the print on the computer screen and configure print size, contrast and color selection for blind users. Please note third party product compatibility in Comment field.	H	N		Munis ERP	Not tested.
111	Ability for the software applications to provide functionality for or are compatible with third party industry standard (Hal, JAWS for Windows, Windows Eyes, etc.) screen reading software (used to operate a speech synthesizer, which voices the contents of a computer screen) for blind users. Please note third party product compatibility in Comment field	M	N		Munis ERP	Not Tested.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical				Munis ERP		
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
112	Ability for system to provide a Web-based interface that uses "point and click" device functionality to choose between pull down menus and options.	H	Y		Munis ERP	
113	Ability for system to ensure a consistent use of command keys and screen layouts across the application, in both the web and the thin client environments.	H	Y		Munis ERP	
114	Ability for system to allow multiple screens to be open simultaneously within the same session, without licensing constraints.	H	Y		Munis ERP	
115	Ability to allow any screen to be modified to use organization specific terminology.	H	Y		Munis ERP	
116	Ability to allow unused data elements to be removed, hidden or modified to conform to existing practices without compromising the ability to perform system updates that will result in these changes being lost.	H	Y		Munis ERP	
117	Ability to create a 'skin' of the application, with configurations and layouts, to be rolled out across the entities (by department, etc.)	L	Y		Munis ERP	Self Service style sheets
118	Ability to modify pull down menus and pick lists.	M	Y		Munis ERP	
119	Data Entry & Transaction Processing					
120	Ability to control entry of data to ensure user enters data into all required fields on the screen.	H	Y		Munis ERP	
121	Ability to have data entry fields automatically default to a specific value (e.g., date fields should default to current date).	H	N		Munis ERP	
122	Ability to perform batch data entry of transactions with batch totals.	H	Y		Munis ERP	
123	Ability for system to provide data entry transaction templates (i.e. journal entries, requisitions, etc.), where the entities can define all of the fields that should default.	M	Y		Munis ERP	
124	Ability for system architecture to support distributed data entry by authorized users, each with their own configuration preferences.	H	Y		Munis ERP	
125	Ability to configure tabbing order on all data entry screens, per user.	M	Y		Munis ERP	
126	Ability to “auto fill” fills in field level information (i.e. – vendor name, account name).	H	Y		Munis ERP	Certain screens have defaults that fill in. No to predictive text auto completing
127	Ability for back-ups or other transactions in one module to not block, delay, or otherwise interfere with transactions in other modules.	M	Y		Munis ERP	
128	Ability for the system, excluding complete system backup activities or upgrades, to be available 24 hours a day.	H	Y		Munis ERP	Assumes proper hardware configuration.
129	System provides record locking functionality which only allow viewing, and query access to system records by users, while a user is making edits to the record	H	Y		Munis ERP	
130	Ability for system to provide free form comments fields for all transactions – prior to posting, after the fact (multiple un-editable comments with user stamping and date stamping)	H	Y		Munis ERP	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical			Munis ERP			
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
131	System provides predictive auto-suggest functionality in all text entry fields	M	N		Munis ERP	
132	Central Document / Transaction Workflow Engine					
133	Ability to provide workflow functionality, automating business processes within the system that can be controlled and managed by a trained end-user. This workflow includes routing based on roles defined in the system and assigned to each user and rules determining how a process is handled and works consistently across all module areas and user interfaces within the application.	H	Y		Munis ERP	
134	Ability to provide workflow functionality that allows users to lookup a transaction and see the status in an approval tree.	H	Y		Munis ERP	
135	Ability to provide workflow functionality that is role based such that departments can perform approvals in a “person independent” manner.	H	Y		Munis ERP	
136	Ability to provide tickler / reminder functionality throughout the system that could be set to trigger based on certain events (e.g., more than 2 weeks have passed and you are responsible for completing this step, contract is going to expire soon, etc.).	H	Y		Munis ERP	
137	Ability to trigger a standard email to be sent for notifications through the workflow features.	H	Y		Munis ERP	
138	Ability to provide the same workflow rules and engine regardless of the user interface that is used (i.e., web-based or client-based interface).	M	Y		Munis ERP	
139	Ability to provide workflow functionality that allows a user to enter in an unlimited amount of text indicating the reason for the rejection and allows for complete viewing of this text by the user receiving the rejection notice.	H	Y		Munis ERP	
140	Ability to provide workflow functionality that allows a user to forward workflow items for a user-designated period of time to another user who will act as a surrogate in being able to review, approve and reject all workflow items in the first user's absence.	H	Y		Munis ERP	
141	Ability to provide workflow functionality that allows for items to be put into workflow with a combination of parallel or sequential approvals.	H	Y		Munis ERP	
142	Ability to provide workflow functionality such that in an approval the following options are possible: * All users must approve an item before moving to the next step * One user must approve an item before moving to the next step * Rejection by only one of the users will push the workflow back to the previous step	H	Y		Munis ERP	
143	Ability to provide workflow functionality that allows for reporting on how long each step in a workflow is taking to perform.	H	Y		Munis ERP	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical			Munis ERP			
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
144	Ability to provide workflow functionality, allowing for comments, with the following options when reviewing an item: * Approve * Forward * Hold * Reject	H	Y		Munis ERP	
145	Ability to provide workflow functionality that allows for notification of the results of a workflow step to be sent to a user via email or be viewable internally within the application. The type of notification (email or internal to application) can be customizable for each individual user.	H	Y		Munis ERP	
146	Ability to provide workflow functionality that allows for users receiving workflow updates via email to click on a link provided within the email that takes the user to the appropriate area within the application to perform the next steps on that workflow.	H	Y		Munis ERP	
147	Address Management					
148	Ability to support a standard naming convention including segments for all addresses within the system.	H	Y		Munis ERP	
149	Ability to follow the United States Thoroughfare Landmark and Postal Address Data Standard	M			Munis ERP	
150	Ability to maintain separate components for an address record including:	-			Munis ERP	
151	Parcel ID	H	Y		Munis ERP	
152	House number	H	Y		Munis ERP	
153	Direction	H	Y		Munis ERP	
154	Street name	H	Y		Munis ERP	
155	Street suffix	H	Y		Munis ERP	
156	Unit Type (i.e. apartment, suite, etc.)	H	Y		Munis ERP	
157	Unit Designation (i.e. 101, 102, etc.)	H	Y		Munis ERP	
158	City	H	Y		Munis ERP	
159	State	H	Y		Munis ERP	
160	Zip code + 4	H	Y		Munis ERP	
161	Ability to support a single customer record that is not duplicated within the system.	H	Y		Munis ERP	Yes to centralized and vendor concepts but not one in the same.
162	Ability for addresses to support the USPS standard.	H	Y		Munis ERP	
163	Ability to allow for foreign addresses	H	N		Munis ERP	
164	Standard system functionality provides ability to import master City / State / ZIP file from a 3rd party (US Post Office) and validate addresses with the system against it. Also defaults City and State, if ZIP is entered.	H	Y		Munis ERP	
165	Management Dashboard					
166	Ability to provide system data in "management dashboard" views.	H	Y		Munis ERP	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical			Munis ERP			
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
167	Ability for users to be able to individually configure their "management dashboard" views.	M	Y		Munis ERP	
168	Ability for users to drill down from "management dashboard" reports to the source transactions.	M	Y		Munis ERP	
169	Ability to display data from data sources external to the FMIS which contain common relational databases	M	Y		Munis ERP	Dashboard built on Microsoft SharePoint and any web parts compatible with SharePoint can be added to Munis Dashboard. May require additional configuration by site administrators
170	Dashboard provides the ability to format components using bar charts, dials, gauges and graphing components	M	Y		Munis ERP	
171	Ability to establish Key Performance Indicators	M	Y		Munis ERP	
172	Ability to configure dashboard components and publish for other dashboard users to subscribe to	M	Y		Munis ERP	
173	Ability to personalize dashboard components per FMIS user, by configuring input parameters	M	Y		Munis ERP	
174	Ability for dashboard components to filter data based on users department / division	M	Y		Munis ERP	
175	Dashboard components recognize established system security framework	M	Y		Munis ERP	
176	Ability to configure dashboard components to visualize trends over time, including comparative activity (e.g. past x months, past x years, this month compared to same month last year, etc.)	M	Y		Munis ERP	
177	Reporting and Printing					
178	Ability for system to provide a reporting environment that satisfies a number of different users needs and levels of reporting sophistication.	M	Y		Munis ERP	
179	Ability for system to have an integrated report writer with the following features:	-			Munis ERP	
180	Report Writer capability with file organization structure consistent between all application modules	M	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
181	Integration with all other application modules on the same processor for custom report creation	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
182	Flexible report formatting capabilities	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
183	Mailing list and label generation capability	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
184	Ability to retrieve information from multiple tables / files	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
185	Ability to specify desired subtotal breaks and totaling fields	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
186	Ability to obtain reports in different sort sequences	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
187	Ability to calculate percentages	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
188	Ability to calculate averages	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
189	Ability to perform arithmetic calculations	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
190	Ability to make minor alterations to <i>previously</i> defined reports.	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical				Munis ERP		
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
191	Ability to prepare / print reports from any accounting period and across periods.	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
192	Ability to set up menus of created reports for easy access and printing	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
193	Option available to send report to the screen, a printer, or to a file.	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
194	Ability to select any account or range of accounts in the chart of accounts for inclusion in reports or exclusion	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
195	"Wildcard" and/or “Keyword” capability to allow easy accessing of a range of values when creating reports	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
196	Ability to quickly access a range or set of accounts for report creation by specifying a fund, utility and/or account type	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
197	Sequentially numbered pages on reports	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
198	Shows current date and reports "as of" date	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
199	Data fields include commas, decimal points, dollar signs, +/- signs, etc. and are right or left justified as appropriate	H	Y		Munis ERP	w/ Tyler Reporting Services (SSRS)
200	Ability to select any department (or cost center) or range(s) of departments (or cost centers) for inclusion or exclusion in/from reports	H	Y		Munis ERP	
201	Ability to "drill down" allowing a user to begin with a summary level screen / online report and inquire on progressively more detailed (i.e., source) transactions.	H	Y		Munis ERP	
202	Ability to provide a simple, easy drill down / drill around – with minimal keystrokes.	M	Y		Munis ERP	
203	Ability to output electronically (file or diskette) to all governmental entities as required by law.	H	Y		Munis ERP	
204	Ability for reports to be scheduled to run (i.e. to PDF).	H	Y		Munis ERP	
205	Ability to export all reports into properly formatted excel.	H	Y		Munis ERP	
206	Ability to execute reports with an "as of" date.	M	Y		Munis ERP	
207	Ability to allow end users to directly print reports and inquiry screens to printer, without cumbersome use of a "print queue".	H	Y		Munis ERP	
208	Ability to allow search criteria on reports to be not-exact matches, partials, or similar.	H	Y		Munis ERP	
209	Ability to automatically route reports via a workflow.	M	Y		Munis ERP	
210	Ability to print from the ERP screens.	H	Y		Munis ERP	
211	Ability to provide system-wide search functionality for keyword search, across all master and transaction records, to assist with fulfilling open records requests.	H	Y		Munis ERP	
212	Ability for system to allow users to perform inquiries and searches by any field available for data entry.	M	Y		Munis ERP	
213	Ability to reprint reports, checks, or bills with restart capability when reports, checks, or bills being printed are interrupted.	H	Y		Munis ERP	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General and Technical

4.17 - General and Technical				Munis ERP		
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
214	Ability to print all reports to laser printers (in either portrait or landscape format)	H	Y		Munis ERP	
215	Ability for system to provide report formats that are developed to maximize data available on a page while still being readable.	H	Y		Munis ERP	
216	Ability to print Accounts Payable and Payroll checks to laser printers with signatures and MICR coding (with appropriate security measures in place).	H	Y		Munis ERP	
217	Ability to allow formatted output to be matched to printer device characteristics without intervention by the user.	H	Y		Munis ERP	
218	Ability to provide utilities for the user to choose delivery of a print job to an appropriate printer.	H	Y		Munis ERP	
219	Ability for a user to specify which printer will print a specific report.	H	Y		Munis ERP	
220	Ability to print screen contents (format and data) of each display.	H	Y		Munis ERP	
221	Ability to print inquiry and data entry screens directly to a printer from the data entry or inquiry screen.	H	Y		Munis ERP	
222	Ability to access system via mobile devices.	H	Y		Munis ERP	So long as it is browser based.
223	System to provide the ability for reports to be configurable by users	M	Y		Munis ERP	Via use of Excel Cubes or SSRS
224	System to provide "user-friendly" reporting functionality	M	Y		Munis ERP	
225	System provides a "light" interface for use / deployment on a mobile device such as smartphone, tablet, or iPad.	M	Y		Munis ERP	So long as it is browser based.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.18 - General Ledger				Munis General Ledger		
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	Ability to comply with financial accounting and reporting standards in accordance with:	-			Munis General Ledger	
3	GAAP (Generally Accepted Accounting Principles)	H	Y		Munis General Ledger	
4	GASB (Governmental Accounting Standards Board) statements	H	Y		Munis General Ledger	
5	CAFR (Comprehensive Annual Financial Reporting) requirements	H	Y		Munis General Ledger	
6	International Public Sector Accounting Standards	L	Y		Munis General Ledger	
7	Cash basis of accounting	H	Y		Munis General Ledger	
8	Budget basis of accounting	H	Y		Munis General Ledger	
9	Modified accrual basis of accounting	H	Y		Munis General Ledger	
10	Accrual basis of accounting	H	Y		Munis General Ledger	
11	(A 133) Single Audit	H			Munis General Ledger	Need more detailed information to accurately respond
12	Ability to support a different basis of accounting for expenditures and revenues simultaneously.	H	Y		Munis General Ledger	May require Sequel Reporting Services (SRRS) or Tyler's GASB 34 Report Writer
13	Ability to produce trend reports, illustrating patterns and trends in GL records over a user defined period of time and report on expenditures, revenues, performance measurements, categories, date and patterns reoccurring	H	Y		Munis General Ledger	Via SSRS or use of Excel Data Cubes
14	Ability to have the system allow multiple fiscal years to be open and have transactions (including payables) processed against them simultaneously including the ability to have related reversing entries automatically post to new year (i.e. AP, inter-fund journals, accruals, etc.).	H	Y		Munis General Ledger	Only two fiscal years can be opened simultaneously

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
15	Ability to identify and separately account for, as a business-type activity, those activities within the general fund or other governmental funds that charge a fee in which the historic pricing policies have recovered the cost of providing that service, including capital costs, whether depreciation or debt service (i.e. garage operations, fleet operations and printshop).	H	Y		Munis General Ledger	Via user defined fields tied to the accounts
16	Ability to handle pooled cash accounting (i.e. where pooled cash is tracked as a separate fund & replaces due to/from entries)	H	Y		Munis General Ledger	
17	Drill down capabilities to other ERP modules (i.e. down to the AP invoice, down to	H	Y		Munis General Ledger	
18	Ability to perform a transaction wild card search on all fields displayed, including, but not limited to: transaction code, date, period, vendor/receipt number, description, transaction number, amount, etc.	M	Y		Munis General Ledger	
19	Ability to define a default set of posting codes.	M	Y		Munis General Ledger	
20	Ability to define details including: fiscal year, posting periods, valid posting date ranges, etc.	H	Y		Munis General Ledger	Munis allows 14 accounting periods, 00 for start of the year, periods 1-12, and period 13.
21	Chart of Accounts					
22	Ability to accommodate, with a minimum of 14 digit chart format, but not limited to this format of 6 segments: Fund - 3 digits Department - 2 digits Division - 2 digits Activity - 3 digits Element - 2 digits, Object- 2 digits, Project Number- 6 alpha numeric characters, Work Order Number- 7 digits, Job Number- 3 digits.	H	Y		Munis General Ledger	10 segments, with max of 10 for the GL segments, excluding fund which is 4, object which is 6, and project which is 5. The maximum number of characters is 45.
23	Ability to maintain current Chart of Accounts, Hierarchy Fund Index structure.	H	Y		Munis General Ledger	
24	Ability to develop the chart of accounts in a segmented structure that will allow configurable groups.	H	Y		Munis General Ledger	
25	Ability to generate chart of accounts codes based on chart “segments” defined within the system.	H	Y		Munis General Ledger	
26	Ability to support multiple types of charts of accounts including the following:	-			Munis General Ledger	
27	FERC	H			Munis General Ledger	Need additional information in order to provide an accurate response .
28	NTD	H			Munis General Ledger	Need additional information in order to provide an accurate response .
29	Ability to establish rules to validate segments of the components of the Chart of Accounts.	H	Y		Munis General Ledger	
30	Ability to have chart of account segment numbers that are alphanumeric.	M	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
31	Ability to expand chart of account segments at any point in time without re-entering/re-converting entire chart.	M	Y		Munis General Ledger	Assumes following guidelines are followed: 10 segments, with max of 10 for the GL segments, excluding fund which is 4, object which is 6, and project which is 5. The maximum number of characters is 45.
32	Ability to provide options for account roll-up capabilities and any level of the chart of account segments; however, defining account roll-up levels is not required.	M	Y		Munis General Ledger	Segments can be rolled up and grouped via reports.
33	Ability to support sub-level chart of account codes (for departmental use) that roll up to standard account codes.	M	Y		Munis General Ledger	
34	Ability to maintain financial and programmatic coding within the chart of accounts structure and allows programmatic hierarchical rollups.	M	Y		Munis General Ledger	
35	Ability to associate user logins with a department, or other segment within the chart, and only allows user access to edit transactions and balances related to that user’s department as defined by the chart. However, all can view all transactions.	M	Y		Munis General Ledger	
36	Ability to associate an account type (fund, department, revenue, expense, asset, liability, etc.) with each account when defining the chart of accounts.	H	Y		Munis General Ledger	
37	Ability to support crosswalk from existing chart of accounts for data conversion purposes.	H	Y		Munis General Ledger	
38	Ability to support all converted data to retain old chart of accounts numbering in a unused description field.	M	Y		Munis General Ledger	Cross walk old G/L accounts
39	Ability for a user to inquire on an account segment master file and have the system display the following data:	-			Munis General Ledger	
40	Segment Number	H	Y		Munis General Ledger	
41	Segment Description	H	Y		Munis General Ledger	
42	Debit/Credit Normal Indicator	H	Y		Munis General Ledger	
43	Ability to retain history on account segment combinations:	-			Munis General Ledger	
44	Current Year Budget Amount (expenditures or revenue)	H	Y		Munis General Ledger	
45	Current monthly and Year-to-Date Amounts (expenditures or revenue)	H	Y		Munis General Ledger	
46	Current Year Budget Adjustments	H	Y		Munis General Ledger	
47	Balance Remaining (Adjusted Budget minus Year-to-Date)	H	Y		Munis General Ledger	
48	Amounts Encumbered	H	Y		Munis General Ledger	
49	Prior Year Monthly Totals	H	Y		Munis General Ledger	
50	Prior Year Final Budget Amount	H	Y		Munis General Ledger	
51	Prior Year Budget Amount	H	Y		Munis General Ledger	
52	Month-to-Date Transaction Totals	H	Y		Munis General Ledger	
53	Year-to-Date Transaction Totals	H	Y		Munis General Ledger	
54	Account Balance	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
55	Last Transaction Date	M	Y		Munis General Ledger	
56	Ability to support a multiple division and department organizational structure.	H	Y		Munis General Ledger	
57	Ability to search chart of accounts for inactive accounts with no history (by user defined time period) / budget to permit batch deletion / inactivation.	M	Y		Munis General Ledger	Via SSRS
58	Ability to inactivate account number in mass by specifying any segment of the account number	M	Y		Munis General Ledger	
59	Account Information					
60	Ability to ease data entry by providing the user the capability to lookup account numbers.	H	Y		Munis General Ledger	Where applicable within Munis
61	Ability to accommodate an unlimited number of accounts, with roll-up capability.	H	Y		Munis General Ledger	Virtually unlimited
62	Ability to identify a categorization within each account code to allow for rollup by revenue class and expenditure category.	H	Y		Munis General Ledger	Via character codes
63	Ability to summarize and have a hierarchy for revenue and expenditures.	M	Y		Munis General Ledger	With Proper Design of Chart of Accounts
64	Ability to accommodate up to a 180-character transaction description.	M	Y		Munis General Ledger	
65	Ability to identify a categorization within each account code to identify GASB 34 categories for revenues (to classify as a type of program revenue or general revenue) and expenditures (to classify as a specific function/program expense).	M	Y		Munis General Ledger	Via GASB34 Reporting
66	Ability to define master “account code shortcuts” (i.e. – abbreviated accounts) that cross-reference shortcut name to an account code.	M	Y		Munis General Ledger	Via use of Org/Object/Project codes
67	Ability to restrict departments access to only their own General Ledger account codes.	H	Y		Munis General Ledger	
68	Ability to allow the user to use synonym/account names to inquire on accounts (user specific names that relate to specific account codes).	L	Y		Munis General Ledger	
69	Ability to support the accounting process functions required to maintain various account types (e.g., general, special revenue funds, capital projects, proprietary, fiduciary funds and summary rollup funds).	H	Y		Munis General Ledger	
70	Ability to maintain a self balancing set of accounts for each fund including assets, liabilities, fund balance, budgetary accounting, expenditures and revenues including the ability to automatically close to fund balance to open the new year.	H	Y		Munis General Ledger	
71	Ability to optionally configure budget control at the cost center level, in addition to the department level.	M	Y		Munis General Ledger	
72	Ability to use account roll-up definitions with system provided financial reporting tools.	H	Y		Munis General Ledger	
73	Ability to restrict expenditure adjustments that cause account balances to go into a deficit.	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
74	Ability to maintain balances on-line for each accounting subdivision such as account, fund, department, account group or type, cost center.	M	Y		Munis General Ledger	
75	Ability to capture, track, and report non-dollar statistical performance such as labor hours, units processed, etc., based on account code.	M	Y		Munis General Ledger	
76	Ability to inquire on an account's current balance and historical balances without	M	Y		Munis General Ledger	
77	Ability to define categories based on range of segments (i.e. personal services =	H	Y		Munis General Ledger	With Proper Design of Chart of Accounts
78	Ledgers					
79	Ability to provide sub-ledger functions for tracking programmatic activity that does not affect financial reporting.	H	Y		Munis General Ledger	
80	Ability to maintain control account balances from subsidiary ledgers for revenue, expenditures (CY, Prior Year), encumbrances (CY, Prior Year), appropriation (CY, Prior Year).	H	Y		Munis General Ledger	
81	Fund Information					
82	Ability to accommodate fund/encumbrance-based accounting.	H	Y		Munis General Ledger	
83	Ability to summarize and have a hierarchy for funds.	H	Y		Munis General Ledger	
84	Ability to consolidate individual fund groupings into columns on financial report.	H	Y		Munis General Ledger	
85	Ability to reverse encumbrances in the period when they were established.	H	Y		Munis General Ledger	
86	Ability to maintain different levels of security for viewing vs. editing data.	H	Y		Munis General Ledger	
87	Ability to add new funds into the appropriate location in the fund hierarchy.	H	Y		Munis General Ledger	
88	Ability to change how a specific fund rolls up in the Chart of Accounts.	H	N		Munis General Ledger	
89	Ability to map the fund hierarchy to the trial balance.	H	R		Munis General Ledger	
90	Ability to roll-up / consolidate user-configurable funds within the Chart of Accounts.	H			Munis General Ledger	Need additional information in order to provide an accurate response .
91	Ability for departments to access ONLY department specific information (raw data sets) for individualized reporting.	H	Y		Munis General Ledger	
92	Allocations					
93	Ability for automatic allocations between specific accounts (or account groups) as defined by the user.	H	Y		Munis General Ledger	
94	Ability for journal entry functionality to provide assistance in performing allocations, by a percentage or based on a separate allocation table.	H	Y		Munis General Ledger	
95	Ability to allow investment allocation to specified G/L accounts (interest revenue distribution; interest cash distribution and fair value investment adjustments).	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
96	Ability to calculate interest allocations across funds based on monthly fund balances. Also, provides the appropriate reporting of the interest allocation and provides for comparative reporting of interest allocations across funds by month.	H	Y		Munis General Ledger	May require SSRS and proper procedure for reporting.
97	Ability to override transaction validation rules based on authorized approval levels.	H	Y		Munis General Ledger	
98	Ability to accommodate grants and bond proceeds that span multiple fiscal years.	H	Y		Munis General Ledger	
99	Ability to allocate accrued charges to a department.	H	Y		Munis General Ledger	
100	Ability to allocate certain expenditures of one fund and department to another (or several) fund(s) and department(s) using an expenditure reimbursement account (offset account) to avoid double counting expenditures for the entity as a whole.	H	Y		Munis General Ledger	
101	Ability to accommodate a suffix for “reporting units” beyond account (used for tracking projects) and includes additional sub-projects (used for tracking grants).	H	Y		Munis General Ledger	
102	Ability for flexible / configurable timing of posting of allocations based on work authorization codes.	L	Y		Munis General Ledger	Manual process
103	Ability for work authorization codes to be established with effective dates.	L	Y		Munis General Ledger	Assuming work authorization codes are established as part of the GL account. Effective dates are established at the GL account level.
104	Ability for work authorization codes to be re-established for new effective dates.	L	Y		Munis General Ledger	Assuming work authorization codes are established as part of the GL account. Effective dates are established at the GL account level.
105	Ability for work authorization functionality to allow for adjusting entries.	L	Y		Munis General Ledger	Assuming work authorization codes are established as part of the GL account.
106	Ability for work authorization codes to be used for expenditures, equipment charges, labor, etc.	L	Y		Munis General Ledger	Assuming work authorization codes are established as part of the GL account.
107	Ability for work authorization codes to be used to allocate costs based on actual amounts up to a maximum limit.	L	Y		Munis General Ledger	
108	Transaction Processing					
109	Ability to import General Ledger transactions from external data sources with validation rules.	H	Y		Munis General Ledger	The Munis Import Journals program allows journal entries to be imported from Standard ASCII files or from a Standard Excel import format. Any custom file formats may require modification costs.
110	Ability for security to have individual levels of authorization.	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
111	Ability to either have transaction posting require authorization <i>or</i> be automatic based on user security.	H	Y		Munis General Ledger	Via workflow
112	Ability to allow for transaction / batch approval prior to posting the transaction.	H	Y		Munis General Ledger	
113	Ability to restrict users from posting transactions to inactivated accounts.	H	Y		Munis General Ledger	
114	Ability to retain all transactions for an unlimited number of periods on-line.	H	Y		Munis General Ledger	
115	Ability to archive all transactions.	M	Y		Munis General Ledger	Data is automatically archived within Munis
116	Ability to identify the sub-ledger source from which a transaction comes.	H	Y		Munis General Ledger	
117	Ability to enter transactions and inquire of master file data in an on-line, interactive mode; provides an audit trail of each transaction.	M	Y		Munis General Ledger	
118	Ability to allow one-sided transactions to only authorized users in order to correct out of balance situations.	L	Y		Munis General Ledger	
119	Ability to attach files / images / documents to a transaction within the system.	H	Y		Munis General Ledger	
120	Ability to use transaction workflows within the system.	M	Y		Munis General Ledger	
121	Inter-Fund Accounting					
122	Ability for transfers between funds to automatically affect pooled cash.	H	Y		Munis General Ledger	
123	Ability to perform inter-fund transfers.	H	Y		Munis General Ledger	
124	Ability to use due to / from accounts for inter-fund transfers posted to the prior year and have those transfers affect cash in the current year (with automatic due to / from and cash reversal).	M	Y		Munis General Ledger	
125	Ability to automatically charge multiple funds and departments different amounts, for the same account.	M	Y		Munis General Ledger	Via Manual General Journal Entries
126	Ability to identify inter-fund transactions and balances between governmental activities.	M	Y		Munis General Ledger	
127	Ability to flag inter-fund entries for review and reconciliation of inter-fund receivables and payables. System has the ability to automatically generate the required inter-fund transactions based on fund relationship definitions.	M	Y		Munis General Ledger	
128	Edits/Validations					
129	Ability to add validation rules defined by the City.	M	Y		Munis General Ledger	
130	Ability to apply all established validation rules during the posting process.	H	Y		Munis General Ledger	
131	Ability to apply all established validation rules during the data entry process, giving the user a warning but allowing them to save the transaction – for further review and edit / approval.	H	Y		Munis General Ledger	
132	Ability for an authorized user to optionally override any transactions that do not meet validation edit rules.	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
133	Ability to maintain module specific validation edit rules.	M			Munis General Ledger	Need additional information in order to provide an accurate response .
134	Journaling					
135	Ability to process automated and manual journal entries.	H	Y		Munis General Ledger	
136	Ability to establish unique journal entry numbering schemes specific to a department, separate from the main journal entry numbering scheme.	M	Y		Munis General Ledger	
137	Ability to establish, save and use journal entry templates that will allow users to easily create new journal entries using pre-saved journal entry details.	H	Y		Munis General Ledger	
138	Ability to setup and use recurring journal entries (user-configurable templates, net zero amounts)	H	Y		Munis General Ledger	
139	Ability to have journal entry approval functionality include rejection abilities, comment abilities and re-routing to originator for correction.	M	Y		Munis General Ledger	
140	Ability to maintain Disaster Tracking information through quick setup of chart of accounts codes and by adding additional fields to journal transactions (quantities of materials, material types, equipment rates, equipment types).	M	Y		Munis General Ledger	
141	Ability to record recurring accruals and the related reversing journal entries in the next period or next year.	H	Y		Munis General Ledger	
142	Ability to warn the user at journal entry transaction entry if a cash balance creates a negative balance.	M	Y		Munis General Ledger	
143	Ability to specify account subtotals and totals at the statement level; computer automatically performs totals.	M	Y		Munis General Ledger	
144	Ability to automatically reverse adjusting journal entries.	H	Y		Munis General Ledger	
145	Ability to automatically copy journal entries	H	Y		Munis General Ledger	
146	Ability to journal in batches.	M	Y		Munis General Ledger	
147	Ability to provide Journal Entry transactions in the General Ledger with multiple description fields to allow users to enter descriptive information.	M	Y		Munis General Ledger	
148	Ability to allow entries to unlimited accounts with one journal entry (one credit and multiple debits, multiple debits and multiple credits, etc.) with validation of all transactions being in balance.	H	Y		Munis General Ledger	
149	Ability to guarantee that all entries are in balance before updating master files - in balance on a fund-by-fund basis.	H	Y		Munis General Ledger	
150	Ability to have Journal entries (entered into the system in small batches) be accompanied by a control total which is created outside the system and is the sum of all sub-ledger postings to ensure the integrity of the data prior to the posting function.	M	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
151	Ability to summarize distributions to the same account (e.g., cash) OR show details of every transaction (i.e., multiple cash disbursements are displayed/stored on-line as a single, summary cash disbursement and shows the details of the balancing disbursements) BASED ON user definition.	M	Y		Munis General Ledger	
152	Ability to adjust prior periods (based on user security level) and provide the appropriate audit trail.	M	Y		Munis General Ledger	
153	Ability to submit journals on hold for later review and release based on authorized security.	M	Y		Munis General Ledger	
154	Ability to make memo entries that do not affect the GL but allow for necessary reclassifications for financial reporting.	M	Y		Munis General Ledger	
155	Posting					
156	Ability to enter, calculate and post account balances in excess of \$1 billion.	L	Y		Munis General Ledger	
157	Ability to allow posting of entries only when debits equal credits.	H	Y		Munis General Ledger	
158	Ability to provide for error identification and correction before actual posting occurs (on-line and/or by report).	H	Y		Munis General Ledger	
159	Financial Audit Trail					
160	Ability to track status changes.	H	Y		Munis General Ledger	
161	Ability to track workflow components.	M	Y		Munis General Ledger	
162	Ability to drill down into fund/department/account/PO/expenditure/check issued/receipt/source system detail.	H	Y		Munis General Ledger	
163	Period End Processing					
164	Ability to perform closes at monthly, quarterly, or annual periods.	H	Y		Munis General Ledger	
165	Ability to maintain detail on prior year programmatic activity.	H	Y		Munis General Ledger	
166	Ability to archive “prior year history” at close of year, to a separate archive database.	M	N		Munis General Ledger	Not required in Munis
167	Ability to suppress encumbrances related to Work Authorizations from year-end unexpended encumbrance roll forward.	L	Y		Munis General Ledger	
168	Ability to automatically move prior year cancelled encumbrances to unencumbered fund balance.	H	Y		Munis General Ledger	
169	Ability to roll forward unexpended prior year (PY) encumbrances to begin the current year. These amounts should remain in the same division but be identified in a separate PY category with separate PY accounts within the CY.	H	Y		Munis General Ledger	
170	Ability to move specified balance sheet accounts, unexpended available balances and unexpended encumbrances over to a new year.	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
171	Ability to roll specified balance sheet accounts to user specified destination accounts in conjunction with the year end closing process (e.g. current taxes receivable accounts roll to a delinquent taxes receivable account in the subsequent year, fund equity accounts are combined and rolled to a beginning fund balance).	M	Y		Munis General Ledger	
172	Ability to suppress roll forward of account balances, appropriations and encumbrances at fund level, department level and/or the grant level.	H	Y		Munis General Ledger	
173	Ability to integrate with a budget system or upload/download data to load beginning of year adopted budgets for multiple funds and accounts.	H	Y		Munis General Ledger	Munis ERP is a fully intergrated solution.
174	Ability to start processing against any period in the new fiscal year prior to close of last fiscal year. Retroactive transactions are allowed.	H	Y		Munis General Ledger	
175	Ability to provide year-end closing procedures that close-out revenues and expenditures/expenses, and carry forward the appropriate balances.	H	Y		Munis General Ledger	
176	Integration					
177	Ability for the General Ledger module to provide a software integration environment where other applications can be interfaced into the GL.	H	Y		Munis General Ledger	Third party applications may require modficiation, Munis is fully integrated.
178	Ability to review and edit transactions from other application modules prior to posting to General Ledger.	H	Y		Munis General Ledger	
179	Ability to track posting status of other ERP application modules.	M	Y		Munis General Ledger	Third party applications may require modficiation, Munis is fully integrated.
180	Ability to maintain the budget as compared to actual reporting, by fund, account, cost center, division and department (i.e. any segment) within the General Ledger module, regardless of whether the Budget module is implemented.	H	Y		Munis General Ledger	
181	Ability to enter and maintain the original budget, supplemental budgets and budget transfers into the General Ledger module, regardless of whether the Budget module is implemented.	H	Y		Munis General Ledger	
182	Ability to setup in budget and use actual non-financial workload indicators.	M	Y		Munis General Ledger	Requires Performance Based Budgeting
183	Ability to define budget transfer approvals by account segments (i.e. certain inter-departmental transfers for grants only need departmental approval).	M	Y		Munis General Ledger	
184	Ability to maintain unique security on payroll data elements in the General Ledger.	M	Y		Munis General Ledger	
185	Ability to establish work authorization codes to be used in payroll timesheet coding – that establish inter-fund allocations to be posted for personnel services costs.	M			Munis General Ledger	Need more detailed information to accurately respond

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
186	Ability for timesheet capture to include additional field level tracking to identify usage / quantity and have a rate structure identified that could be used for cost allocation (i.e. FEMA equipment rates).	L	Y		Munis General Ledger	
187	Ability to set up a disaster project to record a series of activities against, including distribution of time and labor costs, materials and equipment usage.	M	Y		Munis General Ledger	
188	Ability to produce data to archive reports to pdf.	H	Y		Munis General Ledger	
189	Reporting and On-Line Inquiry					Some reports require use of SSRS
190	Ability to provide a financial system report writer that allows for custom report configurations to be saved for future use.	H	Y		Munis General Ledger	
191	Ability for report writer to save a library of pre-defined report templates in an organized fashion.	H	Y		Munis General Ledger	
192	Ability to provide user security that defines which users have access to pre-defined report templates in the report writer library.	M	Y		Munis General Ledger	
193	Ability to define and execute scheduled reporting.	H	Y		Munis General Ledger	
194	Ability to provide dashboard tools to allow the City to define / report on key metrics of financial information, specific to the various department heads.	M	Y		Munis General Ledger	
195	Ability of the system to provide revenue inquiry screen that allow access to budget to actual inquiry for each fund – with the ability to drill into other segments of the chart.	M	Y		Munis General Ledger	
196	Ability of the system to provide expenditure inquiry screen that allow access to budget to actual inquiry for each fund – with the ability to drill into other segments of the chart.	M	Y		Munis General Ledger	
197	Ability to inquire / drill-down / drill-around in the system to inquire on all activity for any (or multiple) segment (s) of the chart – then further inquire on the related transactions.	M	Y		Munis General Ledger	
198	Ability to report financial information using budget basis; modified and/or full accrual basis of accounting.	H	Y		Munis General Ledger	
199	Ability to support cross-department and cross-fund account analysis.	H	Y		Munis General Ledger	
200	Ability to allow the departments to produce monthly financial reports available via on-line queries.	M	Y		Munis General Ledger	
201	Ability to generate a report on-demand that indicates those accounts with a deficit balance.	M	Y		Munis General Ledger	
202	Ability to summarize General Ledger reports at the department / division level.	H	Y		Munis General Ledger	
203	Ability to prepare preliminary financial statements before period close.	H	Y		Munis General Ledger	
204	Ability to view and print all detail regardless if the period is closed or not.	H	Y		Munis General Ledger	
205	Ability to summarize across departments for defined activities.	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
206	Ability to drill-down into an account listing report to view the detailed transactions associated with that account.	M	Y		Munis General Ledger	
207	Ability to allow for departments to view revenue and expenditure activity against their accounts at any time.	H	Y		Munis General Ledger	
208	Ability to allow for departments to view detailed transaction activity associated with each expenditure account.	H	Y		Munis General Ledger	
209	Ability to run Historical General Ledger reporting across fiscal and calendar years.	H	Y		Munis General Ledger	
210	Ability to produce reports using different sort sequences (i.e., cost center, etc.).	H	Y		Munis General Ledger	
211	Ability to report from multiple years on the same report.	H	Y		Munis General Ledger	
212	Ability to perform online inquiries for interim and year end reporting.	H	Y		Munis General Ledger	
213	Ability for departments to easily access reports and inquiry.	M	Y		Munis General Ledger	
214	Ability to inquire and report (detail or summary) at any level within the hierarchy.	H	Y		Munis General Ledger	
215	Ability to export data from report writer to MS Excel and from system reports to MS Excel at any segment level.	H	Y		Munis General Ledger	
216	Ability to define major governmental functions and have the report writer utilize these structures.	H	Y		Munis General Ledger	
217	Ability to input and track a rate usage schedule (payroll and equipment) (i.e. standard FEMA reimbursement).	M	Y		Munis General Ledger	
218	Ability to track payroll and equipment detail at a daily basis.	M	Y		Munis General Ledger	
219	Ability to track non-financial performance indicators.	M	Y		Munis General Ledger	Requires Performance Based Budgeting
220	Ability to schedule pre-configured reports.	M	Y		Munis General Ledger	
221	Ability to display an Audit Trail, which lists all transactions by account regardless of whether the <i>account</i> is active or inactive.	M	Y		Munis General Ledger	
222	Ability to calculate and present amount expended for each account and compare with annual budget including encumbrances (Available both on screen and via reporting).	H	Y		Munis General Ledger	
223	Ability to allow user to select certain information from the General Ledger to prepare special one-time or recurring financial analysis.	H	Y		Munis General Ledger	
224	Ability to inquire on specific account balances or user-defined range of accounts and view transactions on a daily, weekly, monthly, quarterly, or yearly basis (current and prior periods) or as user defined range.	M	Y		Munis General Ledger	May require use of SSRS
225	Ability to display "Available balance" of account included when account detail is viewed (posted activity, un-posted activity and encumbered activity are included).	H	Y		Munis General Ledger	
226	Ability to separately report on all fund types (including governmental funds, proprietary funds and fiduciary funds).	M	Y		Munis General Ledger	Assumes GASB 34
227	Ability to include all capital assets in the Statement of Net Assets report (this includes infrastructure like streets, bridges, etc.).	H	Y		Munis General Ledger	Assumes GASB 34

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
228	System must provide Online General Ledger inquiry that provides drill down capability and meaningful descriptions.	H	Y		Munis General Ledger	
229	Ability to print or screen review transactions by transaction type / sub-module (i.e., payroll, budget, receipts, disbursements, etc.) and by fund.	H	Y		Munis General Ledger	
230	Ability to allow departments to generate comparative expense/revenue history for each account.	H	Y		Munis General Ledger	
231	Ability to create a Cash Flow Report on demand (by fund and/or for all funds in total).	H	Y		Munis General Ledger	
232	Ability to create a Cumulative GL Balance .	M	Y		Munis General Ledger	
233	Ability to create a Daily Balancing Report .	M	Y		Munis General Ledger	
234	Ability to create a Detailed Expenditure Report (expenditure status) .	H	Y		Munis General Ledger	
235	Ability to create a Disbursement List .	M	Y		Munis General Ledger	
236	Ability to create a Receipt Listings .	M	Y		Munis General Ledger	
237	Ability to create a Revenue Detail Report	H	Y		Munis General Ledger	
238	Ability to create a Revenue Summary .	H	Y		Munis General Ledger	
239	Ability to create an Account Analysis Detail .	H	Y		Munis General Ledger	
240	Ability to create an Accrued Salaries Report .	H	Y		Munis General Ledger	
241	Ability to create an ACH Daily Report .	M	Y		Munis General Ledger	
242	Ability to create an Appropriation Exceeded Report .	M	Y		Munis General Ledger	
243	Ability to create an Appropriation Status Report .	M	Y		Munis General Ledger	
244	Ability to create an Expenditure Summary .	H	Y		Munis General Ledger	
245	Ability to create a Revenue and Expense by Department Report .	H	Y		Munis General Ledger	
246	Ability to create a General Ledger - Ledger Activity Report .	M	Y		Munis General Ledger	
247	Ability to create an AP Detail by Fund .	H	Y		Munis General Ledger	
248	Ability to create an Outstanding Encumbrances Report .	H	Y		Munis General Ledger	
249	Ability to create an Out Of Balance Report .	M	Y		Munis General Ledger	
250	Ability to create a Expense Summary by Expense Category for Selected Funds .	M	Y		Munis General Ledger	
251	Ability to create all required reports for production of the CAFR.	M	Y		Munis General Ledger	
252	Ability to create a Expense Summary by Expense Category for the CAFR .	M	Y		Munis General Ledger	
253	Ability to create Agency Funds Balance Sheet reports including Collections for Other Taxing Units and Special Purpose Funds.	M	Y		Munis General Ledger	
254	Ability to perform Single Audit Reporting .	H	Y		Munis General Ledger	
255	Ability to create Grant Reports .	H	Y		Munis General Ledger	
256	Ability to create Missouri Sales Tax Reports .	H	M		Munis General Ledger	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
257	Ability to create FERC Reports .	H			Munis General Ledger	Need additional information in order to provide an accurate response .

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
258	Ability to create NTD (National Transit Database) Reports.	H			Munis General Ledger	Need additional information in order to provide an accurate response .
259	Ability to generate reports for ICMA performance reporting metrics.	H			Munis General Ledger	Need additional information in order to provide an accurate response .
260	Ability to create an Overhead Rate Report , showing a rate that can be used for charge backs, grants, etc. Rate is based on expenditures by department, location and/or service category.	M	Y		Munis General Ledger	With Proper Design of Chart of Accounts
261	Ability to create an Unencumbered Resources Report showing all unencumbered amounts within a given fund at a given point in time.	M	Y		Munis General Ledger	
262	Ability to generate a Journal Entry Listing that shows all journal entries input to the system by transaction type, user, date or period.	M	Y		Munis General Ledger	
263	Ability to provide comparative financial information, including comparisons of current expenditure or revenue information at any segment level with:	-			Munis General Ledger	
264	The same period last year	H	Y		Munis General Ledger	
265	YTD last year	H	Y		Munis General Ledger	
266	Previous year ending balance (related to expenditures and encumbrances) or (revenues)	H	Y		Munis General Ledger	
267	Previous operating budget (expenditure or revenue)	H	Y		Munis General Ledger	
268	Ability to generate a Monthly Fund Cash Summary Report that includes the following information for each fund and is sorted by fund number with summary totals for each fund:	-			Munis General Ledger	
269	Fund number	H	Y		Munis General Ledger	
270	Fund description	H	Y		Munis General Ledger	
271	Beginning fund balance	H	Y		Munis General Ledger	
272	Receipts month-to-date	H	Y		Munis General Ledger	
273	Expenses month-to-date	H	Y		Munis General Ledger	
274	Receipts year-to-date	H	Y		Munis General Ledger	
275	Expenses year-to-date	H	Y		Munis General Ledger	
276	Ending fund balance	H	Y		Munis General Ledger	
277	Ability to provide reports that can be run or accessed online (based on then current ERP data) anytime, regardless whether period has been closed, required to support the General Ledger functions, such as:	-			Munis General Ledger	
278	Trial Balance , by fund and fund rollup (detail and summary); by account, Description field should display full description for fund and account. Total should be generated for total assets and total liabilities & fund balance.	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
279	General Ledger Report by fund (cumulative detail and summary, displaying beginning balance, debits column, credits column, and ending balance with total by month, by account, by fund), Description field should display full description for fund and account, showing all accounts with activity, regardless of ending balance. Individual posting should include, but not be limited to posting date, transaction number, transaction type code and description.	H	Y		Munis General Ledger	
280	Revenue Detail Report by fund (cumulative detail and summary, displaying budgeted revenue column, actual revenue credits and debits column, and over/under budget column. Report to display by fund, department and division, the total by month, by revenue account, by revenue class, by fund), Description field should display full description for fund and account, showing all accounts with activity, regardless of ending balance. Individual posting should include, but not be limited to posting date, transaction number, transaction type code and description.	H	Y		Munis General Ledger	
281	Revenue Summary Report by fund and fund rollup, summary level, displaying budgeted revenue column, actual revenue current period column, actual revenue YTD column, over/under budget column, percentage of budget received column. Report to display by fund, by revenue account and by revenue class, with total by fund. Description field should display full description for fund, account and class, showing all accounts with activity, regardless of ending balance.	H	Y		Munis General Ledger	
282	Expenditure Detail Report by fund (cumulative detail and summary, displaying appropriation column, expenditure column, encumbrance column, and unencumbered available balance column. Detail expenditures by fund, department, division, category and account. Total by month, by account, by category and by fund, to include a total for current year budget activity by division and total for current year payments against prior year encumbrances rolled forward by division. Department and fund totals should be by current year and prior year.), Description field should display full description for fund and account, showing all accounts with activity, regardless of ending balance. Individual posting should include, but not be limited to posting date, transaction number, transaction type code and description.	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
283	Appropriation Status Report by fund (summary level, displaying appropriation column, expenditure column, encumbrance column, unencumbered available balance column, pre-encumbrance columns for pre-encumbrance and remaining available balance. Summary level expenditures by fund, department, division, category and account. Total by account, by category and by fund, to include a total for current year budget activity by division and total for current year payments against prior year encumbrances rolled forward by division. Department and fund totals should be by current year and prior year.), Description field should display full description for fund and account, showing all accounts with activity, regardless of ending balance.	H	Y		Munis General Ledger	
284	Revenue Status Report by fund, by division, by department at the summary level, displaying budgeted revenue column, actual revenue current period column, actual revenue YTD column, over/under budget column, percentage of budget received column. Report to display by fund, by revenue account and by revenue class, with total by division, by department and by fund. Description field should display full description for fund, account and class, showing all accounts with activity, regardless of ending balance.	H	Y		Munis General Ledger	
285	Chart of Accounts , to include all chart segments, both active and inactive, financial and program.	H	Y		Munis General Ledger	
286	Balance Sheet (preliminary and final) with ability to consolidate (rollup) “like” accounts (i.e. - by account type) and should automatically calculate a new fund balance	H	Y		Munis General Ledger	
287	Comparative Balance Sheet	H	Y		Munis General Ledger	
288	Statement of Revenues, Expenditures, and Changes in Fund Balance	H	Y		Munis General Ledger	Assumes GASB 34
289	Statement of Cash Flows	H	Y		Munis General Ledger	Assumes GASB 34
290	Statement of Cash Balance/Transaction Summary	H	Y		Munis General Ledger	
291	Inactive Account Listing (user-defined timeframe).	M	Y		Munis General Ledger	
292	Variance Reports (prior year to current year, budget to actual)	H	Y		Munis General Ledger	
293	Encumbrance Roll Over report (by fund, vendor # and PO #)	H	Y		Munis General Ledger	
294	Ability to produce a Balance Sheet Roll Over report (by fund or in total)	H	Y		Munis General Ledger	
295	Ability to produce financial reports in XBRL as required by the SEC for publicly traded companies	L			Munis General Ledger	Need additional information in order to provide an accurate response .
296	Ability to generate GASB 34 reports including:	-			Munis General Ledger	Requires Tyler's GASB 34 Report Writer
297	Conversion worksheet and memo entries	H	Y		Munis General Ledger	
298	Government-wide Statement of Net Assets	H	Y		Munis General Ledger	
299	Statement of Activities	H	Y		Munis General Ledger	
300	Governmental Fund Statements	H	Y		Munis General Ledger	
301	Provide Proprietary Fund Statements	H	Y		Munis General Ledger	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
General Ledger

4.18 - General Ledger			Munis General Ledger			
Objective: To provide an automated, integrated, General Ledger system that will enable the City to manage and accurately report its financial affairs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
302	Fiduciary Fund Statements	H	Y		Munis General Ledger	
303	Budget to Actual Schedules	H	Y		Munis General Ledger	
304	Combining Statements by Individual Fund	H	Y		Munis General Ledger	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Housing Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.19 - Housing Management				No Bid		
<i>Objective: To provide functionality to manage the Homeownership Assistance, Housing Rehabilitation, Minor Home Repair, Demolition programs as well as energy efficient loans by leveraging integrated ERP software features. Homeownership Assistance Program is designed to help low-to-moderate income families purchase and occupy a home in the city limit. The Housing Rehabilitation Program (funded by HUD) promotes neighborhood stability by providing funds to help low-income property owners make necessary improvements to their homes. The Demolition Program is designed to eliminate structures posing an imminent threat to the health and safety of the neighborhood and acquisition of strategic properties for purposes deemed vital. The energy efficiency loan program is provided to residential and commercial electric customers. Each has a different criteria and maximum dollar limit.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	The Housing Management module has the ability to track, inquire, and report on the following applicant information:	-			No Bid	No Bid
3	Applicant number	H	N		No Bid	No Bid
4	Applicant type (housing rehabilitation, homeowner assistance, demolition, energy efficiency loan (residential or commercial), etc.)	H	N		No Bid	No Bid
5	Applicant start date	H	N		No Bid	No Bid
6	Eligibility review date	H	N		No Bid	No Bid
7	Application status	H	N		No Bid	No Bid
8	Name	H	N		No Bid	No Bid
9	Property Address Information (pulled from the master address file)	H	N		No Bid	No Bid
10	Mailing Address Information (if different from the property address)	H	N		No Bid	No Bid
11	Phone Number	H	N		No Bid	No Bid
12	Email Address	H	N		No Bid	No Bid
13	Property type	H	N		No Bid	No Bid
14	Parcel ID	H	N		No Bid	No Bid
15	Type of house/structure	H	N		No Bid	No Bid
16	Year built	H	N		No Bid	No Bid
17	Total square footage	H	N		No Bid	No Bid
18	Initial property value at loan closing	H	N		No Bid	No Bid
19	Property value after loan-funded improvements are complete	H	N		No Bid	No Bid
20	User defined loan type (e.g. rehab, down payment assistance, commercial)	H	N		No Bid	No Bid
21	Loan rehab purpose (e.g. roof, windows, etc.)	H	N		No Bid	No Bid
22	Closing information	H	N		No Bid	No Bid
23	Permit Number(s) issued (i.e. mechanical)	H	N		No Bid	No Bid

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Housing Management

4.19 - Housing Management				No Bid		
Objective: To provide functionality to manage the Homeownership Assistance, Housing Rehabilitation, Minor Home Repair, Demolition programs as well as energy efficient loans by leveraging integrated ERP software features. Homeownership Assistance Program is designed to help low-to-moderate income families purchase and occupy a home in the city limit. The Housing Rehabilitation Program (funded by HUD) promotes neighborhood stability by providing funds to help low-income property owners make necessary improvements to their homes. The Demolition Program is designed to eliminate structures posing an imminent threat to the health and safety of the neighborhood and acquisition of strategic properties for purposes deemed vital. The energy efficiency loan program is provided to residential and commercial electric customers. Each has a different criteria and maximum dollar limit.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
24	Bid Information	H	N		No Bid	No Bid
25	Interest rate	H	N		No Bid	No Bid
26	Total amount of loan	H	N		No Bid	No Bid
27	Amount of loan to be repaid (default is 100%)	H	N		No Bid	No Bid
28	Term of loan (flexible by loan type)	H	N		No Bid	No Bid
29	Payment start date	H	N		No Bid	No Bid
30	Payment amount	H	N		No Bid	No Bid
31	Amount of loan currently dispersed	H	N		No Bid	No Bid
32	Comments / Notes	H	N		No Bid	No Bid
33	Loan Status (e.g. foreclosure, default)	H	N		No Bid	No Bid
34	Project completion date	H	N		No Bid	No Bid
35	Multiple user defined fields	H	N		No Bid	No Bid
36	The Housing Management module allows for multiple grants/loans per applicant.	H	N		No Bid	No Bid
37	The system has a user-defined workflow functionality based on the applicant or loan type.	H	N		No Bid	No Bid
38	System provides cash flow projection functionality to manage revolving loan fund and account for estimated/known loan disbursements (AP) and estimated/known loan repayments (AR).	H	N		No Bid	No Bid
39	Ability to establish different parameters by loan type (amount, pay-off, etc.)	H	N		No Bid	No Bid
40	Ability to chose either Accounts Receivable or Utility Billing as the billing module based on loan type	H	N		No Bid	No Bid
41	Ability to handle special assessment tax loans	H	N		No Bid	No Bid
42	Ability to have multiple user defined repayment terms for the same loan	H	N		No Bid	No Bid
43	Application In-Take					No Bid
44	System provides a configurable web-based/online Loan Application based on loan type, which integrates to the Housing Management module system.	M	N		No Bid	No Bid
45	Ability to configure required/optional fields in the online application	M	N		No Bid	No Bid
46	Ability to configure an optional (per loan type) two-stage pre-application / application process.	H	N		No Bid	No Bid
47	Ability to automatically verify if property address is within the City or service territory (based on loan type) based on the Master Address file and prevent submission if not.	H	N		No Bid	No Bid

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Housing Management

4.19 - Housing Management				No Bid		
Objective: To provide functionality to manage the Homeownership Assistance, Housing Rehabilitation, Minor Home Repair, Demolition programs as well as energy efficient loans by leveraging integrated ERP software features. Homeownership Assistance Program is designed to help low-to-moderate income families purchase and occupy a home in the city limit. The Housing Rehabilitation Program (funded by HUD) promotes neighborhood stability by providing funds to help low-income property owners make necessary improvements to their homes. The Demolition Program is designed to eliminate structures posing an imminent threat to the health and safety of the neighborhood and acquisition of strategic properties for purposes deemed vital. The energy efficiency loan program is provided to residential and commercial electric customers. Each has a different criteria and maximum dollar limit.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
48	Ability to notify applicant, by email or form letter, if and when the pre-application has been approved and additional information is required for submission.	H	N		No Bid	No Bid
49	Ability to require and accept application fee <i>after</i> pre-application is approved.	L	N		No Bid	No Bid
50	Ability to configure and calculate multiple application fee types including a flat amount by application type and property type.	L	N		No Bid	No Bid
51	Ability for applicant to attach multiple types of electronic supporting documentation (e.g. proof of income, proof of residency, construction cost estimate).	H	N		No Bid	No Bid
52	Ability to configure authorization/access levels to sensitive information based on supporting document and loan type.	H	N		No Bid	No Bid
53	Ability to create user defined criteria/parameters by loan type for each step in the application process.	H	N		No Bid	No Bid
54	Ability to set approvals by loan type at any or all steps in the process.	H	N		No Bid	No Bid
55	Ability to set a maximum loan amount for each type of loan.	M	N		No Bid	No Bid
56	Application Approval					No Bid
57	Ability to configure a multi-tiered, multi-member approval workflow by loan type	M	N		No Bid	No Bid
58	Ability to notify applicant, by email or form letter, when the loan has been approved.	M	N		No Bid	No Bid
59	Ability for applicant to submit a revised construction estimate and adjust the requested amount of the loan, during a defined time period following initial loan approval (but before closing).	L	N		No Bid	No Bid
60	Ability to prevent loan closing until building permits are approved.	M	N		No Bid	No Bid
61	Ability to track and disperse partial loan amount by loan type until construction work is complete.	H	N		No Bid	No Bid
62	Ability to configure a defined period following closing when the applicant must complete construction work and request the remaining loan amount to be dispersed based on the applicant type.	L	N		No Bid	No Bid
63	Ability to track/view all current and previous disbursements by applicant and property address during the application approval process.	H	N		No Bid	No Bid
64	Ability to configure a maximum lifetime loan amount and/or number loans for each property (by address)	H	N		No Bid	No Bid
65	Ability to configure a minimum loan amount for each project	H	N		No Bid	No Bid
66	Ability to attach before/after photos to each applicant's record.	H	N		No Bid	No Bid

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Housing Management

4.19 - Housing Management				No Bid		
Objective: To provide functionality to manage the Homeownership Assistance, Housing Rehabilitation, Minor Home Repair, Demolition programs as well as energy efficient loans by leveraging integrated ERP software features. Homeownership Assistance Program is designed to help low-to-moderate income families purchase and occupy a home in the city limit. The Housing Rehabilitation Program (funded by HUD) promotes neighborhood stability by providing funds to help low-income property owners make necessary improvements to their homes. The Demolition Program is designed to eliminate structures posing an imminent threat to the health and safety of the neighborhood and acquisition of strategic properties for purposes deemed vital. The energy efficiency loan program is provided to residential and commercial electric customers. Each has a different criteria and maximum dollar limit.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
67	Ability to link correspondence and comments to each applicant's record with a uneditable date/time stamp and user ID.	M	N		No Bid	No Bid
68	Ability to age loan approval (by loan type) and notify customer (by e-mail or mail) if time period expired	H	N		No Bid	No Bid
69	Loan Servicing					No Bid
70	Ability to define multiple repayment schedules including monthly and quarterly.	L	N		No Bid	No Bid
71	Ability to set a minimum payment amount.	H	N		No Bid	No Bid
72	Ability to configure "interest-only" period for partially dispersed performance-based loans that automatically defers to final repayment amount following final disbursements	L	N		No Bid	No Bid
73	Ability to configure a defined percentage of a loan to be "forgiven" at a given time.	H	N		No Bid	No Bid
74	Ability to amortize payments based on the planned non-forgiven percent of loan.	H	N		No Bid	No Bid
75	Ability to inquire on the current loan payoff amount at any point during the loan term both including and not including the planned forgiveness amount.	M	N		No Bid	No Bid
76	Ability to show both the total loan balance and loan balance including expected forgiven amount on invoices.	H	N		No Bid	No Bid
77	Ability to show principle and interest amount and remaining loan balance when billing through utility billing system or accounts receivable system	M	N		No Bid	No Bid
78	Ability to apply additional payments directly to the loan principal.	H	N		No Bid	No Bid
79	Ability to configure and track "no payment, no interest" loans for down-payment assistance where the loan balance is reduced and forgiven by defined amount over a postponed period during the term of the loan.	H	N		No Bid	No Bid
80	Housing Management and Tracking					No Bid
81	System provides for multiple inspections / service requests types	H	N		No Bid	No Bid
82	System tracks and reports "Non-Compliance" items for which applicants have not performed actions based on failed inspections	H	N		No Bid	No Bid
83	Ability to configure, prioritize, and track milestones (including date, work to be completed, and estimated value) for each loan-funded project that relate to performance-based loan disbursements amounts/dates.	H	N		No Bid	No Bid
84	Ability to attach electronic supporting information to each milestone when loan funds dispersed.	H	N		No Bid	No Bid

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Housing Management

4.19 - Housing Management				No Bid		
Objective: To provide functionality to manage the Homeownership Assistance, Housing Rehabilitation, Minor Home Repair, Demolition programs as well as energy efficient loans by leveraging integrated ERP software features. Homeownership Assistance Program is designed to help low-to-moderate income families purchase and occupy a home in the city limit. The Housing Rehabilitation Program (funded by HUD) promotes neighborhood stability by providing funds to help low-income property owners make necessary improvements to their homes. The Demolition Program is designed to eliminate structures posing an imminent threat to the health and safety of the neighborhood and acquisition of strategic properties for purposes deemed vital. The energy efficiency loan program is provided to residential and commercial electric customers. Each has a different criteria and maximum dollar limit.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
85	Ability to schedule, track, and store quarterly reports required to be submitted by loan recipients.	H	N		No Bid	No Bid
86	Ability to configure follow-up inspection dates following loan closing to ensure loan-funded property improvements are being maintained.	H	N		No Bid	No Bid
87	Ability to link pre-configured follow-up inspection "scheduling templates" to a loan at closing	H	N		No Bid	No Bid
88	Loan Closing					No Bid
89	Ability to generate a final bill prior including a defined document recording fee (for satisfaction of mortgage document).	L	N		No Bid	No Bid
90	Ability to automatically calculate a percentage-based late fee based on the type of loan with the ability for authorized users to override and print on bill.	L	N		No Bid	No Bid
91	Ability to configure a loan closing/payoff workflow.	H	N		No Bid	No Bid
92	Integration					No Bid
93	The Housing Management module is integrated with the following ERP modules:	-	N		No Bid	No Bid
94	Inspections & Code Enforcement: to schedule, track, manage, route, inquire, and report on inspection information.	H	N		No Bid	No Bid
95	Permitting:	H	N		No Bid	No Bid
96	Accounts Payable for loan disbursements	H	N		No Bid	No Bid
97	Grants / Project Accounting module (for CDBG & HUD)	H	N		No Bid	No Bid
98	General Ledger to check loan funds available	H	N		No Bid	No Bid
99	Customer Relationship Managment (CRM)	M	N		No Bid	No Bid
100	Master Address: for address information and alerts	M	N		No Bid	No Bid
101	Business Licensing: for license validation, outstanding fees, outstanding violations and other license information	H	N		No Bid	No Bid
102	Misc. Billing and Accounts Receivable: for billing of fees	M	N		No Bid	No Bid
103	Cash Receipting: for collection of payments	H	N		No Bid	No Bid
104	Utility Billing: for energy efficiency loans	H	N		No Bid	No Bid
105	System integrates with Google for appointment scheduling.	H	N		No Bid	No Bid
106	System integrates with MS Word for mail merge and letter generation	H	N		No Bid	No Bid
107	System enables users to attach and save electronic documents to Housing Management records which are saved to the City's document management system, for retrieval	H	N		No Bid	No Bid
108	System integrates with City's GIS system to associate a property with a GIS shape file and allows for viewing of other GIS layers	M	N		No Bid	No Bid
109	System integrates with City's GIS system to view all pending, active, and inactive loans by type and status.	M	N		No Bid	No Bid

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Housing Management

4.19 - Housing Management				No Bid		
Objective: To provide functionality to manage the Homeownership Assistance, Housing Rehabilitation, Minor Home Repair, Demolition programs as well as energy efficient loans by leveraging integrated ERP software features. Homeownership Assistance Program is designed to help low-to-moderate income families purchase and occupy a home in the city limit. The Housing Rehabilitation Program (funded by HUD) promotes neighborhood stability by providing funds to help low-income property owners make necessary improvements to their homes. The Demolition Program is designed to eliminate structures posing an imminent threat to the health and safety of the neighborhood and acquisition of strategic properties for purposes deemed vital. The energy efficiency loan program is provided to residential and commercial electric customers. Each has a different criteria and maximum dollar limit.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
110	System is capable of being deployed in the field for mobile inspections.	M	N		No Bid	No Bid
111	Reporting					No Bid
112	System provides report generating summary of active loans by loan type	H	N		No Bid	No Bid
113	System provides reporting for loans in arrears (1 missed payment) or delinquent (2 missed payments) by loan type	H	N		No Bid	No Bid
114	System provides ability to summarize anticipated loan disbursements and payments (AP / AR / UB) for a defined date range.	H	N		No Bid	No Bid
115	Ability to generate a report showing outstanding loans by loan type, that have not been fully dispersed.	H	N		No Bid	No Bid
116	Ability to report on the total loan amount forgiven vs. repaid, by loan type, for a defined date range.	H	N		No Bid	No Bid
117	System provides tracking and reporting of persons / owners with outstanding judgments against them.	M	N		No Bid	No Bid
118	Ability for system to generate and print IRS form 1098 to mail customers and generate file to submit to IRS annually	M	N		No Bid	No Bid
119	Subordination of Liens					No Bid
120	Ability to create subordination request memorandum and agreement	H	N		No Bid	No Bid
121	Ability to track confirmation of receipt for the following items:	-			No Bid	No Bid
122	original mortgage information	H	N		No Bid	No Bid
123	original mortgage amount	H	N		No Bid	No Bid
124	payoff balance	H	N		No Bid	No Bid
125	current and new interest rates	H	N		No Bid	No Bid
126	property value amount	H	N		No Bid	No Bid
127	credit scores	H	N		No Bid	No Bid
128	supporting documentation	H	N		No Bid	No Bid
129	Ability to configure workflow for subordination approval and signature process	H	N		No Bid	No Bid
130	Ability to view the following subordination requests:	-			No Bid	No Bid
131	Requesting bank contact information	H	N		No Bid	No Bid
132	Refinancing amount and new interest rate	H	N		No Bid	No Bid
133	Reason for refinancing of property	H	N		No Bid	No Bid
134	Status of approval	H	N		No Bid	No Bid
135	Confirmation of subordination agreements sent and received	H	N		No Bid	No Bid
136	Status of updated energy loan documents	H	N		No Bid	No Bid
137	Subordination history per location	H	N		No Bid	No Bid
138	Ability to view the following City loan information:	-			No Bid	No Bid
139	Customer name	H	N		No Bid	No Bid

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Housing Management

4.19 - Housing Management				No Bid		
<i>Objective: To provide functionality to manage the Homeownership Assistance, Housing Rehabilitation, Minor Home Repair, Demolition programs as well as energy efficient loans by leveraging integrated ERP software features. Homeownership Assistance Program is designed to help low-to-moderate income families purchase and occupy a home in the city limit. The Housing Rehabilitation Program (funded by HUD) promotes neighborhood stability by providing funds to help low-income property owners make necessary improvements to their homes. The Demolition Program is designed to eliminate structures posing an imminent threat to the health and safety of the neighborhood and acquisition of strategic properties for purposes deemed vital. The energy efficiency loan program is provided to residential and commercial electric customers. Each has a different criteria and maximum dollar limit.</i>						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
140	Address	H	N		No Bid	No Bid
141	Loan Number	H	N		No Bid	No Bid
142	Original loan amount	H	N		No Bid	No Bid
143	Interest rate	H	N		No Bid	No Bid
144	Monthly payment	H	N		No Bid	No Bid
145	Current payoff amount	H	N		No Bid	No Bid
146	Property description	H	N		No Bid	No Bid
147	Deed of Trust information (Book and page number, date)	H	N		No Bid	No Bid

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Integration					
2	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
3	Ability to integrate to the Work Order Management system when employees have requests to assist with performance budgeting	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
4	Ability to integrate position request with Budget module for development of personnel budget	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
5	Ability for the position requisition function to integrate to the Payroll and Human Resources functions to create a position, upon approval by the Council.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
6	System allows for attachment of electronic documents (documents, spreadsheets, images, PDF's, emails saved to HTML, etc.) to employee record	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
7	System natively integrates to the City's office productivity suite (Google docs) for mail merge of letters	M	n		Munis Human Resources, Payroll, and Applicant Tracking Module	Uses MS products
8	Ability to integrate with Accounts Payable to automatically process payments to insurance/benefits providers.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
9	Ability to integrate the Payroll / Human Resources modules to track Workers' Compensation claim activity, including date of loss, injury type, WC-1, restrictions, appointments, notes, etc.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
10	Ability to tie certain job characteristics to a position.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
11	Position Control, Classification & Tracking					
12	Ability to have unique identifier for each position	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
13	Ability to handle several types of position classifications, including part time, full, temp part / full time, seasonal, elected, other	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
14	Ability to create, view, inquire and report on online Position Summaries.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
15	Ability to perform online Position Summary Description approvals.	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
16	Ability to maintain history of creations, promotions, changes and abolishment's to coding, title, pay range assignments, definitions, minimum qualifications.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
17	Ability to associate an employee with a position, or multiple positions	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
18	Ability to have history of a position's changes by cost center, reclassifications.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
19	Ability to have ad hoc reports by establishment, transfer or reclassification of position.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
20	Ability to calculate and monitor employee turnover rates by job classification, department, and other user-defined criteria.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
21	Ability to create Head Count Reports.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
22	Ability to maintain Job Classifications	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
23	Ability to maintain Job Classification history	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
24	Ability to maintain Position Control history	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
25	Ability to manage workforce planning by development of future positions and association of class and comp structures for financial forecasting	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
26	Ability to create and track position requests, including status.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
27	Ability to develop and implement workflow approval cycles for position requests	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
28	Ability to track length of time (by date) positions have been vacant.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
29	Ability to track and capture all position request activities, status and progress.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
30	Recruiting					
31	Ability to track position advertising approaches used per open position (e.g. Facebook, Monster, newspaper, etc.)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
32	Ability to track advertising costs for Recruitment per position	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
33	Ability to track recruitment plan tasks and notes of all activities.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
34	Ability to centralize recruitment/examination plan (maintain the entire history of recruitment and exam plans within one central repository (i.e. job posting, applicants, hurdles, written/oral exam questions, advertisements, notes, etc.).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
35	Applicant Tracking					
36	Position Advertisement					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
37	Ability to create, post and print job announcements.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
38	Standard system functionality provides ability to post job specification to the City's website.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
39	Ability for announcements to auto-expire after their closing date and automatically be removed from the website.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
40	Applicant Data Collection and Tracking					
41	Ability for applicant to create their own profile in a web based online position posting / application system, for open positions	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
42	Ability to accept applications for volunteer and other non-paid positions	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
43	Ability to separate out volunteers from paid employees (separate company)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Volunteers must be established in the Employee Master, but can be set up as "non-payroll." Tyler recommends giving all volunteer employees an employee id number in certain ranges, so the City can easily identify volunteers from paid employees.
44	Ability to manage volunteers by groups in cases where individual names are not available.	H	N		Munis Human Resources, Payroll, and Applicant Tracking Module	Volunteers would be in employee master
45	Ability to for the City to configure data entry screens.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Self Service Applications are highly customizable by the City and do not require a technical background to configure.
46	Ability to allow an applicant to create their own profile online and provide security such that the applicant can view and modify only their data.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
47	Ability to allow applicants to apply online for open positions by filling out online application and attaching additional electronic documents.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
48	Ability to enter applicants including referral source, date, position applied for, contact info, rehire, test results, certifications, etc.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
49	Ability for the applicant to respond to job specific questions developed from each vacancy in a job-specific questionnaire.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
50	Ability for the applicant to complete an online application and later retrieve the application for viewing, modification or conversion to applications for another position.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
51	Ability to send an automatic notification to the applicant acknowledging receipt of an application both on the screen and by email. If the applicant does not have an email address, the system must have the ability to mail merge and print a hard copy.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
52	Ability to track applicant skills.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
53	Ability to ask applicant question to automatically filter out employees who do not meet minimum qualifications.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
54	Ability for the applicant to submit an application even if there is not a specific vacancy (for volunteer recruitment purposes)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
55	Testing					
56	Ability to create a database of questions.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
57	Ability to track results of Pre-employment drug testing and background check.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
58	Ability to allow each vacancy announcement to include a set of questions that will be generated using a database maintained in the system.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
59	Ability to perform multiple levels of applicant testing and allow for applicant lookup of test results completed	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
60	Applicant Hiring Decision Support					
61	Ability to track applicant reference and reference checking results	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
62	Ability to match applications to positions	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
63	Ability to allow multiple hurdles scoring of applicants such as on minimum qualifications plus desirables.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
64	Ability to score, rank and refer applicants.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
65	Ability to refer certified applicants electronically (refer certified candidates including scanned hardcopy materials to hiring managers online).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
66	Hiring Measurement and Reporting					
67	Ability to collect and report on EEO data.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
68	Ability to collect and report on Affirmative Action Plan	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
69	Ability to track, analyze and report on key hiring metrics.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
70	Employee Onboarding					
71	Ability to perform 'hire' action which will pull over any information on the applicant in to the HR and Payroll functions	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
72	Ability to define, and establish a listing of onboarding activities for the City, and track onboarding progress against them for each employee hire	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
73	Ability to track pre-employment process status (e.g. drug test complete, all forms complete).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
74	Ability to track multiple hire dates including original hire, position hire and benefit date.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
75	Personnel Administration					
76	Ability to maintain the current status and chronological history of all employees and allow comprehensive searching/sorting/reporting on the following information:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	Some fields may require use of User Defined Fields
77	Identification number (different from Social Security Number)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
78	Employee name	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
79	Address (unlimited)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
80	Phone (unlimited)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
81	Former/maiden name (unlimited)	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
82	Adjusted effective hire date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
83	Allowance amounts	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
84	Anniversary date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
85	Base, range and current salary	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
86	Birth date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
87	Certifications, expiration date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
88	Certifications/licenses (license number, expiration date(s), endorsements)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
89	Citizenship	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
90	Current / job classification and grade change history	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
91	Completed physical	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
92	Court ordered community service	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
93	Date of death	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
94	Department	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
95	Dependents (names, ages, social security numbers)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
96	Discipline records	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
97	Driver's License number (including type, expiration and restrictions)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
98	Education/training received (degrees, majors/minors/training)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
99	Email (both Work / Personal)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
100	Emergency information i.e. contact name (minimum of 3), phone, address, doctor preference and medical alert)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
101	Employment status changes (including dates)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
102	Ethnic background/EEOC classification	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
103	Gender	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
104	ADA	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
105	Hiring dates/termination dates (cumulative employment history)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
106	Immunizations	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
107	I-9 certification status	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
108	Languages spoken	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
109	Last date worked	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
110	Layoff/leave of absence/recall/return dates (including military leave)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
111	Leave accrual	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
112	Leave of absence start and stop dates, type of leave, hours, remarks	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
113	Marital status	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
114	Pay for performance with eligibility and amounts received.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
115	Military background	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
116	Other/user-defined	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
117	Past Work experience (including prior employers)	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
118	Pay range, step	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
119	Performance evaluations and dates (including next review date)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
120	Photograph of employee (including date)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
121	Position number	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
122	Position change history (including dates)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
123	Preferred name / alias	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
124	Probation dates	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
125	Probationary status	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
126	Promotions/demotions and dates	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
127	Retirement effective date and number	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
128	Safety sensitive position	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
129	Overall wage history	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
130	Seniority dates (multiple) with adjustments	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
131	Social Security number	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
132	Spouse's name	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
133	Step increase date	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
134	Supervisor (multiple levels)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Immediate supervisor can be tracked based on Position or at the Employee master Level.,
135	Tardiness/absenteeism, and accrual usage history	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
136	Termination date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
137	Training History (City and prior employers)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
138	Transfers	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
139	Veteran status	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

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M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
140	Visa type & expiration	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
141	W4 information	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
142	Work location	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
143	Workers Compensation code	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
144	Scheduled hours	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
145	Unlimited user defined fields	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
146	Ability to auto-generate unique employee id number for new hires with no duplicate id numbers.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Using Personnel Actions entry Comments can be added.
147	System provides an "Employee Communications" log which can be used by Personnel staff to log conversations with employees related to various aspects of their employment. Log is easily visible from the main electronic employee record.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Via Notes on use of Tyler Content Manager
148	Ability to grant review rights and set security levels on active/terminated/retired employee history.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
149	Ability to set up employees with regular and special work hour schedules.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
150	Ability to track the same information for employees, regardless of temporary or regular status.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
151	System provides functionality to create security ID badges/key fobs, including tracking of historical assignments	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
152	System allows for employee building access assignments.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
153	System provides functionality to manage assignment of security ID badges/key fobs, including tracking of historical assignments	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
154	System provides functionality to manage assignment of other organization materials (e.g. fire extinguishers, AED, vehicles, IT resources, etc.) to employees, including tracking of historical assignments	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
155	Ability to submit future personnel/payroll actions, e.g., be able to submit April, May, June actions at the time the actions are known rather than waiting until effective date.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	via personnel actions entry comments can be added.
156	Ability to enter/key more than one personnel action at a time (e.g. a supervisor sends a list of all their employee's salary increases - system has a panel where all can be entered at once).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Via Mass Salary Increases
157	Ability to track reemployment eligibility for laid off employees.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
158	Ability to identify and track employees in multiple safety sensitive positions and produce separate lists for each category for random drug testing and results (by department/employee).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
159	Ability to automatically produce review notices and personnel action forms based on user defined rules.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
160	Ability to assign only one employee identification number per employee regardless of the number of positions held.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
161	Ability to track employee ADA status	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
162	Ability to enter one employee in multiple positions with multiple job titles, pay rates, classifications, cost centers, etc. during the same pay cycle without the need for manual journal entries; show cross reference in payroll register.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
163	Ability to flag terminated employees who are ineligible for rehire.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
164	Ability to track base salary (excluding supplemental and additional pay)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
165	Ability to automatically give cost of living increases based on the base salary	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
166	Ability to produce mass changes by employee group using percentages or flat rates with effective dates	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
167	Employee Self-Service					
168	Ability for employee to change their own demographic data.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
169	Ability to provide a web based online enrollment function for benefits, providing annual out-of-pocket costs, benefit choices, costs, copays, deductibles, etc.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
170	Ability for employee to enter family status changes and change beneficiaries.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
171	Ability for employee to view current and historical pay stubs / advices (with all benefits balances).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Via TCM
172	Ability for manager to view their employees including pay rate in bi-weekly / hourly / monthly figures, range, job title, next review date, original hire date, position hire date, general leave balances including holiday, comp time earned/taken, and training hours YTD, merit date, retirement participation date, history of earnings for 10 years, working title. Employee's view provides the same information. System provides the appropriate security.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
173	Ability for managers to view all employees they supervise including employees in multiple positions without having access to unauthorized employees.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
174	Ability for designated personnel to enter status changes for employees with no self-service.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
175	Ability for employees to enroll in training classes online	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
176	Ability for employees to view and enroll in wellness program activates online	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
177	Ability for managers to access a screen which will allow cash value calculation of general leave balances based on balance, rate of pay and available unused vacation.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
178	Ability to submit time off requests	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
179	Ability to manage and workflow an employee suggestion box	L	N		Munis Human Resources, Payroll, and Applicant Tracking Module	
180	Benefits					
181	Ability to track, inquire and report on Medicare as second payer for self insured payers & spouses, including Medicare number, eligibility status / dates	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
182	Ability to enter dependents and beneficiaries in one table and then tie the appropriate records from that table to all applicable benefits (avoiding entering the same dep/ben data multiple times).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
183	Ability to determine benefit eligibility and automatically recalculate premiums based on an employee's position.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
184	Ability to manually override benefits assigned based on business rules.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
185	System provides capabilities to configure and administer an online employee open enrollment, allowing employees to view their prior election and how their current elections affect their paychecks, etc.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
186	Ability to perform online update of employees benefit enrollment status for each benefit plan.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
187	Ability to support multiple carriers for each benefit plan.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
188	Ability to automatically flag for FMLA leave eligibility after 12 continuous months of employment if 1250 hours are worked.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
189	Ability to accommodate and identify multiple types of benefit plans (e.g., health, dental, life insurance, etc.) that are employee and/or employer paid with multiple premium amounts per plan (individual, individual+1, family).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
190	Ability to accommodate varying employer benefit contribution amounts by multiple employee groups.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
191	Ability to set and calculate variable employee and employer contribution amounts on employee benefit deduction records based on the following input transaction fields:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	
192	Effective date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
193	Benefit plan	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
194	Dependent coverage (individual +1, family)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
195	Employee group	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
196	Eligibility	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
197	Combination of the above fields	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
198	Coverage amount/level	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
199	Ability to track employee assignment of benefits prior to the related deduction being taken	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
200	Ability to automatically assign end dates for benefits when employee is terminated.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	User initiated Personnel Action
201	Ability to handle employees with multiple retirement programs based on employee group. Police and Civilian, several different options in each plan.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
202	Ability to automatically create GL entries to central fund account for employer contributed benefits.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
203	Ability to select specific enrollment information and define the format for interfaces to outside carriers including medical, dental, vision and life.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
204	Ability to automatically calculate service for benefit eligibility, i.e. eligible the first of the month after 30 days of employment.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
205	Ability to calculate time in medical plan for employee and dependents (history).	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
206	Ability to calculate service by:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	
207	Hours (e.g. FMLA eligibility of 1250 hours)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
208	Elapsed time	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
209	Elapsed time with multiple breaks in service	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
210	Ability to calculate the cost of lost work time due to an accident, illness, or FMLA.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
211	Ability to track actual hours use of Workers Comp, FMLA , etc.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
212	Ability to track multiple employer contributions (e.g. 457, 401a, etc.)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
213	Ability to check and flag dependents who no longer qualify for insurance benefits (age 23 or 27).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
214	Ability to record employee and dependents enrollment in health and dental insurance programs	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
215	Ability to retain dependent data for a user-specified period of time after the dependent is no longer covered on the employee’s insurance.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
216	Ability to track and report on all benefit enrollment history including employee and dependents data.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
217	Ability to identify all COBRA eligible actions and flag employees/dependents as they become COBRA eligible.	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
218	Ability to calculate and deduct life insurance, short-term and long-term disability premiums each month for all employees based on gross wages and employee age.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
219	Ability to move from Active employee to retiree.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
220	Ability to move from Active employee to Cobra participant.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
221	Ability to automatically update all master files when certain insurance master file data is updated.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	User Initited
222	Ability to allow only authorized users to modify/adjust pay rates.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
223	Ability to view accumulated balances for vacation, sick, comp, etc. by group, level, etc.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
224	Ability to record and summarize benefits by any employee group level or class.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
225	Ability to pool hours for vacation donation, allowing employees to donate vacation time to the pool from their accrued balances (participation restricted by leave plan).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
226	Ability to track information on each employee (including deductibles, coverage’s, and co-pays of health benefits), by type	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
227	Calculates benefit coverage, premiums, eligibility dates	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
228	Handles multiple providers for each plan	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
229	Coverage options (single, family, etc.) under each plan	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

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M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
230	Allows pre-enrollment posting	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
231	Tracks benefit change history	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
232	Ability to track multiple pension categories per employee, including deferred compensation	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
233	Ability to administer pre-tax deductions for flexible spending account s(FSA) for medical and dependent care	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
234	Ability to allow changes by employees to insurance plans, dependent care, flexible spending accounts at times of qualifying events.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
235	Ability to associate benefit with employee class	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Assume you mean Job Class. Default Benefit Deduction Types can be added to Job Classes.
236	Benefit Reporting					
237	Ability to produce letter for COBRA and HIPAA that include all necessary data.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Via Munis Office Mail Merge
238	Ability to view/print deduction reports to document the amounts of the employee and employer contributions	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
239	Ability to produce electronic file of any deduction report.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
240	Ability to view/print a list of employees contributing to charitable organizations and amount contributed.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
241	Ability to view/print a list of all employees receiving medical/dental/vision insurance benefits, listing deductions - on demand	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
242	Ability to create a leave activity report.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
243	Ability to create a leave balance report.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
244	Ability to create annual health insurance benefits summaries by carrier, employee or other user sort.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	May require SSRS depending on the user sort requirements.
245	Ability to view/print benefit enrollment by benefit or by employee.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
246	Ability to view/print an annual statement on leave balances carried over to new fiscal year by type	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
247	Ability to view/print reports indicating vacation balances in excess of maximum allowable.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
248	Ability to view/print semiannual notices to all employees concerning leave bank and comp time balances.	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
249	Ability to report on census data for insurance providers and the actuary.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
250	Ability to create an employee statement of current benefits.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
251	Ability to create an employee confirmation statement.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
252	Ability to produce an employee 'total rewards' (total compensation) statement annually.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
253	Ability to create an employee benefit report that details insurance benefits and costs for each employee.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
254	Ability to produce a notice of benefit changes whenever any of the following conditions is encountered:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	
255	Employee's name changes	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

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Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
256	Employee terminates employment	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
257	Employee moves to a non-pay status	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
258	Employee's deduction is administratively canceled	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
259	Employee and/or the employer contribution amount is administratively changed	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
260	On demand	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
261	Ability to view/print benefit enrollment worksheets.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
262	Ability to view/print benefit confirmation statements.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
263	Ability to view/print a report to document deductions not taken even though scheduled.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
264	Ability to view/print a report or flag employee when move from full time benefit eligible to less than full time benefit eligible.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
265	Ability to view/print a report on employee injuries (DOB, Address, SSN, wage, start date, etc.)	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
266	Ability to generate notice of work injury form	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
267	Ability to view/print an auto accident report	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Requires Risk Management module
268	Ability to view/print a general liability report	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Requires Risk Management module

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
269	Ability to view/print a Supervisor’s Fact Finding Report	M	y		Munis Human Resources, Payroll, and Applicant Tracking Module	Assuming SSRS if data is stored in Munis
270	Deferred Compensation					
271	Ability to defer special pay into a deferred compensation plan, if special pay is sick/vacation/PTO.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
272	Ability to set maximum taxed dollar amount on deferred compensation deductions across multiple plans.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
273	Ability to calculate employee deferred comp withholding contribution based on percentage of gross wages.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
274	Ability to compute employer-paid retirement contributions based on a percentage of the employee's gross wages.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
275	Accruals					
276	Ability to automatically record leave time and accruals per pay period and annually based on a combination of years of service and employee group for several types of leave plans (PTO, traditional vacation/sick, Police, Department Directors) according to City policies.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
277	Ability to track FMLA leave used either in pay or non-pay status for the previous 12 months (“rolling calendar”).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
278	Ability to automatically adjust the paid leave accrued balance by type when leave time is taken (PTO, sick vacation, floating holiday, sick incentive).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
279	Ability to automatically transfer maximums and accruals from the prior year while still being able to track the maximums and accruals per year	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
280	Ability to automatically adjust leave balances when an employee exercises a "buy back" option.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
281	Ability to manually adjust balances with appropriate security.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
282	Ability for online edits if the vacation, sick, PTO, or comp (used or paid) balances are exhausted or exceeded.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
283	Ability to calculate retirement benefits based on salary, years of service and selection of plan options (straight life, social security level income, co-annuitant, PLOP, DROP).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
284	Ability to store at least 25 years of employee retirement wages and retirement information.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
285	Ability to report on the number of total pay periods worked for seasonal / part time / intermittent employees since their last pay increase dated who do not have consecutive pay periods.	M	R		Munis Human Resources, Payroll, and Applicant Tracking Module	Via SSRS
286	Ability for the system to automatically adjust accruals if an employee moves to out of pay status	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
287	Ability to report on the number of total pay periods worked for seasonal / part time / intermittent employees who do not have consecutive pay periods.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
288	Training Management & Administration					
289	Ability to register employees for training courses offered	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
290	Ability to develop, maintain, inquire and report on the various data elements for each training course available, including: Course, description, hours, materials, IT requirements, min/max employees, etc.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
291	Ability to develop, maintain, inquire and report on the various data elements for each section (instance) of when a course is offered: Date, location, instructor, feedback, registrants, etc.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
292	Ability to enter courses a trainer is eligible to teach.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Munis can track Type/Area of course that a trainer is eligible to teach
293	Ability to automatically update employee records for attendance in a class.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	User intitiated
294	Ability to categorize training by various job categories (i.e. , management, supervisory, professional, technical, clerical, skilled, semiskilled and service related).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Via target audience or use of course restrictions

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
295	Ability to subcategorize training with in job categories by required, strongly encouraged and optional.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	With proper set up
296	Ability to flag a class as a requirement for various certificate programs (e.g. CDL, ESDP or ICMA).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
297	Ability to record training time completed during night and weekend courses, classes, and seminars.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
298	Ability to provide edits/warnings if employee tries to enroll in a class already taken.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
299	Ability to view/print training by topic, department, employee and job category.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
300	Ability to view/print a report indicating those employees who have received training and those scheduled for future training classes.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
301	Ability to list outside (not internal program) courses identified as effective in meeting specific training needs.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
302	Ability to capture, track, workflow, approve, inquire and report on employee requests for travel and / or external training, including tracking of projected and actual training and travel cost.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	May require the use of Employee Expense Reimbursement
303	Ability for approved travel / training requests to be printed	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
304	Ability to select specific employees and view/print individual training profiles.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
305	Ability to view/print a full-year or monthly training calendar by course name and job category.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Via Employee Self Service or with SSRS
306	Ability to view/print number of training hours completed annually by individual, by department and by division.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
307	Ability to view/print a roster of class attendees.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
308	Ability to automatically notify or print confirmations/reminders of training prior to class start date.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
309	Ability to view/print a list of available training programs and prerequisites to the individual programs.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
310	Ability to view/print a report to conduct employee program review, curriculum development, new discipline candidates, and skills and general program development.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Requires Professional Development Module
311	Ability to view/print a list of employees who have not taken a specific class based on additional user defined criteria.	M	R		Munis Human Resources, Payroll, and Applicant Tracking Module	Requires SSRS
312	Ability to view/print employee certificate of completion.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
313	Ability to track training data for volunteers and non-paid staff	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
314	Tuition Reimbursement					
315	Ability to set tuition reimbursement thresholds/max.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
316	Ability to monitor compliance with process, maintain rules, policies, tables, outstanding balances (before and after course is taken).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
317	Ability to define and implement an approval process for tuition reimbursement requests	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
318	Ability to calculate reimbursement amount based on grade received and graduate or undergraduate level.	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
319	Ability to report number of classes taken by department, graduate or undergraduate level, grades, etc.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
320	Ability to track course completions, drops, etc.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
321	Skills Tracking					
322	Skills can be tracked and linked to:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	
323	Positions (requirement)	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
324	Employees (possession)	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
325	Department objectives (target)	M	N		Munis Human Resources, Payroll, and Applicant Tracking Module	Skills are linked to positions and job classes which are specific to a department. Skills are not department specific though.
326	Certifications / Licenses					
327	Ability to record and flag yearly training requirements as needed to keep professional licenses.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
328	Ability to flag CDL employees and CDL supervisors who have not taken their annual training.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
329	Ability to randomly select CDL employees from a pool for random drug testing	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
330	Ability to track licensure and certification requirements.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
331	Ability to track other certifications per employee (e.g. NIMS) and their expirations	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Via Dashboard or SSRS
332	Wellness Program					
333	Ability to configure Wellness programs (e.g. health fairs, flu shots, blood drives, lunch & learns, etc.) administered by the organization and their related meetings / activities	H	N		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
334	Ability to route wellness enrollment reminders annually based on employee anniversary date.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Munis Office mail merge
335	Ability to track, manage, inquire and report on wellness program activity participation per employee	H	N		Munis Human Resources, Payroll, and Applicant Tracking Module	
336	System provides aggregate wellness program activity reporting	M	N		Munis Human Resources, Payroll, and Applicant Tracking Module	
337	Compliance Tracking & Reporting					
338	Ability to track and report all necessary elements for compliance with the following laws:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	
339	Equal Employment Opportunity (EEO) - all categories including ADEA (Age Discrimination and Employment Act)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
340	COBRA	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
341	INS - immigration laws including fields for tracking I-9 documents verified	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
342	Veterans	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
343	Disabilities (ADA)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
344	Accommodations - free form text field for accommodations provided	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
345	Fair Labor Standards (FLSA) status by position for all positions	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
346	Unemployment claims	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
347	Child Labor	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
348	Federal Transportation Administration (FTA)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
349	Federal Railroad Administration (FRA)	H			Munis Human Resources, Payroll, and Applicant Tracking Module	Need more information on FRA
350	Approved exceptions to Fair Labor Standards (FLSA) status for all positions.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
351	Vendor provides software updates to maintain compliance with all applicable Federal and State laws related to HR tracking and management	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Tyler complies with all federal and State mandates as part of annual maintenance.
352	Other Reporting Requirements					Some reports require use of SSRS
353	Ability to export any system report to a text file or spreadsheet	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
354	Ability to inquire on and track types (reason) of leave without pay.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
355	Ability to inquire on employees with a specific organization or department.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
356	Ability to perform online inquiry for data sets previously listed.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
357	Ability to create an Overtime report by employee group, class, department, etc.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
358	Ability to create an Employee master alpha file listing.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
359	Ability to track and report on when an employee has reached their max pre-tax deferral amount.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
360	Ability to view/print attendance reports for active, full-time, part-time on-call, seasonal, temporary and exception employees by pay period and annual totals (calendar and rolling calendar).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
361	Ability to create organizational chart based on supervisor field, tracking position, and position number.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Requires Microsoft Visio
362	Ability to view/print a history of ratings showing rating dates and promotions, reclassification, etc.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
363	Ability to view/print a list of employees with automatic eligibility for promotion and eligibility date.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
364	Ability to view/print a report indicating date of hire, department, rank and step history, and current salary for an employee or position.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
365	Ability to view/print advance notifications to department heads of who is approaching retirement qualification dates (reflect multiple retirement systems and multiple requirements of those systems).	H	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
366	Ability to view/print an employee history including all positions held throughout a career including retirement.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
367	Ability to view/print start and retirement dates by employee and position.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
368	Ability to view/print total hours worked for a historical period by individual and by summary.	H	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
369	Ability to produce reports by department, work location, responsible supervisor, and outcomes on performance evaluations for all probationary, part-time, temporary and permanent employees.	H	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
370	Ability to produce reports by department, work location and responsible supervisor on performance evaluations scheduled, completed and not completed on a monthly, quarterly and annual basis.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
371	Ability to provide standardized attendance forms for reporting time and attendance data. Attendance forms contain basic printed payroll information. (The personnel records will continue to be the source of information for Payroll processing).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Time and Attendance can be entered within Munis or on ESS, which eliminates the need for paper forms. However, the City may wish to use SSRS to create standardized forms for reporting Time and Attendance data.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
372	Ability to report as of a 'point in time'.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
373	Ability to report on all past and current employee positions and appointments of an individual including start and end dates - comprehensive employee history.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
374	Ability to create monthly notifications to supervisors of subordinates who are due performance evaluations/merit increases.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
375	Ability to create a leave without pay and management leave balance report.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
376	Ability to create monthly lists of employees in safety sensitive positions for random drug testing including ability to run lists for different groups of employees such as fire, police and CDL.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
377	Ability to report on probationary employees and scheduled end date.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
378	Ability to report on retiree data, including name, address, age, insurance coverage, dependents and retirement date.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
379	Ability to create retroactive pay calculations and net credited service dates of all employees.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
380	Ability to create summary reports of all service awards, licenses, certificates, and credentials earned by each employee.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
381	Ability to report on temporarily promoted employees and employees on an acting assignment with a scheduled end date (Temporary Assignment Pay).	M	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
382	Ability to report on temporary and part-time and employees, paid and unpaid interns by department - get info as needed.	H	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
383	Ability to report work location on all employees.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
384	Ability to create an Employee Personnel History Data Report.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
385	Ability to create a Promotion/Demotion/Transfer Report, by EEOC classification and department.	H	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
386	Ability to create a Seniority Listing Report which is system calculated and considers seniority adjustments	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Seniority report does not automatically consider adjustments this would need to be done manually.
387	Ability to create an EEOC report.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
388	Ability to create a system generated standard quarterly unemployment report.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
389	Ability to view/print a report of employees by department who have used FMLA in the past 12 months.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
390	Ability to view/print a report of employees near max of FMLA hours.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
391	Ability to provide multiple free form fields for inquiries at department level.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
392	Ability to have Ad hoc report capability with user defined sort on all employees indicating any data maintained in system data elements.	H	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
393	Ability to print mailing labels for employees based on any field of the employee or position record	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
394	Ability to create CDL background check forms	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Tracked within Munis or via Munis Office Mail Merge
395	Ability to create Fitness for Duty and Return to Duty Forms	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Tracked within Munis or via Munis Office Mail Merge
396	Ability to create Gym Membership forms	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	User defined fields and Munis Office Mail Merge
397	Ability to report census information for benefit plans	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

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M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
398	Ability to view/print workers comp incidents or liability claims by employee group, class or department, and hours worked.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
399	Reporting - Pension / Retirement					Some reports require use of SSRS
400	Ability to report the following individual retirement deduction information in each retirement system's prescribed format:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	
401	Employee identification	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
402	Retirement plan identification	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
403	Employee earnings information	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
404	Employee contribution information	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
405	Employer contribution information	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
406	Employer identification	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
407	Total member contribution information	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
408	Total employer contribution information within each retirement plan	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
409	Ability to produce deduction statistical reports which provide extensive detail and summary totals of deductions withheld.	H	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
410	Ability to track total employer/employee contribution information by plan.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
411	Ability to track total voluntary contributions by individual and total by plan.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
412	Ability to report on the following data fields: Emp name, no., SSN (mask), Address, Age, Hire Date, Birth Date, Gross Pay.	H	R		Munis Human Resources, Payroll, and Applicant Tracking Module	Recommend use of SSRS for SSN masking.
413	Ability to create a list of employees retiring in specific month.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
414	Ability to create a list of who retired, date, amount.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
415	Workflow					
416	Ability to electronically route personnel action forms to multiple individuals for approvals.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
417	Ability to administer performance appraisal process including notice to manager 45 days prior to performance review, second notice if not completed and notice to the manager's boss or HR if still not completed after effective date.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Managers can view this information via the Role Tailored Dashboard using the evaluations Web Part.
418	Ability to electronically route and approve time and attendance data for at least six levels (employee, supervisor, department payroll clerk, department director, Personnel, Fiscal/Payroll).	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	99 level maximum
419	Ability to route training reminders to employee and supervisor.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
420	Ability to route notices to all appropriate departments (benefits, payroll, IT, etc.) when an employee is terminated in the system.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
421	Ability to route pending job reclassification notifications including ability for supervisor to respond with approval.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
422	Ability to create and route automated notices to supervisors on a standardized schedule of individuals who have reached their maximum accrual.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
423	Ability to create and route automated notices to supervisors on a standardized schedule of individuals who have not reached their minimum annual training hours	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
424	Automated notice to human resources of employees who have been paid under a leave code	M	R		Munis Human Resources, Payroll, and Applicant Tracking Module	
425	Ability to inquire and report on where routed approval are in the queue (whose inbox the forms are in and how long they have been there).	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
426	Ability to create workflows for employee requests for leave (OT, leave, On-call) including type, total hours, purpose and approvals.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
427	Ability to automatically create a Performance Appraisal workflow based on employee anniversary date.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
428	Ability to create a termination workflow process	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	via Personnel Actions and use of checklist within Workflow.
429	Ability to record items provided to employees (i.e. laptop, phones, vehicles, etc.) as well as the ability to update for changes	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
430	Ability to schedule appointments (exams, physicals, etc.) through workflows	M	N		Munis Human Resources, Payroll, and Applicant Tracking Module	
431	Employee Relations					
432	Ability to perform grievance and complaint control/status.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
433	Ability to generate user defined reports on grievance and complaint information.	M	R		Munis Human Resources, Payroll, and Applicant Tracking Module	Via SSRS
434	Ability to track online grievances and complaints by department, employee and type / class	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
435	Risk Management					Recommend the use of Risk Management Module
436	Ability to track Workers' Compensation claim activity, including date of loss, injury type, WC-1, restrictions, appointments, notes, etc.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
437	Ability to auto populate employee demographic information when submitting a claim	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	assuming the employees ID has first been entered.
438	System provides functionality to track, manage, inquire and report on basic first aid supplies for and with departments	M	N		Munis Human Resources, Payroll, and Applicant Tracking Module	
439	System provides functionality to track, manage, inquire and report on accidents, incidents and losses including:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	
440	Type	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
441	Date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
442	Description	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
443	Causes	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
444	Consequences	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
445	Timing and allocation	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
446	Other qualitative data	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
447	Other quantitative data	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
448	Multiple other user defined fields	H	N		Munis Human Resources, Payroll, and Applicant Tracking Module	free form text text fields but no to user defined fields
449	System provides functionality to track, manage, inquire and report on property, casualty and liability claims, including:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
450	Carrier	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
451	Type	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
452	Claim information (multiple fields)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
453	Incident date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
454	Claim date	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
455	Status	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
456	Resolution	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
457	Multiple other user defined fields	H	N		Munis Human Resources, Payroll, and Applicant Tracking Module	
458	System provides functionality to track insurance certificates	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	via attachments
459	System provides functionality to track what insurable properties the City owns	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	via Fixed Assets Module
460	Performance Management					
461	Ability to perform and track online performance evaluations - flexible tool with multiple formats.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
462	Ability to maintain the following data elements:	-			Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
463	Date of performance and salary review, date completed	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
464	Date of next performance and salary review	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
465	Position at time of review	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
466	Performance Rating	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
467	Recommended merit increase	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
468	Actual merit increase	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
469	Reason for more/less than recommended increase	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
470	Other user-defined dates	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	via events
471	Ability to link more than one evaluation date to each record	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
472	Ability to make across the board pay rate changes including and excluding certain pay types as needed	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	including only the Pay Type Ranges effected by the rate change
473	Ability to link salary changes to performance ratings.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Not automatic
474	Ability to support 360 degree performance reviews.	L	M		Munis Human Resources, Payroll, and Applicant Tracking Module	
475	Ability to provide tools to report on or identify departments with potential performance problems.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources				Munis Human Resources, Payroll, and Applicant Tracking Module		
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
476	Ability to link position attributes to performance evaluations	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Based on set up of ratings/competencies.
477	Ability to accommodate on-demand appraisals	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
478	Off boarding					
479	Ability to track exit activities, including return of City material assignments, exit interview results, etc.	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
480	Ability to assist with security changes, inactivating badges	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
481	Ability to support collection of City assets (phone, laptop, etc.)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
482	Ability to provide user-configurable checklist for exiting employees	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
483	Ability to support activation of City administered pension plan	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Not automatic, checklist item on personnel action
484	Ability to provide a user-configurable checklist for the death of an employee	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Via Personnel Action Checklist
485	Succession and Career Planning					Requires Munis Professional Development
486	Ability to maintain Internal/external job management.	L	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Internal
487	Ability to maintain career Development.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Internal
488	Ability to create career Profiles.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
489	Ability to perform replacement planning - domino effect.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
490	Ability to compare changes over time in regards to transfers, terms, and retirement rates.	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	May require the use of SSRS
491	Interfaces					
492	Ability to interface with PreEvaluate testing software	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	assuming import of test results
493	Ability to interface with Critical testing software	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	assuming import of test results
494	Ability to interface with E-Verify	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	
495	Ability to interface with Identipass Client (Security system)	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	assuming standard export capabilities could be used
496	Ability to interface with IVIS 2000 (ID Badge system)	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	assuming standard export capabilities could be used
497	Ability to interface with United Healthcare (UHC) (Medical Benefit) or comparable provider	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Using 834 file export
498	Ability to interface with CVS/Caremark (Prescription Insurance) or comparable provider	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Using 834 file export
499	Ability to interface with The Standard (Life, Disability Insurance) or comparable provider	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Using existing deduction file format. May require modification costs if file format is not currently known to Munis.
500	Ability to interface with VSP (Vision) or comparable provider	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Using 834 file export
501	Ability to interface with People Admin (recruitment)	H	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Using existing employee import file format. May require modification costs if file format is not currently known to Munis.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Human Resources

4.20 - Human Resources			Munis Human Resources, Payroll, and Applicant Tracking Module			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
502	Ability to interface with Dental provider	M	Y		Munis Human Resources, Payroll, and Applicant Tracking Module	Using 834 file export

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inspections & Code Enforcement

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.21 - Inspections & Code Enforcement			EnerGov			
Objective: To implement an efficient administrative process to assure effective regulatory compliance with a minimum burden on those being regulated by providing highly integrated software functionality to enhance organizational foresight, provide transparency, improve timeliness, consistency and quality of service.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Module Interface Requirements					
2	System provides the ability to interface the Inspections module to the Permits module.	H	Y		EnerGov	
3	System provides the ability to interface the Inspections module to the Planning and Zoning module.	M	Y		EnerGov	
4	System is capable of being deployed remotely on PDA’s, laptops or other remote clients with synchronization features built in for maintaining database consistency.	H	Y		EnerGov	
5	System is capable of being deployed real-time on PDA’s, laptops or other remote clients using a thin client option of the software.	H	Y		EnerGov	
6	System provides for the interface of remote inspection devices, allowing inspectors to enter findings and inquire on project / case information / recently scheduled inspections while at the site.	H	Y		EnerGov	
7	Maintains dynamic link with Google or MS Office to associate all correspondence with accounts, customers, contractors, or businesses.	H	Y		EnerGov	
8	System provides functionality for internal and external Web-based access to status of conditions, requirements, comments, cases, inspections, and actions available to all stakeholders with defined security access.	M	Y		EnerGov	
9	System integrates with an Misc. Billing / Accounts Receivable module for account management purposes.	H	Y		EnerGov	
10	System integrates with a Cash Receipting module for account management purposes.	H	Y		EnerGov	
11	System integrates with Master Address to populate property Identification Number (PIN), address, owner information, as it is being entered.	H	Y		EnerGov	
12	System is integrated to the Master Address module and has capability to flag a property as suspicious to warn staff before approaching.	M	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inspections & Code Enforcement

4.21 - Inspections & Code Enforcement				EnerGov		
Objective: To implement an efficient administrative process to assure effective regulatory compliance with a minimum burden on those being regulated by providing highly integrated software functionality to enhance organizational foresight, provide transparency, improve timeliness, consistency and quality of service.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
13	System is integrated to the Master Address module and has the capability of reporting all the inspection and code violation history per parcel.	H	Y		EnerGov	
14	System is integrated to the Master Address module and has capability to access the number of units per building, per address and per complex	H	Y		EnerGov	
15	System provides access to Geo-based/Property information containing specific site information upon demand at any point of the system.	H	Y		EnerGov	
16	System provides functionality to generate notifications of expiration of permits, through integration to the Permits module .	H	Y		EnerGov	
17	System integrates with Business Licensing module during the application process for the initial inspection	H	Y		EnerGov	
18	System integrated with the Business Licensing module, for release, when Certificate of Occupancy or license is approved.	H	Y		EnerGov	
19	System provides an interface to the Contract Management Module.	H	Y		EnerGov	
20	Contractor licensing function integrates with other aspects of the Permit module, to enable permit process to confirm valid contractor license prior to permit approval.	H	Y		EnerGov	
21	System integrates with the Utility Billing module for rental unit information	M	Y		EnerGov	
22	All types of Inspections (i.e. permit inspections, business license inspections, code enforcement inspections, utility inspections, etc.) must be integrated throughout the various modules.	H	Y		EnerGov	
23	Ability to integrate with mobile (tablet based) food inspection software. Please specify the software you integrate with in the Comment section.	M	Y		EnerGov	EnerGov's iG Inspect
24	Workflow Functionality					
25	System provides multi-tiered workflow functionality, allowing supervisors to manage staff assignments and workloads.	H	Y		EnerGov	
26	System provides for Workflow and application routing for various approvals, signatures, notifications and email integration.	H	Y		EnerGov	
27	System provides for authorized users to stop the application process across departments and modules if a portion of the permit is declined.	H	Y		EnerGov	
28	System provides for workflow tools to require comments for rejected activity, as well as logs approval and rejections.	H	Y		EnerGov	
29	System provides for permit workflows to be established and changed by an authorized user, such that the workflow and approval routing is defaulted based on the permit type and does not need to be established for each permit.	H	Y		EnerGov	
30	System provides flexible workflow engine, capable of defining and automating the business processes.	M	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inspections & Code Enforcement

4.21 - Inspections & Code Enforcement			EnerGov			
Objective: To implement an efficient administrative process to assure effective regulatory compliance with a minimum burden on those being regulated by providing highly integrated software functionality to enhance organizational foresight, provide transparency, improve timeliness, consistency and quality of service.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
31	Inspection Requests					
32	System provides Web based functionality to allow inspection requests, and provides functionality to confirm with permit applicant, upon scheduling of inspection.	H	Y		EnerGov	
33	System provides functionality to easily verify the appropriateness of an inspection request in terms of the sequence of inspections for a given project type.	H	Y		EnerGov	
34	System provides means for logging and time stamping inspection requests.	H	Y		EnerGov	
35	System provides the ability for staff to create a request.	H	Y		EnerGov	
36	System provides the ability to verify an inspection/case is not already scheduled before creating a (new) request.	H	Y		EnerGov	
37	Systems tracks of the following information for each inspection request:	-			EnerGov	
38	Nature of inspection	H	Y		EnerGov	
39	Address (from Master Address file)	H	Y		EnerGov	
40	Location (intersection, street location, etc.)	H	Y		EnerGov	
41	Requestor information	M	Y		EnerGov	
42	Nature of problem	H	Y		EnerGov	
43	Notes	H	Y		EnerGov	
44	Unlimited User defined fields	M	Y		EnerGov	
45	Ability to have a real-time alert while in the field, for new inspections that are requested or assigned that day.	M	Y		EnerGov	
46	Inspections and Investigations					
47	System automatically prepares standard inspection checklist based on type of project and type of inspection.	M	Y		EnerGov	
48	System provides the ability to configure a user defined "expected inspection duration" per inspection type.	H	Y		EnerGov	
49	System provides the ability to capture an estimate for the amount of time it will take for an inspection.	M	Y		EnerGov	
50	System provides the ability to capture the actual amount of time taken for an inspection.	M	Y		EnerGov	
51	System provides the ability to track reimbursable expenses.	H	Y		EnerGov	
52	System provides a means to establish an inspection schedule based on both recurring and non-recurring dates.	H	Y		EnerGov	
53	System provides a convenient method for authorized users to schedule a day’s inspections and to re-assign inspections through out the day.	H	Y		EnerGov	
54	System can schedule inspections, based on user-defined criteria (e.g., frequency, expiration deadline, number of days from last enforcement action).	H	Y		EnerGov	
55	System provides functionality for managing inspection scheduling.	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inspections & Code Enforcement

4.21 - Inspections & Code Enforcement				EnerGov		
Objective: To implement an efficient administrative process to assure effective regulatory compliance with a minimum burden on those being regulated by providing highly integrated software functionality to enhance organizational foresight, provide transparency, improve timeliness, consistency and quality of service.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
56	System provides functionality for Web-based inspection scheduling and includes a communications method for acknowledgements of inspection times.	H	Y		EnerGov	
57	System allows for the assessment of a re-inspection fee.	H	Y		EnerGov	
58	System allows multiple cases to be associated with a single property (with both distinct and non-distinct sub-addressing).	H	Y		EnerGov	
59	System allows one violation to be assigned to multiple properties.	H	Y		EnerGov	
60	System allows multiple violations to be associated with a single case.	H	Y		EnerGov	
61	System provides a method of preparing agendas and backup documentation for cases reaching Court, Code Enforcement Board or similar authority.	H	R		EnerGov	
62	System accepts results and narrative information for daily inspections.	H	Y		EnerGov	
63	System maintains historical information about each case and inspection.	H	Y		EnerGov	
64	System provides an inspection request management functionality that in integrated to the ESRI GIS system, providing inspector assignment based on geographic location, automated routing and location information.	H	Y		EnerGov	
65	System provides the capability to restrict issuance of certificate subject to the prior issuance of other permit/licenses.	H	Y		EnerGov	
66	System provides tracking of any Certificate of Occupancy issuance.	H	Y		EnerGov	
67	System provides user defined functionality to place a hold on a Certificate of Occupancy or license.	H	Y		EnerGov	
68	System provides functions to proactively notify the applicant and designated users, when the Certificate of Occupancy or license is ready / issued.	M	Y		EnerGov	
69	Ability to track fees associated with rental inspections	H	Y		EnerGov	
70	Ability to track fees associated with reinspections	H	Y		EnerGov	
71	Ability to count for the number of inspections and the number of reinspections	H	Y		EnerGov	
72	Ability to schedule annual inspections with notifications/reminders sent prior to the expiration date (i.e. privately owned stormwater systems)	H	Y		EnerGov	
73	System has ability to change inspection fee amounts while maintaining accurate historical information	H	Y		EnerGov	
74	Ability to automatically send an email to survey results	H	Y		EnerGov	
75	Food Inspections					
76	Ability for authorized users to load all codes and regulations in the system related to food handling permits and food inspections.	M	Y			
77	Ability for authorized users to load all city code/ordinances and regulations in the system for all licenses and permits issued by the city.	M	Y			

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inspections & Code Enforcement

4.21 - Inspections & Code Enforcement				EnerGov		
Objective: To implement an efficient administrative process to assure effective regulatory compliance with a minimum burden on those being regulated by providing highly integrated software functionality to enhance organizational foresight, provide transparency, improve timeliness, consistency and quality of service.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
78	Code/Ordinance Enforcement					
79	System automatically prompts action on re-inspections/re-calls.	H	Y		EnerGov	
80	Ability to track dumping of illicit discharge by offender.	H	Y		EnerGov	
81	System can provide notifications to responsible parties, and establish user-defined follow-up inspection program to ensure corrections are made.	H	Y		EnerGov	
82	System allows users to define case types with user-defined sequence of actions and case data for each type.	H	Y		EnerGov	
83	System provides a quick review of an inspection status of any project.	H	Y		EnerGov	
84	System is capable of tracking and managing inspection results from external organizations (e.g. consultant) thru web based functionality	H	Y		EnerGov	
85	System provides functionality for communication of inspection results (configurable for owner, contractor, etc.) via email communication.	H	Y		EnerGov	
86	System provides the ability to record fines on properties generated by code enforcement actions.	H	Y		EnerGov	
87	System provides a method of assigning a case to an inspector for follow-up.	H	Y		EnerGov	
88	System provides the ability to flag parcels with code violations to notify permits functions at permit application entry.	H	Y		EnerGov	
89	System provides a method of establishing fine calculations and identifying a project which has failed multiple inspections	H	Y		EnerGov	
90	System allows unlimited free-form text at the case level, violation level, inspection level, review level, and for reporting findings of boards and meetings.	H	Y		EnerGov	
91	System provides functionality to capture and track billing information associated with inspections and code enforcement.	H	Y		EnerGov	
92	System can track multiple code enforcement types.	H	Y		EnerGov	
93	System maintains complete audit trails of enforcement action entry, receipts, payments, late fees, approvals, denials and who performed the transaction.	H	Y		EnerGov	
94	System provides "tickler" file notification to ensure timely, efficient follow-up by appropriate staff for user-defined tasks.	H	Y		EnerGov	
95	System provides functionality to allow for generation of customized correspondence concerning inspections, violations notices, etc.	H	R		EnerGov	
96	System can maintain, sort, search, retrieve, and report on key information about property (e.g. owner information, builder information, property address, parcel number, permits, inspections, etc.).	H	Y		EnerGov	
97	System can automatically determine fees and expiration dates from type codes, based on user-defined tables.	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inspections & Code Enforcement

4.21 - Inspections & Code Enforcement			EnerGov			
Objective: To implement an efficient administrative process to assure effective regulatory compliance with a minimum burden on those being regulated by providing highly integrated software functionality to enhance organizational foresight, provide transparency, improve timeliness, consistency and quality of service.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
98	System can track multiple user defined code enforcement types (i.e. weeds, rentals, etc.)	H	Y		EnerGov	
99	System can track inspection and violation data, including:	-			EnerGov	
100	Inspections Type, Date Approved or Rejected, and Comments	H	Y		EnerGov	
101	Violations Type, Date, Action Taken, and Comments	H	Y		EnerGov	
102	System able to be configured to charge / not charge fees for re-inspection, based on inspection type - with override capabilities	H	Y		EnerGov	
103	System provides functionality to proactively notify the applicant of inspection results, once complete.	H	Y		EnerGov	
104	System provides functionality to allow authorized staff to configure, specify and limit which data fields are available for public inquiry on the Web inspections portal.	H	Y		EnerGov	
105	System has the ability to create codes for standard messages to reduce data entry for the inspectors	H	Y		EnerGov	
106	Ability to specify code restrictions based on case type	M	Y		EnerGov	
107	Violations					
108	System tracks all correspondence/activity within the violation record	H	Y		EnerGov	
109	System maintains historical records of findings and actions associated with a given property.	H	Y		EnerGov	
110	System allows user-defined violation types, user-predefined comments and related free-form text.	H	Y		EnerGov	
111	System provides functionality to allow for review that all established requirements have been met.	H	Y		EnerGov	
112	System provides functionality for project notes and comments.	H	Y		EnerGov	
113	System provides workflow functionality / routing for internal follow-up items.	H	Y		EnerGov	
114	System provides workflow functionality to automate the communication of unmet requirements.	H	Y		EnerGov	
115	System provides the ability to generate a violation notice to be sent to the property owner	H	R		EnerGov	
116	System provides the ability to track notices and the request status	H	Y		EnerGov	
117	System provides the ability to maintain configurable form letters, or canned violations/citations.	H	R		EnerGov	
118	Ability to track if violation is against the property owner, occupant, or agent of owner	H	Y		EnerGov	
119	Ability to track the location of a violation by a GIS overlay	H	Y		EnerGov	
120	Rentals					
121	Ability to allow for rental certificates based on user defined workflow	H	Y		EnerGov	EnerGov's Code Enforcement module contains user-defined workflow to manage Rental Prop. Violations.
122	Ability to have automatic renewals if no violations have occurred	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inspections & Code Enforcement

4.21 - Inspections & Code Enforcement				EnerGov		
Objective: To implement an efficient administrative process to assure effective regulatory compliance with a minimum burden on those being regulated by providing highly integrated software functionality to enhance organizational foresight, provide transparency, improve timeliness, consistency and quality of service.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
123	Ability to track rental properties by building and unit	H	Y		EnerGov	The Rental Property could be defined as needed by the City (either via Building or Unit).
124	Ability to complete and submit rental applications online	H	Y		EnerGov	EnerGov provides a "generic" application process out of the box that could meet this requirement.
125	Ability to have a 3 year cycle for renewing rentals (i.e. more than 999 days)	H	Y		EnerGov	
126	Incentive and Inflow (I&I) Reduction Program					
127	The incentive program encourages property owners with an I&I violation (i.e. sump connected to a sanitary, downspout connected to sanitary, etc.) to correct the violation. The City reimburses owner for the cost rather than proceed with fines and court action. The system must provide the ability to:	-			EnerGov	
128	Track all activity from the I&I violation	H	Y		EnerGov	
129	Indicate that the owner is participating in the program	M	Y		EnerGov	
130	Document the corrective measure being performed	M	Y		EnerGov	
131	Track inspection date and result	H	Y		EnerGov	
132	Document when the correction is complete	H	Y		EnerGov	
133	Track the amount of reimbursement issued	H	Y		EnerGov	
134	Generate reports to evaluate the overall success of the program including total number of program participants, total value reimbursed, and the percent of violations where court action was avoided.	L	R		EnerGov	
135	Reporting					
136	System allows the generation of standard reports for a specific inspection or property or specific owners with multiple properties.	M	R		EnerGov	
137	System allows for partial reports on a single inspection.	M	R		EnerGov	
138	System provides ability to report on all inspection reports for a project.	H	R		EnerGov	
139	System provides tools for users to create custom reports through a report writer using key fields.	H	R		EnerGov	EnerGov utilizes the Crystal Reports engine and includes a run-time license for users generating standard reports. Creating custom reports would require a license of Crystal Reports.
140	System can report on inspection revenues by type.	H	R		EnerGov	
141	Ability to report on multiple fields within Inspections and Code Enforcement for tracking performance metrics.	H	R		EnerGov	
142	Ability to perform flexible reporting on data related to Inspections and Code Enforcement.	H	R		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Inspections & Code Enforcement

4.21 - Inspections & Code Enforcement			EnerGov			
Objective: To implement an efficient administrative process to assure effective regulatory compliance with a minimum burden on those being regulated by providing highly integrated software functionality to enhance organizational foresight, provide transparency, improve timeliness, consistency and quality of service.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
143	System provides easy and configurable exports of owner / contact information to external data sources for generation of mailing labels and reports.	H	R		EnerGov	
144	System has the ability to report on any violations that were associated with rental property	H	R		EnerGov	
145	Ability to generate an outstanding inspection report	H	R		EnerGov	
146	Need to be able to count the number of complaints that contribute to a single case.	M	R		EnerGov	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inventory Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.22 - Inventory Management				Munis Inventory		
Objective: To provide master file information on all equipment and inventory supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Inventory Master Record					
2	Ability to track “non-inventoried” asset / equipment items (i.e. computer equipment, rebuilt meters, non-licensed vehicles) per department / division for risk management purposes.	M	Y		Munis Inventory	
3	Ability to provide for maintenance of the following data elements for all inventory items.	-			Munis Inventory	User defined fields may be required in some instances
4	Inventory Item Number & location	H	Y		Munis Inventory	
5	Vendor Part Number (as cross reference)	H	Y		Munis Inventory	
6	Item Commodity	H	Y		Munis Inventory	
7	Item Description	H	Y		Munis Inventory	
8	Serial Number / Unique Identifier for each Inventory Item	H	Y		Munis Inventory	
9	Alternate Item Number	H	Y		Munis Inventory	
10	Units of Measure for Purchase	H	Y		Munis Inventory	
11	Units of Measure for Issue	H	Y		Munis Inventory	
12	Ordering Account Number	H	Y		Munis Inventory	
13	Current Cost (last price paid)	H	Y		Munis Inventory	
14	Current Cost Date	H	Y		Munis Inventory	
15	Average Cost	H	Y		Munis Inventory	
16	Latest Quantity Received	H	Y		Munis Inventory	
17	Received By	H	Y		Munis Inventory	
18	Received Date	H	Y		Munis Inventory	
19	Warehouse Identifier	H	Y		Munis Inventory	
20	Bin Number/Shelf number	H	Y		Munis Inventory	
21	Date Item Entered Inventory	H	Y		Munis Inventory	
22	Date Item Ordered	H	Y		Munis Inventory	
23	Date Item was put into service	H	Y		Munis Inventory	
24	Multiple Vendor Numbers	M	Y		Munis Inventory	
25	Most Recent Purchase Order Number	H	Y		Munis Inventory	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inventory Management

4.22 - Inventory Management				Munis Inventory		
Objective: To provide master file information on all equipment and inventory supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
26	Economic Order Quantity	M	M		Munis Inventory	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
27	Reorder Point (maximum/minimum) and Replenishment Quantity	H	Y		Munis Inventory	
28	Month-to-Date Receipts	H	Y		Munis Inventory	
29	Year-to-Date Receipts	H	Y		Munis Inventory	
30	Quantity on Hand	H	Y		Munis Inventory	
31	Total Value of Quantity on Hand	H	Y		Munis Inventory	
32	Quantity Available	H	Y		Munis Inventory	
33	Quantity on Order	H	Y		Munis Inventory	
34	Quantity Reserved	H	Y		Munis Inventory	
35	Reserved By (multiple departments)	M	Y		Munis Inventory	
36	Date Issued	H	Y		Munis Inventory	
37	Issued To	H	Y		Munis Inventory	
38	Issued By	H	Y		Munis Inventory	
39	Charge to Job/Account	H	Y		Munis Inventory	
40	Classification	L	Y		Munis Inventory	
41	Custodian	L	Y		Munis Inventory	
42	Type (each, dozen, etc.)	H	Y		Munis Inventory	
43	Employee Name and Number Ordering Item(s)	H	Y		Munis Inventory	
44	General Ledger Code	H	Y		Munis Inventory	
45	Project / Grant Ledger Code	H	Y		Munis Inventory	
46	Overhead Rate	H	Y		Munis Inventory	
47	Expiration Date	H	Y		Munis Inventory	
48	Multiple additional user defined fields	H	Y		Munis Inventory	
49	Warranty Information	H	Y		Munis Inventory	
50	Known problems/issues with inventory items	M	N		Munis Inventory	
51	Unlimited additional user-defined fields available in history/reporting	H	Y		Munis Inventory	
52	Ability to inquire and report on all of the above fields (note the fields that are NOT reportable in the comments section)	H	Y		Munis Inventory	
53	Ability to have fields automatically fill if keyed information is redundant.	M	Y		Munis Inventory	
54	Ability to accommodate alpha numerical commodity and sub-commodity codes.	H	Y		Munis Inventory	
55	Ability to accommodate manufacturer part number.	H	Y		Munis Inventory	
56	Warranty tracking by parts is available as part of the part record in the system.	H	Y		Munis Inventory	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inventory Management

4.22 - Inventory Management			Munis Inventory			
Objective: To provide master file information on all equipment and inventory supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
57	Ability to "retire" or inactive inventory items no longer needed, but maintain access to reporting and history.	H	Y		Munis Inventory	
58	Ability to track partially used inventory (e.g. a 1,200' reel of wire where 400' has been used and 800' is remaining).	H	N		Munis Inventory	
59	Ordering / Reordering					
60	Ability to prepare on-line requisitions for stock replenishment.	H	Y		Munis Inventory	
61	Ability to facilitate reordering.	H	Y		Munis Inventory	
62	Ability to allow for user-defined Economic Order Quantities (EOQ) to establish suggested order quantities.	M	M		Munis Inventory	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
63	Ability to calculate carrying costs by inventory item.	M	Y		Munis Inventory	
64	Ability to generate re-order reports based on minimum quantities for items based on a location basis.	H	Y		Munis Inventory	
65	Ability to define lead times for inventory items.	M	Y		Munis Inventory	
66	Ability to process back orders.	H	Y		Munis Inventory	
67	Ability to designate recommended minimum and maximum stock for every item.	H	Y		Munis Inventory	
68	Ability to generate notifications to designated users when inventory on-hand is below minimum quantity.	H	R		Munis Inventory	Via SSRS
69	Ability to estimate required inventory needed based on planned work orders.	M	Y		Munis Inventory	Aussuming the use of Munis Work Orders
70	Ability to use different units of measure for ordering/reordering and withdrawal/issuance.	H	Y		Munis Inventory	
71	Inventory Withdrawal					
72	Ability to provide on-line, real-time parts or materials catalogs for use by the field crews and maintenance supervisors.	M	Y		Munis Inventory	
73	System supports the development of a catalogue of inventory available to customers (internal or external)	M	Y		Munis Inventory	Internal only
74	Ability to remove materials or parts from inventory based on work order requirements. System is updated automatically when completed work orders are entered on-line.	H	Y		Munis Inventory	
75	Ability to pull from inventory by scanning a bar coded inventory item and bar coded employee ID to determine employee and department.	H	T		Munis Inventory	Requires BMI's Software and hardware
76	Ability to handle multiple inventory locations and prioritize them for stock picking purposes.	H	Y		Munis Inventory	
77	Ability to define groups or packages of inventory items that can be requested or linked to a work order while maintaining the actual quantity on-hand for each individual item (e.g. request oil change package which include both a filter and oil).	M	Y		Munis Inventory	Via Munis Work Orders template

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Inventory Management

4.22 - Inventory Management			Munis Inventory			
Objective: To provide master file information on all equipment and inventory supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
78	Ability to define update to hierarchical five levels of inventory locations (e.g. Facility, Warehouse, Storeroom, Aisle, Shelf)	M	Y		Munis Inventory	
79	Ability to identify obsolete inventory items when all assets requiring a specific inventory item are disposed.	L	Y		Munis Inventory	
80	Ability to provide a surplus “excess or obsolete” function to withdraw inventory, posting to a separate GL account.	L	Y		Munis Inventory	
81	Ability to restrict inventory access to those items / locations the user is authorized for.	M	Y		Munis Inventory	
82	Ability to "hold" or dedicate specific inventory quantities to be used for designated work orders / projects.	M	Y		Munis Inventory	
83	Ability for inventory to be returned to the storeroom at the same unit cost (with overhead) that it was withdrawn.	M	Y		Munis Inventory	
84	Ability to perform partial returns of inventory.	H	Y		Munis Inventory	
85	Receiving					
86	Ability to process receipts at multiple receiving locations.	H	Y		Munis Inventory	
87	Ability to bar code scan product into inventory with hand held scanners and enter data such as warehouse location.	H	T		Munis Inventory	BMI software and hardware required
88	Ability to track and calculate demurrage.	L			Munis Inventory	
89	Inventory Adjustments					
90	Ability to support bar-coding.	H	Y		Munis Inventory	
91	Ability for authorized users to perform inventory level adjustments	H	Y		Munis Inventory	
92	Ability to perform a physical inventory and update actual quantity levels.	H	Y		Munis Inventory	
93	Ability to transfer inventory from a warehouse to another location (including a truck) for future use.	H	Y		Munis Inventory	
94	Costing					
95	Ability to automatically calculate weighted average, FIFO, LIFO, etc. cost of inventory items when stock contains items at multiple prices.	M	Y		Munis Inventory	Munis supports normal averages cost, average cost across locations, and FIFO
96	Ability to determine when inventory costs are captured including at the receipt of inventory and payment of invoice.	M	N		Munis Inventory	Only at receipt. Invoice variances are communicated back to warehouse
97	System provides functionality to generate accrual postings based on actual inventory withdrawals and updated inventory costs that reflect future costs.	M	Y		Munis Inventory	
98	Ability to define different costing method for each inventory type.	M	N		Munis Inventory	
99	Ability to capitalize and depreciate inventory items when received into inventory and utilize the current depreciated value for calculating the costing method when withdrawn from inventory.	M	Y		Munis Inventory	
100	Ability to divide include freight in inventory costs.	M	F		Munis Inventory	
101	Ability to adjust inventory costs to include related fees processed through separate purchase orders (e.g. car hire fee for coal).	H	N		Munis Inventory	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inventory Management

4.22 - Inventory Management				Munis Inventory		
Objective: To provide master file information on all equipment and inventory supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
102	Ability to adjust inventory correct after receipt (e.g. BTU adjustment for coal).	H	N		Munis Inventory	
103	Ability to optionally calculate cost of inventory based on last price paid.	H	Y		Munis Inventory	
104	Ability to apply an overhead rate to the item cost for an inventory item.	H	Y		Munis Inventory	
105	Ability to track inventory without performing costing by inventory type.	H	Y		Munis Inventory	
106	Transload Management					
107	Ability to scan and store the inbound receipt in a document management system with a link to the actual inventory item.	M	Y		Munis Inventory	Assumes TCM
108	Ability to track the following data elements for each inventory item in storage (in addition to standard data elements above):	-			Munis Inventory	
109	Date Received	H	Y		Munis Inventory	
110	Date to begin charging for storage	H	N		Munis Inventory	
111	Number of days storage as of current date	H	N		Munis Inventory	
112	Current Owner Information including name, address, phone, email	H	N		Munis Inventory	
113	Unlimited additional specific comments based customer requirements	M	Y		Munis Inventory	Via general notes
114	Ability to update owner information for each item while in storage, maintaining a history of all past owners and transaction dates.	H	N		Munis Inventory	
115	Ability to integrate to Misc Billing & AR module to generate invoices for storage of inventory based on the number of days in storage.	M	N		Munis Inventory	
116	Ability to integrate to Misc Billing & AR module to generate invoices for handling based on the following methods:	-			Munis Inventory	
117	Inventory weight	H	N		Munis Inventory	
118	Inventory bundle	H	N		Munis Inventory	
119	Inventory item	H	N		Munis Inventory	
120	Flat rate by railcar or truck	H	N		Munis Inventory	
121	Ability to generate a Bill of Lading for delivery when inventory is withdrawn including consignee address, release numbers, etc, with a bar code scanner	M	N		Munis Inventory	
122	Ability to enter specific data in the office for bill of lading. Consignee address, release numbers, etc	M	N		Munis Inventory	
123	Ability to generate a report showing all inventory items received or withdrawn by day.	H	R		Munis Inventory	Via SSRS
124	System has finalization process after shipment to ensure product is taken out of inventory for a customer	M	N		Munis Inventory	
125	Ability to change information for a specific item that was scanned. Weight, PO number, Part number, etc.	M	Y		Munis Inventory	
126	Screen that shows what shipments are being loaded for that day. Customer, BOL number, weight	M	N		Munis Inventory	
127	Ability to automatically email or fax inventory owner when items are received or withdrawn.	M	N		Munis Inventory	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Inventory Management

4.22 - Inventory Management				Munis Inventory		
Objective: To provide master file information on all equipment and inventory supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
128	Interfaces					
129	Ability to validate transaction dates based on valid periods established within the fiscal year to maintain an accrual basis of accounting.	H	Y		Munis Inventory	
130	Ability to validate all data entered for inventory transactions, that relate to other data within other modules and functions within the system.	H	Y		Munis Inventory	
131	Ability to import and export data from Excel	M	Y		Munis Inventory	
132	Ability to interface with other applications within the ERP, including:	-			Munis Inventory	
133	Work Order - for complete job costs, including materials cost and usage	H	Y		Munis Inventory	
134	Purchasing - for replenishment & reordering	H	Y		Munis Inventory	
135	Purchasing - to receive inventory items purchase through a procurement card	M	Y		Munis Inventory	
136	Project and Grant Accounting	H	Y		Munis Inventory	
137	Utility Billing (for meter inventory if not in the UB module)	H	Y		Munis Inventory	
138	Facilities Management - including reordering based on preventative maintenance schedules	H	Y		Munis Inventory	
139	Asset Management - to withdraw an item from inventory and attach to an asset or convert to an asset itself	H	Y		Munis Inventory	
140	General Ledger - for inventory transactions, including shrinkage	H	Y		Munis Inventory	
141	Provides access to vendor master files in Purchasing module.	H	Y		Munis Inventory	
142	Misc. Billing module, allowing for the ability to generate a bill at time of service (inventory sale to external customer).	H	Y		Munis Inventory	
143	Fleet Management module. Items (i.e.: oil filters) can be associated with vehicles tracked in the fleet system. When the vehicle is disposed of, notification of related inventory item is given.	M	Y		Munis Inventory	
144	Integrates with the Fleet Management module, including reordering based on preventative maintenance schedules	H	Y		Munis Inventory	
145	EDI transmissions					
146	Ability to interface with third-party fuel management system for tracking fuel/oil inventory.	H	Y		Munis Inventory	
147	Principal Reports					Some reports require use of SSRS
148	Ability to provide on-line access to inventory transactions (receipt, issues, and adjustments) and status.	M	Y		Munis Inventory	
149	Supports reporting by multiple inventory/warehouse locations.	H	Y		Munis Inventory	
150	Vendor Activity, by item, date, or value.	M	Y		Munis Inventory	
151	Vendor/Item Cross Reference Report.	M	Y		Munis Inventory	
152	Price list for each item.	M	Y		Munis Inventory	
153	Unfilled Issues, by item, date, or department, division, program, or P.O.	M	Y		Munis Inventory	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Inventory Management

4.22 - Inventory Management			Munis Inventory			
Objective: To provide master file information on all equipment and inventory supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
154	Recommended Orders with automatic notification , all or user-selected items below reorder point, including:	-			Munis Inventory	
155	Maximum and Minimum Reorder Points	M	Y		Munis Inventory	
156	Date of Last Purchase	M	Y		Munis Inventory	
157	Year-to-Date Issuances	M	Y		Munis Inventory	
158	Year-to-Date Receipts	M	Y		Munis Inventory	
159	Spare Parts Reorder Report , lists all the materials or spare parts needed.	M	Y		Munis Inventory	
160	Back Order Status , all items currently on back order.	M	Y		Munis Inventory	
161	Receiving , item by date or vendor or P.O.#.	M	Y		Munis Inventory	
162	Active Parts Report , lists all materials and parts currently assigned to open work orders.	H	Y		Munis Inventory	
163	Material Usage Report , value or quantities by account, department, division, vehicle, part number, or program for a specified time period.	L	Y		Munis Inventory	
164	Employee Material Usage/Requesting Report.	H	Y		Munis Inventory	
165	Inventory Status , summary and detail.	H	Y		Munis Inventory	
166	Physical Inventory Worksheet , quantities on hand by location and bin number. Subsequently prints Physical Inventory status report.	H	Y		Munis Inventory	
167	Month End Inventory Listing.	H	Y		Munis Inventory	
168	Inventory Listing on demand.	H	Y		Munis Inventory	
169	Year End Variances by Location / Item / Value and/or Quantity.	H	Y		Munis Inventory	
170	Historical Inventory Use and Inventory Value/Quantity on Hand (with "as of" date).	H	Y		Munis Inventory	
171	Actual inventory usage report (dollar amounts) by department, by period.	H	Y		Munis Inventory	
172	Inventory "inactivity" report.	L	Y		Munis Inventory	
173	Inventory usage analysis report by department and by account code is available.	L	Y		Munis Inventory	
174	Cycle count report is generated without freezing inventory.	M	Y		Munis Inventory	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Investment Management

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.23 - Investment Management				Replace this text with the primary product name(s) which satisfy requirements.		
Objective: To manage and account for City investments in an efficient, effective, accurate and timely manner.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Requirements					
2	Ability to track pooled investments.	H	T		SYMPRO	
3	Ability to provide reconciliation of monthly custodian report to par, market, cost and interest income.	H	T		SYMPRO	
4	Ability to maintain a database of negotiable instruments held for safekeeping.	H	T		SYMPRO	
5	Ability to manage agreements and track letters of credit, performance bonds and cash deposits.	L	T		SYMPRO	
6	Ability to flag performance bonds and cash deposits to indicate debt offset.	L	T		SYMPRO	
7	Ability to associate delivery/payment relationship.	H	T		SYMPRO	
8	Ability to tie 'letter of credit' system to accounts payable for cash deposit release.	L	T		SYMPRO	
9	Ability to itemize investment activity in the general ledger.	H	T		SYMPRO	
10	Ability to integrate Investment Management activities into general ledger directly.	M	T		SYMPRO	
11	Ability to record, project, reconcile, report and record amortization and accretion on a monthly basis.	H	T		SYMPRO	
12	Ability to perform interest income projections based on user specifications.	H	T		SYMPRO	
13	Ability to provide detailed projected yield and maturity analysis tools:	-			SYMPRO	
14	Based on current	H	T		SYMPRO	
15	Based on "what if"	H	T		SYMPRO	
16	Ability to track:	-			SYMPRO	
17	U.S. Treasury Bills	H	T		SYMPRO	
18	U.S. Treasury Notes	H	T		SYMPRO	
19	U.S. Treasury Strips	H	T		SYMPRO	
20	Repurchase Agreements	H	T		SYMPRO	
21	Commercial Paper	H	T		SYMPRO	
22	Bankers Acceptances	H	T		SYMPRO	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Investment Management

4.23 - Investment Management	Replace this text with the primary product name(s) which satisfy requirements.
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Objective: To manage and account for City investments in an efficient, effective, accurate and timely manner.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
23	Agency Discount Notes	H	T		SYMPRO	
24	Agency Bonds - Bullets	M	T		SYMPRO	
25	Agency Bonds - Callables	H	T		SYMPRO	
26	Reverse Repurchase Agreements	L	T		SYMPRO	
27	Certificates of Deposit	H	T		SYMPRO	
28	Collateral	H	T		SYMPRO	
29	Local Government Investment Pool (LGIP)	H	T		SYMPRO	
30	Municipal Bonds	H	T		SYMPRO	
31	Corporate Bonds	H	T		SYMPRO	
32	Common and Preferred Stock	H	T		SYMPRO	
33	Mortgage Backed Securities	H	T		SYMPRO	
34	Ability to maintain the following information for each investment:	-			SYMPRO	
35	Par Value	H	T		SYMPRO	
36	Security Type	H	T		SYMPRO	
37	CUSIP	H	T		SYMPRO	
38	Purchased Interest	H	T		SYMPRO	
39	Premium/Discount	H	T		SYMPRO	
40	Purchase Date	H	T		SYMPRO	
41	Settlement Date	H	T		SYMPRO	
42	Issue Date	H	T		SYMPRO	
43	Purchase Price	H	T		SYMPRO	
44	Sale Price	H	T		SYMPRO	
45	Custodian / Holder	L	T		SYMPRO	
46	Broker/dealer	M	T		SYMPRO	
47	Market Price	H	T		SYMPRO	
48	Book Value	H	T		SYMPRO	
49	Market Value	H	T		SYMPRO	
50	Interest Rate	H	T		SYMPRO	
51	Yield	H	T		SYMPRO	
52	Maturity Date	H	T		SYMPRO	
53	Short/Long First/Last Coupon	H	T		SYMPRO	
54	Next Interest Payment Date	H	T		SYMPRO	
55	Last Interest Payment Date	H	T		SYMPRO	
56	Call Date(s)	H	T		SYMPRO	
57	Call Price	H	T		SYMPRO	
58	Gain/Loss Detail	H	T		SYMPRO	
59	Entry Audit Log	M	T		SYMPRO	
60	Amortization of premiums and discounts	H	T		SYMPRO	
61	Credit Ratings and Source of Rating	H	T		SYMPRO	
62	Number of Shares and changes in shares	H	T		SYMPRO	
63	Interest payment amounts	H	T		SYMPRO	
64	Interest/Dividend income	H	T		SYMPRO	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Investment Management

4.23 - Investment Management	Replace this text with the primary product name(s) which satisfy requirements.
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Objective: To manage and account for City investments in an efficient, effective, accurate and timely manner.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
65	Ability to assign and track an investment that is associated with one or more funds.	H	T		SYMPRO	
66	Ability to target investment earnings to another fund.	M	T		SYMPRO	
67	Ability to set up a fund as non-interest bearing.	H	T		SYMPRO	
68	Ability to record an estimated interest rate for pooled investments for the month.	L	T		SYMPRO	
69	Ability to allocate investment earnings, including negative interest, based on average daily cash balances calculated from user defined to/from dates.	H	T		SYMPRO	
70	Ability to allocate unrealized gain/losses resulting from fair valuation of pooled investments based on average balances calculated from user defined to/for dates.	H	T		SYMPRO	
71	Ability to track interest receivable by fund/org.	H	T		SYMPRO	
72	Ability to track FMV balances on a fund/org level.	H	T		SYMPRO	
73	Ability to track historical cash flow activity.	H	T		SYMPRO	
74	Ability to auto post interest distribution to the G/L module based on full accrual.	M	T		SYMPRO	
75	Ability to auto post FMV adjustment to the G/L module.	M	T		SYMPRO	
76	Ability to automatically record interest receivable and revenue to the General Ledger for all investments including the estimated pool investment interest monthly.	H	T		SYMPRO	
77	Ability to reconcile the estimated versus actual interest income for pooled investments and automatically generate and record the appropriate journal into the General Ledger monthly.	M	T		SYMPRO	
78	Ability to determine and track interest income that considers situations in which portions of a pooled investment have been drawn down or added to the pool during the investment period such that the original, deposits and withdrawals activity can be tracked separately.	H	T		SYMPRO	
79	Ability to post journal entries in current month to the portfolio.	H	T		SYMPRO	
80	Ability to record investment complete sales.	H	T		SYMPRO	
81	Ability to record investment partial sales.	H	T		SYMPRO	
82	Ability to record investment interest earned by individual investment.	H	T		SYMPRO	
83	Ability to record investment gain/loss (both realized and unrealized).	H	T		SYMPRO	
84	Ability to record investment interest receivable.	H	T		SYMPRO	
85	Ability to record rate changes.	H	T		SYMPRO	
86	Ability to track a pool of collateral for sweep repurchase agreements and CD's.	H	T		SYMPRO	
87	Ability to adjust investments to market (FMV).	H	T		SYMPRO	
88	Ability to record investment calls and partial calls.	H	T		SYMPRO	
89	Ability to generate and update required tables (Bank, Broker, Custodian, Security Types, etc.).	M	T		SYMPRO	
90	Ability to manage multiple portfolios.	H	T		SYMPRO	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Investment Management

4.23 - Investment Management				Replace this text with the primary product name(s) which satisfy requirements.		
Objective: To manage and account for City investments in an efficient, effective, accurate and timely manner.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
91	Ability to auto-generate the security ID No.	L	T		SYMPRO	
92	Ability to create user defined portfolios.	H	T		SYMPRO	
93	Ability to calculate amortization/accretion utilizing a user defined method (i.e., straight line, constant yield, etc.).	H	T		SYMPRO	
94	Ability to project interest payment dates, maturities and calls.	H	T		SYMPRO	
95	Ability to calculate multiple yields (e.g. yields based on industry standards).	H	T		SYMPRO	
96	Ability to perform and print investment compliance review (comparing the portfolio to the policy) based on user-defined parameters.	H	T		SYMPRO	
97	Ability to produce an investment ledger which contains a history of each investment.	M	T		SYMPRO	
98	Ability to abide by the State of Missouri's investment laws for governments	H	T		SYMPRO	
99	Ability to add comments on yields	L	T		SYMPRO	
100	Ability to interface with Bloomberg Investment Software	M	T		SYMPRO	
101	Reporting					
102	Ability to create the following reports based on user defined dates:	-			SYMPRO	
103	Interest Apportionment	M	T		SYMPRO	
104	Ability to generate a report on duration of securities or securities category.	H	T		SYMPRO	
105	Ability to generate a report on weighted average maturity of securities or securities category.	H	T		SYMPRO	
106	Ability to generate a report on modified duration of securities or securities category.	H	T		SYMPRO	
107	Ability to generate a report to compare the investment return vs. user defined benchmarks.	H	T		SYMPRO	
108	Ability to report and graph portfolio statistics (investment allocation, historical yields, etc.).	H	T		SYMPRO	
109	Ability to graph a yield comparison line.	H	T		SYMPRO	
110	Ability to generate historical reports.	H	T		SYMPRO	
111	Ability to generate a Monthly Investment Report that includes the following:	-			SYMPRO	
112	Individual investments within a particular portfolio including Book Value, Market Value, Maturity Date, Cusip, Description, Settlement date	H	T		SYMPRO	
113	Listing of investments by fund type (Book Value)	H	T		SYMPRO	
114	Listing of investments by broker/dealer (Par Value)	H	T		SYMPRO	
115	Comparison of current month, previous month and current month previous year's rate comparing LGIP to the overall City investment portfolio rate.	L	T		SYMPRO	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Investment Management

4.23 - Investment Management			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To manage and account for City investments in an efficient, effective, accurate and timely manner.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
116	Comparison of Fed rates (3-month, 6-month, 1 year, 3 year, 5 year) for the current month and same month prior year to the overall City investment portfolio performance for that month	L	T		SYMPRO	
117	Comparison of Portfolio size with increase/decrease amount as compared to same month in the previous year	L	T		SYMPRO	
118	Interest income for current month (bonds, all else), YTD (bonds, all else) and prior year month and YTD (bonds, all else)	H	T		SYMPRO	
119	Ability to generate GASB disclosures.	H	T		SYMPRO	
120	Ability to generate the following reports:	-			SYMPRO	
121	Bond Calls Report	H	T		SYMPRO	
122	Investment Inventory by Type	H	T		SYMPRO	
123	Investment Inventory by Portfolio	H	T		SYMPRO	
124	Investment Inventory by Maturity Date	H	T		SYMPRO	
125	Purchases Report	H	T		SYMPRO	
126	Sales Report	H	T		SYMPRO	
127	Ability to perform a Maturity Analysis for the following scenarios:	-			SYMPRO	
128	To stated Maturity	H	T		SYMPRO	
129	To first call date	H	T		SYMPRO	
130	Weighted Average Maturity	H	T		SYMPRO	
131	To final call date	H	T		SYMPRO	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Master Address

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.24 - Master Address	Munis Central Property File
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Objective: To keep track of every known parcel, owner and address within the city and to synchronize with other systems within the organization which contain parcel and / or location based information through a GIS-centric system.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Functional Requirements					
2	The following data needs to be captured for each location and user-configurable:	-			Munis Central Property File	Some fields may require use of User Defined fields
3	Identification number	H	Y		Munis Central Property File	
4	Type of address (official, unincorporated, other)	H	Y		Munis Central Property File	
5	Property Type (commercial, office, etc.)	H	Y		Munis Central Property File	
6	Improved / Unimproved Flag	H	Y		Munis Central Property File	
7	Address/Parcel Creation Date	H	Y		Munis Central Property File	
8	Address/Parcel Annexation Date	H	Y		Munis Central Property File	
9	Ability to define unlimited number of fields to track each utility service provider.	H	Y		Munis Central Property File	
10	Mailing city & zip code	H	Y		Munis Central Property File	
11	Within City / Outside City Flag	H	Y		Munis Central Property File	
12	Zoning	H	Y		Munis Central Property File	
13	Grandfathered Uses	M	Y		Munis Central Property File	
14	Multiple types of overlay districts	H	Y		Munis Central Property File	
15	Alert and alert related information (e.g. dangerous building, etc.)	H	Y		Munis Central Property File	
16	Associated Parcel	H	Y		Munis Central Property File	
17	Location History (Parcel Number, Address, other location identifier)	H	Y		Munis Central Property File	
18	Occupancy Type (e.g. owner/renter)	H	Y		Munis Central Property File	
19	Number of Units per:	-			Munis Central Property File	
20	Per building	H	Y		Munis Central Property File	
21	Per address	H	Y		Munis Central Property File	
22	Per parcel	H	Y		Munis Central Property File	
23	Per complex	H	Y		Munis Central Property File	
24	Comprehensive plan land use designation	M	Y		Munis Central Property File	
25	Ward	H	Y		Munis Central Property File	
26	Subdivision/Neighborhood Code	H	Y		Munis Central Property File	

Availability

Priority
H - High | M - Medium | L - Low

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Master Address

4.24 - Master Address				Munis Central Property File		
Objective: To keep track of every known parcel, owner and address within the city and to synchronize with other systems within the organization which contain parcel and / or location based information through a GIS-centric system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
27	Multiple other user defined fields	H	Y		Munis Central Property File	
28	Geographical centroid (longitude & latitude)	H	Y		Munis Central Property File	
29	Legal description with an unlimited number of characters	H	Y		Munis Central Property File	
30	The following data needs to be captured for each owner:	-			Munis Central Property File	
31	Owner name, address, phones #'s and email address	H	Y		Munis Central Property File	
32	Owner type (legal or other)	H	Y		Munis Central Property File	
33	Ownership history	H	Y		Munis Central Property File	
34	Contact information for multiple additional persons associated with an address.	H	Y		Munis Central Property File	
35	Historic unique location identifiers	M	Y		Munis Central Property File	
36	Unlimited user-defined fields	H	Y		Munis Central Property File	
37	Alert and alert related information (e.g. violent owner, etc.)	H	Y		Munis Central Property File	
38	Address format/schema follows the <i>United States Thoroughfare, Landmark, and Postal Address Data Standard</i> .	M	Y		Munis Central Property File	
39	Ability to link a single master owner record with multiple properties.	H	Y		Munis Central Property File	
40	Ability to generate a report showing all properties owned by each master owner record.	H	Y		Munis Central Property File	
41	System's master address / geobase is able to be updated only by authorized system users, secured through authentication of login credentials	H	Y		Munis Central Property File	
42	System provides the ability to store and track parcel/address information not within the City.	H	Y		Munis Central Property File	
43	System provides the ability to track easements related to each parcel or address.	M	M		Munis Central Property File	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
44	All other system modules which track information related to parcel numbers, addresses or other asset attribute ID schemes allow the user to search based on the parcel number, address, or asset ID in the transaction / information entered.	H	Y		Munis Central Property File	
45	System provides the ability to store parcel owner information including name, owner mailing address, phone number, and email address.	H	Y		Munis Central Property File	
46	All other system modules which track information related to parcel numbers, addresses or other asset ID schemes allow the user to search for owner name, owner mailing address, phone number, and email address.	H	Y		Munis Central Property File	
47	Systems Master Address module is integrated with the Customer Relationship Management (CRM) module, and associates any CRM or constituent phone calls, contacts, etc., appropriately with the address / parcel / owner	H	Y		Munis Central Property File	Tyler Incident Management

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Master Address

4.24 - Master Address				Munis Central Property File		
Objective: To keep track of every known parcel, owner and address within the city and to synchronize with other systems within the organization which contain parcel and / or location based information through a GIS-centric system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
48	Ability to track and report on performance metrics for all integrated modules by subdivision code.	L	M		Munis Central Property File	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
49	System provides a central view / portal to access to any information associated with a property.	M	Y		Munis Central Property File	
50	System provides multiple user defined table driven assignment of property characteristics.	H	Y		Munis Central Property File	
51	Ability to tie conditions / restrictions to a parcel (based on ordinances).	H	Y		Munis Central Property File	Special condition can be added to the property. That special condition is then viewable in other modules when that property is used or linked to the respective item.
52	Ability to tie conditions / restrictions to a unit (based on ordinances).	H	Y		Munis Central Property File	
53	Ability to attach stipulation to a address / parcel / unit that would require approval from a specific department based on the type of application.	H	Y		Munis Central Property File	
54	System provides ability to configure additional data fields associated with a property on an as needed basis.	H	Y		Munis Central Property File	User Defined fields
55	The street index includes address ranges for each street within the city	H	Y		Munis Central Property File	
56	System provides the ability to associate multiple addresses with a parcel	H	Y		Munis Central Property File	
57	System provides the ability to associate multiple parcels with an address	H	Y		Munis Central Property File	
58	System provides alerts for addresses and alerts for property owners.	H	Y		Munis Central Property File	
59	System provides ability to manage and maintain alert information	H	Y		Munis Central Property File	
60	System provides standard software functionality which integrates alert information from proposed ERP modules to central address / owner record	H	Y		Munis Central Property File	
61	Ability to store internal-only comments and notes for relating to each parcel or address.	H	Y		Munis Central Property File	
62	Ability to generate notification letters and/or mailing labels for all master address records within a defined buffer distance from a specified parcel.	H	Y		Munis Central Property File	
63	System provides standard software functionality to import alert information from other third-party systems.	M	N		Munis Central Property File	
64	System's master address function is integrated to all other system modules receiving alerts created in that module and displaying them to the other modules.	H	Y		Munis Central Property File	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Master Address

4.24 - Master Address				Munis Central Property File		
Objective: To keep track of every known parcel, owner and address within the city and to synchronize with other systems within the organization which contain parcel and / or location based information through a GIS-centric system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
65	System includes standard functionality to attach electronic documents, to addresses, parcels or owners, either natively, or through a future external document management system.	H	Y		Munis Central Property File	
66	The Master Address module provides standard software functionality to easily allow access to any documents electronically attached (natively or thru integration to the Organization's document management system) to the parcel, address or owner in the system. A user can view the parcel, and easily access any electronic document associated with activities related to that parcel.	H	Y		Munis Central Property File	
67	System provides functionality to support integration between all land based modules such that when an alert is cleared within the sub-module, the alert is removed from Master Address	H	Y		Munis Central Property File	
68	System tracks history of alert activity for property alerts and owner alerts	M	Y		Munis Central Property File	
69	System provides inquiry functions that display summary information from other land based modules, including current and historical activities	H	Y		Munis Central Property File	Assuming within Munis
70	System provides functionality to identify transactional changes (when a new parcel, split/combine of a parcel or address).	H	Y		Munis Central Property File	
71	When transactional changes are identified (when a new parcel, split/combine of a parcel or address) the system has the ability to automatically notify various staff (configurable) of the change.	M	Y		Munis Central Property File	
72	System provides the ability to configure an approval workflow to accept new addresses or parcels.	M	Y		Munis Central Property File	
73	System provides the ability to configure an approval workflow for all parcel / address transactional changes.	M	Y		Munis Central Property File	
74	System records history of all transactional changes for each parcel / address.	H	Y		Munis Central Property File	
75	System provides the capability to create a "house account" which represents the parent "building" record for other "apartment" address records	H	Y		Munis Central Property File	
76	System provides the ability to establish multiple address records to a single parent parcel.	H	Y		Munis Central Property File	
77	System's alert function integrates house accounts to other address records, where an alert on a house address places an alert on the (sub) apartment account.	M	N		Munis Central Property File	
78	System provides ability to maintain unlimited notes related to a property	H	Y		Munis Central Property File	
79	System provides configurable report engine to report on any field for property information, filtered by a defined category.	H	Y		Munis Central Property File	May require SRRS
80	System maintains historical audit tracking of changes to real properties	H	Y		Munis Central Property File	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Master Address

4.24 - Master Address				Munis Central Property File		
Objective: To keep track of every known parcel, owner and address within the city and to synchronize with other systems within the organization which contain parcel and / or location based information through a GIS-centric system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
81	System also tracks splits and combinations as part of the historical audit tracking of changes.	M	Y		Munis Central Property File	
82	System provides reports that lists all known information on parcel, sorted by any attribute of the parcel	H	Y		Munis Central Property File	
83	System provides reports that lists all known transactional information (activity) on parcel, sorted by date	H	Y		Munis Central Property File	
84	System provides functionality to record all related license, permit, utility billing, and other transactional information to an "address record" or "parcel number" before an <i>actual</i> address or parcel number is assigned.	M	Y		Munis Central Property File	
85	System is capable of generating custom exports of select parcel records to common file formats. Please specify all possible export formats in the comments column.	M	Y		Munis Central Property File	Export to Excel. Any other formats may require modification costs.
86	System provides ability to maintain occupant / tenant information for a parcel, location, or address, including name, phone, email address, emergency phone number, etc.	L	Y		Munis Central Property File	
87	System provides ability to maintain information regarding multiple occupants for a parcel, location, or address.	M	Y		Munis Central Property File	
88	System provides ability to maintain occupant history for a parcel and/or address	M	Y		Munis Central Property File	
89	The system will support a single customer record that is not duplicated within the system.	M	Y		Munis Central Property File	
90	The system will support a single parcel record that is not duplicated within the system.	L	Y		Munis Central Property File	
91	The system will support a single address record that is not duplicated within the system as defined in the General and Technical Requirements. (Please indicate the proposed best-practice address standards in the comments column.)	H	Y		Munis Central Property File	The system supports an address file using standard addressing fields. A single address is designated as the primary address for a parcel. All other functionality can be processed against any active address on the parcel.
92	Ability to maintain a street index.	H	Y		Munis Central Property File	
93	Ability to configure an approval workflow for creating a new street.	L	N		Munis Central Property File	
94	Ability to support a standard naming convention including segments for all streets and addresses	M	Y		Munis Central Property File	
95	System tracks parcel and property information in a database accessible via common database tools (e.g. ODBC, direct connect). Please specify available supported connection methods in comments.	H	Y		Munis Central Property File	
96	System functionality allows for database level audit log / tracking of changes made to the parcel via the ERP system	L	Y		Munis Central Property File	
97	System provides referential integrity to the parcel database at the system database level (i.e. not via the client application)	H	Y		Munis Central Property File	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Master Address

4.24 - Master Address				Munis Central Property File		
Objective: To keep track of every known parcel, owner and address within the city and to synchronize with other systems within the organization which contain parcel and / or location based information through a GIS-centric system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
98	System provides parcel database synchronization tools (for sync with GIS)	H	Y		Munis Central Property File	
99	System provides reporting features with the parcel synchronization tools that show records changed	M	Y		Munis Central Property File	
100	System provides a configurable scheduling engine with the parcel synchronization tools	L	Y		Munis Central Property File	
101	Ability to search records quickly across all modules while responding to customer inquires.	M	Y		Munis Central Property File	
102	Ability to enter a zip code and have multiple city names display for a single zip code.	H	N		Munis Central Property File	
103	Need the ability to store all international zip code formats.	M	N		Munis Central Property File	
104	Integration					
105	System's master address / geobase is a centralized geobase database that is integrated with all other ERP module areas proposed which contain parcel, address and / or owner information (please use comments section to identify those which are integrated and those which are not integrated).	H	Y		Munis Central Property File	
106	System provides a publically accessible map-based web-portal allowing citizens view all information relating to parcel or address (based on permission and configuration) including building permits, code enforcement violations, business licenses, etc.	M	Y		Munis Central Property File	Via Citizen Self Service
107	Ability for authorized users to view all activity, transactions and notes related to a parcel/address generated with the system including permits, business license, utilities, outstanding fees, etc.	H	Y		Munis Central Property File	
108	Utility Billing module for owner/tenant address information	H	Y		Munis Central Property File	
109	Fixed Asset module to link fixed assets to an address or parcel	H	Y		Munis Central Property File	
110	Asset Management module to link assets to an address or parcel	H	Y		Munis Central Property File	
111	Ability to have the Master Address module integrate with the Asset Management module to link assets to an address or parcel	H	Y		Munis Central Property File	
112	Contract Management Module to link contracts (e.g. development agreements) to a parcel or address.	M			Munis Central Property File	
113	Document Management to link documents to a parcel or address.	H	Y		Munis Central Property File	Via Tyler Content Manager
114	Miscellaneous Billing & AR modules for owner address information	M	Y		Munis Central Property File	
115	Business License module for owner address information	H	Y		Munis Central Property File	
116	Permits module.	H	Y		Munis Central Property File	
117	Inspections and Code Enforcement module.	H	Y		Munis Central Property File	
118	Planning and Engineering module for address information	H	Y		Munis Central Property File	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Master Address

4.24 - Master Address			Munis Central Property File			
Objective: To keep track of every known parcel, owner and address within the city and to synchronize with other systems within the organization which contain parcel and / or location based information through a GIS-centric system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
119	Integration with Electronic Plan Review.	M	M		Munis Central Property File	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
120	Integration with CAD dispatch.	M	N		Munis Central Property File	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Customer Management					
2	Ability to associate Customer number ranges or Customer number format “masks” to a department, receivable type or user.	H	Y		Munis General Billing and Accounts Receivable	Auto-number or manual entry. Ranges could be assigned as business process. Numeric only.
3	Ability for system to generated customer ID numbers and link ID to master name.	H	Y		Munis General Billing and Accounts Receivable	
4	Ability to split or combine customer accounts.	H	Y		Munis General Billing and Accounts Receivable	Customer Merge
5	System must provide the ability to maintain the following on-line customer information:	-			Munis General Billing and Accounts Receivable	Some fields may require user defined fields
6	Customer Number	H	Y		Munis General Billing and Accounts Receivable	
7	Name of Customer	H	Y		Munis General Billing and Accounts Receivable	
8	Owner / Business Address	H	Y		Munis General Billing and Accounts Receivable	
9	Bill To Address	M	Y		Munis General Billing and Accounts Receivable	
10	Nine Digit Zip Code	H	Y		Munis General Billing and Accounts Receivable	
11	Legal Description stored in master address file	H	Y		Munis General Billing and Accounts Receivable	
12	Telephone - Work	H	Y		Munis General Billing and Accounts Receivable	
13	Telephone - Cell Phone	H	Y		Munis General Billing and Accounts Receivable	
14	FAX Number	H	Y		Munis General Billing and Accounts Receivable	
15	Customer Type	H	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
16	Number of Insufficient Fund Checks Received	M	Y		Munis General Billing and Accounts Receivable	
17	Date of Last Insufficient Fund Check Received	M	Y		Munis General Billing and Accounts Receivable	
18	State Tax Exempt Number plus expiration date	L	Y		Munis General Billing and Accounts Receivable	
19	Federal Tax ID number	M	Y		Munis General Billing and Accounts Receivable	
20	Drivers License Number	H	Y		Munis General Billing and Accounts Receivable	
21	Last payment date	H	Y		Munis General Billing and Accounts Receivable	
22	Last payment amount	H	Y		Munis General Billing and Accounts Receivable	
23	Email Address	M	Y		Munis General Billing and Accounts Receivable	
24	Customer Notes	M	Y		Munis General Billing and Accounts Receivable	
25	Unlimited number of user defined fields	H	Y		Munis General Billing and Accounts Receivable	
26	Current balance	H	Y		Munis General Billing and Accounts Receivable	
27	Last statement date	H	Y		Munis General Billing and Accounts Receivable	
28	Last invoice date	H	Y		Munis General Billing and Accounts Receivable	
29	Deposit balance	H			Munis General Billing and Accounts Receivable	
30	Pending transactions	H	Y		Munis General Billing and Accounts Receivable	
31	Last statement balance	H	Y		Munis General Billing and Accounts Receivable	
32	Ability to track multiple location addresses per customer.	M	Y		Munis General Billing and Accounts Receivable	
33	Ability to track a customer interaction log of notes that is automatically updated with date/time of input and user.	M	Y		Munis General Billing and Accounts Receivable	
34	Ability to review a customer's billing/transaction history at a summary level and be able to drill down and select a bill or transaction item to view in detail.	H	Y		Munis General Billing and Accounts Receivable	
35	Ability to perform customer inquiries by account name; account number; and invoice number, amount due, or any other invoice or customer field.	H	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
36	Ability for the system to automatically maintain and allow viewing of an audit log of all changes to a customer account.	M	Y		Munis General Billing and Accounts Receivable	
37	Ability to flag a customer account as "Cash Only".	M	Y		Munis General Billing and Accounts Receivable	Special Condition Code
38	Ability to flag when a transaction is being made to an inactive account.	M	Y		Munis General Billing and Accounts Receivable	
39	Ability to develop user-defined flags and warnings.	M	Y		Munis General Billing and Accounts Receivable	Special Condition Code or User Defined field
40	Ability to establish effective and end dates for managing all customer flags.	M	Y		Munis General Billing and Accounts Receivable	Special Condition Code
41	Accepts overpayments and stores a credit balance in the appropriate account/customer record, including the appropriate accounting entry based on City defined accounts.	H	Y		Munis General Billing and Accounts Receivable	
42	Ability to apply overpayment amounts to other invoices for that customer.	H	Y		Munis General Billing and Accounts Receivable	
43	Ability to support eGovernment customer self-service function, whereby each customer has the ability to access customer account level information, including viewing their invoices, payments, a statement, etc.	H	Y		Munis General Billing and Accounts Receivable	Assumes Citizen Self Service
44	Ability to see all liens and outstanding receivables on a customer account	H	Y		Munis General Billing and Accounts Receivable	
45	Ability to see all outstanding receivables on a customer's account across all modules (AR, UB, Permits, Licensing, etc.)	M	Y		Munis General Billing and Accounts Receivable	
46	Ability to accept a deposit and apply to billings on user defined bill types	H	Y		Munis General Billing and Accounts Receivable	
47	Miscellaneous Billing and Invoicing					
48	Ability to support recurring billing functions allowing the user to establish effective date and frequency of recurring billing.	H	Y		Munis General Billing and Accounts Receivable	
49	Ability to bill a minimum billing amount based on bill type.	L	Y		Munis General Billing and Accounts Receivable	Charge setup default
50	Ability to change the bill type which will automatically check if the minimum billing requirements have been met	L	Y		Munis General Billing and Accounts Receivable	
51	Ability to build standard invoices that are recurring and bill each month/year the same customer and amount.	H	Y		Munis General Billing and Accounts Receivable	
52	Ability to select the "remit to" address on the invoice from a list of centrally approved/managed addresses.	M	Y		Munis General Billing and Accounts Receivable	
53	Ability to establish a series of department specific bill types for various charges.	H	Y		Munis General Billing and Accounts Receivable	
54	Ability to establish bill types and rate tables and schedules for each with the ability for authorized users to change these default rates on invoices.	H	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
55	Ability to accommodate various bill calculation methods (flat rate, unit charge, etc.).	H	Y		Munis General Billing and Accounts Receivable	
56	Ability to establish rate tables as having multiple components (i.e., rate plus a flat charge).	M	Y		Munis General Billing and Accounts Receivable	
57	Ability to calculate a discount based on bill type and/or customer type	M	Y		Munis General Billing and Accounts Receivable	
58	Ability for a particular bill type to be configured to require the association of that bill to a parcel number.	M	Y		Munis General Billing and Accounts Receivable	
59	Be able to maintain the following information associated with a particular bill type:	-			Munis General Billing and Accounts Receivable	
60	Interest codes	H	Y		Munis General Billing and Accounts Receivable	
61	Interest %	H	Y		Munis General Billing and Accounts Receivable	
62	Penalty / late fee type (flat rate, percentage)	H	Y		Munis General Billing and Accounts Receivable	
63	Penalty amount (percent or flat rate)	H	Y		Munis General Billing and Accounts Receivable	
64	Associated accounts	H	Y		Munis General Billing and Accounts Receivable	
65	Revenue and receivable accounts	H	Y		Munis General Billing and Accounts Receivable	
66	Related department	H	Y		Munis General Billing and Accounts Receivable	
67	Frequency	H	Y		Munis General Billing and Accounts Receivable	
68	Be able to generate miscellaneous bills that can include the following types of bill situations:	-			Munis General Billing and Accounts Receivable	
69	Special Events	H	Y		Munis General Billing and Accounts Receivable	
70	False alarms	H	Y		Munis General Billing and Accounts Receivable	
71	Police Services for 3rd Parties	H	Y		Munis General Billing and Accounts Receivable	
72	Inspections	H	Y		Munis General Billing and Accounts Receivable	
73	Roll off Dumpsters (ROA)	H	Y		Munis General Billing and Accounts Receivable	
74	Sidewalk Replacement	H	Y		Munis General Billing and Accounts Receivable	
75	Code Enforcement	H	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
76	Magistrate Violations	H	Y		Munis General Billing and Accounts Receivable	
77	Grant payment requests	H	Y		Munis General Billing and Accounts Receivable	
78	Cell tower rentals	H	Y		Munis General Billing and Accounts Receivable	
79	Cost recovery	H	Y		Munis General Billing and Accounts Receivable	
80	Other, unlimited, user defined types	H	Y		Munis General Billing and Accounts Receivable	
81	Ability to handle and maintain payments received for future accounting periods.	H	Y		Munis General Billing and Accounts Receivable	
82	Ability to define an invoice format specific to each bill type without programming intervention required.	M	Y		Munis General Billing and Accounts Receivable	Tyler recommends the use of Tyler Forms
83	Ability for user-defined invoice formatting.	M	Y		Munis General Billing and Accounts Receivable	Tyler recommends the use of Tyler Forms
84	Ability for the bill print formatting features to be enabled by forms design tools not performed through mail merge.	M	Y		Munis General Billing and Accounts Receivable	Tyler recommends the use of Tyler Forms
85	Ability to create and print invoices/bills showing the account and bill number, amount due, date due, and the customer's name and address and line item description on-demand.	H	Y		Munis General Billing and Accounts Receivable	
86	Ability to print invoices in a specified order such as customer number, customer name, invoice number, etc.	H	Y		Munis General Billing and Accounts Receivable	Munis offers the following sort options; Invoice, Zip, Name, Customer.
87	Ability to initiate a bill based on a prior bill to that customer (acting as a customer invoice template).	L	Y		Munis General Billing and Accounts Receivable	Based on Charge Codes Setup
88	Ability to setup automatically recurring bills	H	Y		Munis General Billing and Accounts Receivable	With use of Recurring Invoices program
89	Ability to establish installment payment schedules and take partial payments.	H	Y		Munis General Billing and Accounts Receivable	
90	Ability to process simple loans that will show a principal, interest and payment information	H	Y		Munis General Billing and Accounts Receivable	
91	Ability for multiple revenue lines (types) to be credited on a single bill.	H	Y		Munis General Billing and Accounts Receivable	
92	Ability to allow user to select GL period when posting transactions.	M	Y		Munis General Billing and Accounts Receivable	
93	Ability to automatically generate separate GL batches when processing invoices, payments, adjustments, etc.	H	Y		Munis General Billing and Accounts Receivable	
94	Ability to send an "estimate" (should not be labeled as an invoice, should be labeled as an "estimate").	M	Y		Munis General Billing and Accounts Receivable	
95	Ability to establish user-defined receivable <i>types</i> using code tables and to track them separately.	H	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
96	Ability to input billing information at the departmental level.	L	Y		Munis General Billing and Accounts Receivable	
97	Ability to generate a credit memo/adjustments to specific invoices or to a group of invoices.	M	Y		Munis General Billing and Accounts Receivable	
98	Ability to import invoice line item information from external data sources (i.e., Excel) into a working (not yet printed/posted) invoice.	H	Y		Munis General Billing and Accounts Receivable	Via Excel, any other data sources may require a modification if not currently known to Munis.
99	Ability to bar code invoices and have receipting scanners identify the customer account/invoice for applying payments.	M	Y		Munis General Billing and Accounts Receivable	Via Tyler Content Manger
100	Ability to support real-time posting of invoices.	M	Y		Munis General Billing and Accounts Receivable	
101	Ability to support real-time posting of credit memos.	M	Y		Munis General Billing and Accounts Receivable	
102	Ability to establish payment terms (# days until due) based on bill type.	H	Y		Munis General Billing and Accounts Receivable	
103	Ability to generate a zero-charge invoice that will allow for aging based reporting on those items, as a reminder.	H	Y		Munis General Billing and Accounts Receivable	
104	Ability to allow one-time invoices.	H	Y		Munis General Billing and Accounts Receivable	
105	Ability to bill multiple items on a single invoice.	H	Y		Munis General Billing and Accounts Receivable	
106	Ability to support pre-payments	H	Y		Munis General Billing and Accounts Receivable	
107	Ability to credit each line item on an invoice to multiple revenue accounts.	M	Y		Munis General Billing and Accounts Receivable	
108	Ability to reprint billings/invoices.	H	Y		Munis General Billing and Accounts Receivable	
109	Ability to designate a charge priority indicator for each bill type, which will designate the priority of applying payments during cash receipting.	H	Y		Munis General Billing and Accounts Receivable	
110	Ability to develop invoices with multiple pages of detail with the option to summarize the charges onto one line item with an attachment.	M	Y		Munis General Billing and Accounts Receivable	
111	Ability to specify due dates for bills, based on type of bill or billing frequency, such as 30 days from the printing or mailing date or other user-defined criteria.	H	Y		Munis General Billing and Accounts Receivable	
112	Ability to e-mail an invoice versus printing and mailing.	H	Y		Munis General Billing and Accounts Receivable	
113	Ability to review any and all remotely entered information for accuracy <i>before</i> posting (i.e., supervisor approval of batches for posting to G/L).	H	Y		Munis General Billing and Accounts Receivable	
114	Invoice numbering					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
115	Ability to specify invoice numbering schemes specific to each bill type (i.e., alphanumeric).	L	Y		Munis General Billing and Accounts Receivable	Can manually override
116	Ability to have a user defined invoice numbering scheme that applies to all invoices.	H	Y		Munis General Billing and Accounts Receivable	Can manually override
117	Ability to automatically assign invoice numbers with user defined ranges based on department or bill type.	L	Y		Munis General Billing and Accounts Receivable	Establish overall seed number. Can manually assign, numeric only, no automated ranging.
118	Late Charges/ Interest/Penalty					
119	Ability to automatically calculate interest and penalties on a delinquent bill based on bill type with user defined rules (e.g. billing date, first day of month, etc.).	H	Y		Munis General Billing and Accounts Receivable	
120	Ability to establish late charges and penalties as a percentage of overdue amount or a flat penalty.	H	Y		Munis General Billing and Accounts Receivable	
121	Ability to establish late charges as a flat rate per day.	L	Y		Munis General Billing and Accounts Receivable	
122	Ability to establish late charges with user definable frequency as to when late charges are applied (I.e. daily, weekly, monthly, quarterly, etc.).	M	Y		Munis General Billing and Accounts Receivable	
123	Ability to waive penalty for an individual customer or invoice with proper authorization.	H	Y		Munis General Billing and Accounts Receivable	
124	Statement Processing					
125	Ability to generate monthly billing statements to all accounts with either current period activity and/or carry forward balances, with ability to specify statements with prior balances.	H	Y		Munis General Billing and Accounts Receivable	
126	Ability to support statement processing by bill type.	H	Y		Munis General Billing and Accounts Receivable	
127	Ability to generate one statement for all bill types being billed to same customer.	M	Y		Munis General Billing and Accounts Receivable	
128	Ability to support statement processing functionality that fully accesses customer account information including all invoices, credits, fees and payments.	H	Y		Munis General Billing and Accounts Receivable	
129	Ability to support late notice statement processing with "configurable" language based on the aging results.	M	Y		Munis General Billing and Accounts Receivable	
130	Ability to print the detail of the charges on the statement	H	Y		Munis General Billing and Accounts Receivable	
131	Ability to print statements with zero balances if there was any activity for the month	H	Y		Munis General Billing and Accounts Receivable	
132	Ability to print statement with zero balances on request if there was no activity for the month	H	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
133	Receivables Management					
134	Ability for the system to be configured to allow decentralized entry, work flowed to central authorized users for review of any and all remotely entered information for accuracy <i>before</i> final posting to the General Ledger and Accounts Receivable.	M	Y		Munis General Billing and Accounts Receivable	
135	Ability to centralize the City into one receivables system.	M	Y		Munis General Billing and Accounts Receivable	
136	Ability to produce an Accounts Receivable aging report that details transaction aging. The aging report should provide information specific to each department and can be run with an “as of” date.	H	Y		Munis General Billing and Accounts Receivable	
137	Ability to generate aging reports per customer based on invoice due dates.	H	Y		Munis General Billing and Accounts Receivable	
138	Ability to generate aging reports per bill type based on invoice due dates.	H	Y		Munis General Billing and Accounts Receivable	
139	Ability to identify on an unpaid invoice on the customer record, if an item is "in C	M	Y		Munis General Billing and Accounts Receivable	
140	Ability to identify on an invoice on the customer record, if an item is being disput	M	Y		Munis General Billing and Accounts Receivable	
141	Ability to perform "write-offs" on customer accounts.	H	Y		Munis General Billing and Accounts Receivable	
142	Ability to have an approval process where a request is routed through a workflow for approval of a write off.	M	Y		Munis General Billing and Accounts Receivable	
143	Ability to attach documents	H	Y		Munis General Billing and Accounts Receivable	
144	Ability to write-off remaining balances and clear the receivable by journal entry (with appropriate security authorizations).	H	Y		Munis General Billing and Accounts Receivable	
145	Ability to automatically roll particular receivables to a delinquent stage based on invoice due date and bill type.	M	Y		Munis General Billing and Accounts Receivable	
146	Ability to track delinquent accounts and print late payment notices for mailing at 30, 60, 90 and 120 days, or any other user-defined time periods.	H	Y		Munis General Billing and Accounts Receivable	
147	System must provide the ability to compile delinquent receivables for:	-			Munis General Billing and Accounts Receivable	
148	Transfer to a collection agency	H	Y		Munis General Billing and Accounts Receivable	
149	Write-off the balance	H	Y		Munis General Billing and Accounts Receivable	
150	Adjustment of the balance	H	Y		Munis General Billing and Accounts Receivable	
151	Reactivated	M	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
152	When invoices are transferred to a collection agency, the system has the ability to automatically post these to a different AR account in GL	M	Y		Munis General Billing and Accounts Receivable	
153	Ability to waive a portion of an invoice w/proper approvals	H	Y		Munis General Billing and Accounts Receivable	
154	Ability to generate notices for mailing to customers resulting from NSF that includes the returned check fee.	M	Y		Munis General Billing and Accounts Receivable	
155	Ability to customize any mailed correspondence, such as letters, Late Payment notices and bills.	H	Y		Munis General Billing and Accounts Receivable	
156	Ability to perform adjustments to prior invoices or customer accounts allowing for the recording of a comment related to the adjustment.	M	Y		Munis General Billing and Accounts Receivable	
157	Ability to perform adjustments to account balances for checks returned with insufficient funds, including the addition of a NSF fee to the customer account.	H	Y		Munis General Billing and Accounts Receivable	
158	Ability to process ACH / bank draft receivables.	H	Y		Munis General Billing and Accounts Receivable	
159	Ability for authorized users to modify ACH settlement dates	H	Y		Munis General Billing and Accounts Receivable	May require manual file modification
160	Ability for authorized users to modify ACH settlement amounts	H	Y		Munis General Billing and Accounts Receivable	May require manual file modification
161	Ability for authorized users to delete ACH entries	H	Y		Munis General Billing and Accounts Receivable	May require manual file modification
162	Parking Permit Management					
163	Ability to track and invoice for parking permits.	H	Y		Munis General Billing and Accounts Receivable	Can do generic billing for these items via General Billing. Can do generic permitting via Permits module. No specific "parking management" module however.
164	Ability to track the following attributes for each parking permit:	-			Munis General Billing and Accounts Receivable	see above
165	Permit Number	H	Y		Munis General Billing and Accounts Receivable	see above
166	Garage / Lot (attaching to master address)	H	N		Munis General Billing and Accounts Receivable	see above
167	Permit class (covered, uncovered, service lot, reserved)	H	Y		Munis General Billing and Accounts Receivable	see above
168	Permit Year	H	N		Munis General Billing and Accounts Receivable	see above
169	Permit Color	H	N		Munis General Billing and Accounts Receivable	see above
170	Customer Information (e.g. name, address, phone, email, etc.)	H	Y		Munis General Billing and Accounts Receivable	see above

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR				Munis General Billing and Accounts Receivable		
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
171	City Employee Indicator (Yes/No)	H	N		Munis General Billing and Accounts Receivable	see above
172	Ability to charge multiple rates based on the permit type.	M	Y		Munis General Billing and Accounts Receivable	see above
173	Ability to the following calculations for employee parking permits:	-			Munis General Billing and Accounts Receivable	see above
174	Ability to calculate employee contribution which equals actual rate for the selected permit type minus the rate for lowest-cost permit type (e.g. employees are provided an uncovered space at no cost but may choose to upgrade to a covered space for an additional cost).	M	N		Munis General Billing and Accounts Receivable	see above
175	Ability to integrate with Payroll to deduct employee contribution for parking permit from paycheck.	M	N		Munis General Billing and Accounts Receivable	see above
176	Ability to charge each employee's home department for "base" parking permit cost.	M	N		Munis General Billing and Accounts Receivable	see above
177	Ability to integrate with Human Resources module to automatically determine each employee's current department.	M	N		Munis General Billing and Accounts Receivable	see above
178	Ability to allow permit holders to select from the monthly, quarterly, annual billing periods.	H	N		Munis General Billing and Accounts Receivable	see above
179	Ability to calculate discounts dependent on selected payment plan (e.g. greater discount for paying annually than monthly).	H	N		Munis General Billing and Accounts Receivable	see above
180	Ability to calculate bulk discounts for organizations that apply for multiple parking permits.	H	N		Munis General Billing and Accounts Receivable	see above
181	Ability to inactive a permit and link a new permit number to a customer's account when to handle lost permits.	M	N		Munis General Billing and Accounts Receivable	see above
182	Ability to generate a report showing all parking permit numbers that are outstanding (e.g. late, expired, etc.), grouped by parking garage/lot.	H	N		Munis General Billing and Accounts Receivable	see above
183	Interfaces / Integration					
184	Ability to integrate to a Point Of Sale (POS) system.	M	Y		Munis General Billing and Accounts Receivable	Munis offers a fully intergrated POS solution, Tyler Cashiering.
185	Ability to have G/L, Cash Receipting and POS systems fully integrate.	M	Y		Munis General Billing and Accounts Receivable	
186	Ability to integrate receipt of insurance payments with the Payroll system.	M	Y		Munis General Billing and Accounts Receivable	
187	Ability to reconcile COBRA payments made through account receivable with eligibility records in HR.	M	Y		Munis General Billing and Accounts Receivable	Via Payroll and HR
188	Ability to integrate to Teleworks or comparable software	M	Y		Munis General Billing and Accounts Receivable	Via Central Propert File
189	Ability to have the resident information integrated with the master address file.	M	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR				Munis General Billing and Accounts Receivable		
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
190	System is integrated with a central contacts database which tracks contact information that can be accessible from any module.	M	Y		Munis General Billing and Accounts Receivable	
191	Ability to stipulate when revenue is recognized in G/L (i.e., modified accrual/full accrual based on fund type and the passage of time; 60 days).	M	Y		Munis General Billing and Accounts Receivable	Munis G/L
192	Ability to have integration with Contract Management for payment term clauses	H	Y		Munis General Billing and Accounts Receivable	Assumes Munis Contract Management
193	Ability to import police citations to track open (unpaid) citations and send late notices	M	Y		Munis General Billing and Accounts Receivable	
194	Ability to integrate to AP for refunds	H	Y		Munis General Billing and Accounts Receivable	
195	Ability to establish user security levels that assist with defining which system users have the ability to see (by fund, department, etc.).	H	Y		Munis General Billing and Accounts Receivable	
196	Ability to interface to MS word and excel	M	Y		Munis General Billing and Accounts Receivable	
197	Ability to import an Excel file with billing information	M	Y		Munis General Billing and Accounts Receivable	Assuming standard file layout.
198	Ability for system to allow for ACH (bank drafted) payment processing.	H	Y		Munis General Billing and Accounts Receivable	
199	Ability to send a billing file to a 3rd party for the printing and mailing of the invoices and statements	L	Y		Munis General Billing and Accounts Receivable	
200	System integrates with an integrated voice response system (Teleworks or comparable software) to allow customers to be able to inquire on account and bill information via phone.	M	Y		Munis General Billing and Accounts Receivable	May require modification if interface is not currently known.
201	System allows for the import of electronic payment files from various sources (bank, credit card merchants, etc.)	H	Y		Munis General Billing and Accounts Receivable	Assuming ASCII file.
202	Ability to export a file containing delinquents to a collection agency.	H	Y		Munis General Billing and Accounts Receivable	
203	Ability to integrate with Human Resources module to determine charges for phone billing.	M	N		Munis General Billing and Accounts Receivable	
204	Ability to integrate with Human Resources module to determine charges for staff parking.	M	N		Munis General Billing and Accounts Receivable	
205	Ability to integrate with Master Addressing Module.	H	Y		Munis General Billing and Accounts Receivable	
206	Ability to integrate with Master Name Module.	H	Y		Munis General Billing and Accounts Receivable	
207	Ability to interface with WasteWorks system.	H	Y		Munis General Billing and Accounts Receivable	Assumes use of standard Munis layouts (GB or GL)
208	Ability to integrate with Housing Management system	H	Y		Munis General Billing and Accounts Receivable	Assumes use of standard Munis layouts (GB or GL)
209	Ability to integrate with Utility Billing system	H	Y		Munis General Billing and Accounts Receivable	Assumes use of standard Munis layouts (GB or GL)

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR				Munis General Billing and Accounts Receivable		
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
210	Ability to integrate with Work Orders system	H	Y		Munis General Billing and Accounts Receivable	Assumes use of standard Munis layouts (GB or GL)
211	Ability to integrate with Asset Management system	M	Y		Munis General Billing and Accounts Receivable	Assumes use of standard Munis layouts (GB or GL)
212	Ability to integrate with Facility Management system	M	Y		Munis General Billing and Accounts Receivable	Assumes use of standard Munis layouts (GB or GL)
213	Ability to integrate with Fleet Management system	H	Y		Munis General Billing and Accounts Receivable	Assumes use of standard Munis layouts (GB or GL)
214	Reporting					Some reports may require the use of SSRS
215	Ability to inquire or report on any attribute of an invoice (Department, location, date, amount, account, etc.).	H	Y		Munis General Billing and Accounts Receivable	May require reporting tools
216	Ability to view a history, based on user defined dates, of billing and collection history on-line.	H	Y		Munis General Billing and Accounts Receivable	
217	Ability to provide a detailed payment transaction report.	H	Y		Munis General Billing and Accounts Receivable	
218	Ability to view a customer's billing/transaction history at a summary level and be able to view any item in detail.	H	Y		Munis General Billing and Accounts Receivable	
219	Ability to create and track installment billings that span a multi-year period.	H	Y		Munis General Billing and Accounts Receivable	
220	Ability to create customer inquiries by account name; account number; and invoice number, amount due, or any other invoice or customer field.	H	Y		Munis General Billing and Accounts Receivable	
221	Ability to create and print invoices/bills showing the following:	-			Munis General Billing and Accounts Receivable	
222	Account number	H	Y		Munis General Billing and Accounts Receivable	
223	Bill number	H	Y		Munis General Billing and Accounts Receivable	
224	Amount due	H	Y		Munis General Billing and Accounts Receivable	
225	Due date	H	Y		Munis General Billing and Accounts Receivable	
226	Customer name	H	Y		Munis General Billing and Accounts Receivable	
227	Customer address	H	Y		Munis General Billing and Accounts Receivable	
228	Line item description and amount	H	Y		Munis General Billing and Accounts Receivable	
229	Additional notes per a charge code.	H	Y		Munis General Billing and Accounts Receivable	Comments

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR				Munis General Billing and Accounts Receivable		
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
230	Additional notes to invoice based on billing type	H	Y		Munis General Billing and Accounts Receivable	Comments
231	Ability to accumulate and print an Aged Receivable Report for all past-due accounts of 30, 60, 90, 120, 120+ days as of a user-specified date. The detailed information on customer number, customer type, bill type, and the unpaid amounts will be printed.	H	Y		Munis General Billing and Accounts Receivable	
232	Ability to create Accounts Receivable Aging Reports that details transaction aging and is specific to each department and can be run with an “as of” date. The detailed information on customer number, customer type, bill type, and the unpaid amounts will be printed.	H	Y		Munis General Billing and Accounts Receivable	
233	Ability to create a Daily Cash Receipts and Adjustments Journal , including General Ledger account totals and billing/cash receipts code totals.	H	Y		Munis General Billing and Accounts Receivable	
234	Ability to create a Delinquency Report by age or user defined listing all delinquent accounts, amounts past due, and penalty/interest charges.	H	Y		Munis General Billing and Accounts Receivable	
235	Ability to create a Transaction Report , listing details on each payment collected, with options for specifying an output sequence, bill type, date range, and/or transaction type.	H	Y		Munis General Billing and Accounts Receivable	
236	Ability to create an Account Master File Listing .	H	Y		Munis General Billing and Accounts Receivable	
237	Ability to create an Installment Pay Report showing beginning balance, payment dates (for all payments made) and balance due.	H	Y		Munis General Billing and Accounts Receivable	
238	Ability to create an Invoice Register . Listing details on each invoice generated, by user or department, with options for specifying an output sequence, bill type, date range, additional notes per charge code, etc.	H	Y		Munis General Billing and Accounts Receivable	
239	Ability to create Customer Invoices/Bills , sequenced by type, date, receipted amount, and partial or entire payment, account number.	H	Y		Munis General Billing and Accounts Receivable	
240	Ability to create Mailing List/Labels for sending correspondence.	H	Y		Munis General Billing and Accounts Receivable	
241	Ability to report customers that have had no activity as of a user specified date, so that the customer can be purged from the system	H	Y		Munis General Billing and Accounts Receivable	
242	Ability to create a report showing Bills and Transactions Purged for all types, or for specific types of bills, with a zero balance; the date paid, canceled, etc., must be included. The report can be generated for a user-specified date range.	H	Y		Munis General Billing and Accounts Receivable	
243	Ability to generate letters based on account balance per customer type not on billed items for past due accounts.	H	Y		Munis General Billing and Accounts Receivable	Via Munis Office Mail Merge
244	Ability to list all accounts that have been transferred to a collection agency	H	Y		Munis General Billing and Accounts Receivable	
245	Ability to report on total number of spaces charged within a parking lot by customer.	H			Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
246	Ability to report on balance due by customer by fund.	H	Y		Munis General Billing and Accounts Receivable	
247	Ability to create a GL Account Detail Report , showing all transactions posted to an account in the General Ledger, including:	-			Munis General Billing and Accounts Receivable	
248	Bill Number	H	Y		Munis General Billing and Accounts Receivable	
249	Customer Number	H	Y		Munis General Billing and Accounts Receivable	
250	Check Number	H	Y		Munis General Billing and Accounts Receivable	
251	Amounts	H	Y		Munis General Billing and Accounts Receivable	
252	Balance	H	Y		Munis General Billing and Accounts Receivable	
253	Adjustments	H	Y		Munis General Billing and Accounts Receivable	
254	System must provide the ability to maintain billing history, including the above information and the following:	-			Munis General Billing and Accounts Receivable	
255	Bill Type	H	Y		Munis General Billing and Accounts Receivable	
256	Status of Bill	H	Y		Munis General Billing and Accounts Receivable	
257	Bill Number	H	Y		Munis General Billing and Accounts Receivable	
258	Check Number	M	Y		Munis General Billing and Accounts Receivable	
259	Billing Cycle	H	Y		Munis General Billing and Accounts Receivable	
260	Amount Due	H	Y		Munis General Billing and Accounts Receivable	
261	Date Charged, Billed, Due and Paid	H	Y		Munis General Billing and Accounts Receivable	
262	Balance Due Date	H	Y		Munis General Billing and Accounts Receivable	
263	Payment Type (check, cash, credit card, etc.)	M	Y		Munis General Billing and Accounts Receivable	
264	Last Payment Date	H	Y		Munis General Billing and Accounts Receivable	
265	Last Payment Amount	H	Y		Munis General Billing and Accounts Receivable	
266	Installments (quantity in total and remaining)	M	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Misc Billing & AR

4.25 - Misc Billing & AR			Munis General Billing and Accounts Receivable			
Objective: To provide for fully integrated billing and tracking of all City-wide receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
267	Installment Amounts	H	Y		Munis General Billing and Accounts Receivable	
268	Late Payment Notices Set by Date	M	Y		Munis General Billing and Accounts Receivable	
269	Next Billing Date	M	Y		Munis General Billing and Accounts Receivable	
270	Last Billing Date	H	Y		Munis General Billing and Accounts Receivable	
271	MTD Billing Amounts	H	Y		Munis General Billing and Accounts Receivable	
272	YTD Billing Amounts	H	Y		Munis General Billing and Accounts Receivable	
273	Paid-to-Date	H	Y		Munis General Billing and Accounts Receivable	
274	Adjustments/Write-offs	H	Y		Munis General Billing and Accounts Receivable	
275	Interest and Penalty Charges	H	Y		Munis General Billing and Accounts Receivable	
276	Total Balance	H	Y		Munis General Billing and Accounts Receivable	
277	Amount/Date Sent to Collection Agency	H	Y		Munis General Billing and Accounts Receivable	
278	Collection Agency Status	M	Y		Munis General Billing and Accounts Receivable	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.26 - Payroll			Munis Payroll			
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Functional Requirements					
2	Ability to predate and post date employee transactions (i.e. calculations & deductions based on date can be done in advance)	H	Y		Munis Payroll	via Personnel Actions
3	System provides, all mandated State and Federal payroll reports, and includes updates with the standard software maintenance agreement	H	Y		Munis Payroll	
4	Ability to have different From/To pay dates in the same payroll run. The Hourly employees have a different From/To pay date than the salaried employees.	M	Y		Munis Payroll	Multip Level Generate
5	Ability to restrict access to Payroll/Personnel system to provide secure inquiry.	H	Y		Munis Payroll	
6	Ability to perform supplemental payroll processing to support year-end processing schedules.	H	Y		Munis Payroll	
7	Ability to set different worker's comp rules for the different organizations (i.e. Police vs. Pension employees)	H	Y		Munis Payroll	
8	Ability to provide a payment history record for each payment and/or adjustment that the system generates that contains sufficient information to recreate all of the conditions and factors involved in the generation of the payment or adjustment.	H	Y		Munis Payroll	
9	Ability to adjust all accumulated totals that are affected by an adjustment (e.g., FICA-subject wages, taxes, and retirement).	H	Y		Munis Payroll	
10	Ability to match every payment and adjustment with the pay period where the adjustment applies.	H	Y		Munis Payroll	
11	Ability to pay employees every other week but have the choice of producing vendor checks (i.e. Fed'l, state, insurances, etc.) on the same cycle or monthly.	H	Y		Munis Payroll	
12	Ability to change position and job class mid-pay cycle.	H	Y		Munis Payroll	
13	Ability to generate multiple checks for an employee within a single pay cycle.	H	Y		Munis Payroll	
14	Ability to provide extensive audit trails of payroll transactions.	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
15	Ability to pay employees with hourly rate and biweekly salary in same payroll cycle.	M	Y		Munis Payroll	
16	Ability to refund terminated employees.	H	Y		Munis Payroll	
17	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.	H	Y		Munis Payroll	
18	Ability to maintain salary information for terminated employees for a user-defined time interval.	H	Y		Munis Payroll	
19	Ability to reconcile COBRA payments made through account receivable with eligibility records in HR.	M	Y		Munis Payroll	
20	Ability to provide multiple loans to employees and inquire and report on the loan and any payments made against those loans	H	Y		Munis Payroll	
21	Ability to calculate and pay longevity on each eligible employee's regular pay	H	Y		Munis Payroll	
22	Ability to track base pay (per contract hourly pay) and premium pays (i.e. shift differential, longevity, overtime, etc.) separately and list all of these earning separately on the check stub	H	Y		Munis Payroll	
23	Ability to send appropriate electronic notifications to HR/Payroll Personnel when important payroll functions have occurred (checks printed, etc.)	H	Y		Munis Payroll	via Workflow
24	EMPLOYEE SET-UP and MAINTENANCE					
25	Payroll module tightly integrated to Human Resources module, sharing the same database and employee record	M	Y		Munis Payroll	
26	Ability to classify employees in variety of ways (active, terminated, inactive, on-call, seasonal, permanent, temporary, term, intermittent, full-time, part-time, elected, exempt, non-exempt, and user-defined other).	H	Y		Munis Payroll	
27	Ability to classify an employee as Medicare only, both Social Security and Medicare or exempt from both Social Security and Medicare.	H	Y		Munis Payroll	
28	System must provide the ability to safeguard against using duplicate Social Security Numbers.	H	Y		Munis Payroll	
29	Ability to display employee information without displaying the SSN.	H	Y		Munis Payroll	
30	Ability to enter multiple location codes per employee	H	Y		Munis Payroll	
31	DEDUCTIONS AND CONTRIBUTIONS					
32	Ability to track the following information:	-			Munis Payroll	
33	Multiple Insurance plans	H	Y		Munis Payroll	
34	Flexible spending/cafeteria plan (health and daycare)	H	Y		Munis Payroll	
35	Credit union (or other banking facility)	H	Y		Munis Payroll	
36	Deductions for City Liabilities (i.e. Utility Bill)	M	Y		Munis Payroll	
37	Basic and additional life insurance	H	Y		Munis Payroll	
38	Survivor's income benefits	L	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
39	Long-term disability insurance	H	Y		Munis Payroll	
40	Short-term disability insurance	L	Y		Munis Payroll	
41	Deferred compensation (457)	H	Y		Munis Payroll	
42	Charitable contributions	H	Y		Munis Payroll	
43	Garnishments (child support, federal levy, creditor, bankruptcy)	H	Y		Munis Payroll	
44	Supplemental Life (2 different types)	H	Y		Munis Payroll	
45	Federal, state, FICA (OASDI), Medicare taxes	H	Y		Munis Payroll	
46	Unlimited number of deductions	H	Y		Munis Payroll	Max of 9,999
47	Deductions with a future effective date(s)	H	Y		Munis Payroll	
48	Ability to specify, by pay/deduction code:	-			Munis Payroll	
49	Which codes apply to which employees.	H	Y		Munis Payroll	
50	Which get added to calendar Y-T-D totals.	H	Y		Munis Payroll	
51	Which get added to Fiscal year to date (FYD) totals	H	Y		Munis Payroll	
52	Which are for retroactive pays.	H	Y		Munis Payroll	
53	Which are deducted from check and shown on stub.	H	Y		Munis Payroll	Tyler recommends the use of Tyler Forms
54	Which deductions apply by pay period and employee/bargaining group.	H	Y		Munis Payroll	
55	Deductions with begin and stop dates for such items as:	-			Munis Payroll	
56	Minimum/maximum percentage of earnings amount	H	Y		Munis Payroll	
57	Minimum/maximum fixed dollar value	H	Y		Munis Payroll	
58	Priority	H	Y		Munis Payroll	
59	Frequency for withholding	H	Y		Munis Payroll	
60	Ability to identify which payroll run the deductions are scheduled for (first, second, third, only first & second, all, etc.).	H	Y		Munis Payroll	
61	Ability to establish multiple deferred compensation (457) matching rules, allowing for City match based on employee contribution level	H	Y		Munis Payroll	One calculation code per deduction. May need analysis on rules.
62	Ability to calculate 401a benefit contribution based on contributions that an employee can make to one or more 457 plans.	H	Y		Munis Payroll	
63	Ability to calculate DROP interest payment on pension payroll checks.	H	N		Munis Payroll	
64	Ability to allow for leave without pay with the ability to continue employer paid deductions (FMLA and Police).	H	Y		Munis Payroll	
65	Ability to have on-line real-time update capability of the deduction table.	H	Y		Munis Payroll	
66	Ability to provide mass update capabilities on payroll tables.	H	Y		Munis Payroll	
67	Ability to allow deductions to be employee paid, employer paid, or a combination thereof.	H	Y		Munis Payroll	
68	Ability to set-up arrears rules by deduction type.	H	Y		Munis Payroll	
69	Ability to allow the selection of the method of computing employee and employer contribution amounts based on the following:	-			Munis Payroll	
70	Flat dollar amount	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
71	Percentage of the total contribution amount	H	Y		Munis Payroll	
72	Amount per hour worked	H	Y		Munis Payroll	
73	Formula	H	Y		Munis Payroll	
74	Percent of earnings	H	Y		Munis Payroll	
75	Ability to produce audits of employee deductions for the purpose of detecting the absence of a required deduction or the existence of an unauthorized deduction.	H	Y		Munis Payroll	
76	Ability to determine if a deduction should be applied to a particular payment based on such criteria as earnings type, effective dates, and employee group restrictions.	H	Y		Munis Payroll	
77	Ability to determine if earnings are sufficient to withhold a deduction.	H	Y		Munis Payroll	
78	Ability to accumulate totals per employee deduction for the following employee and employer contribution amounts:	-			Munis Payroll	
79	Current period wage period	H	Y		Munis Payroll	
80	Month-to-date	H	Y		Munis Payroll	
81	Quarter-to-date	H	Y		Munis Payroll	
82	Year-to-date	H	Y		Munis Payroll	
83	Fiscal-to-date	H	Y		Munis Payroll	
84	Life-to-date	H	Y		Munis Payroll	
85	Ability to process special supplemental deductions.	H	Y		Munis Payroll	
86	Ability to allow recurring deductions in dollar amounts and percentages of base and/or gross salary.	H	Y		Munis Payroll	
87	Ability to allow one-time or short term recurring deductions.	H	Y		Munis Payroll	
88	Ability to flag deductions that do not continue after a certain amount has been reached.	H	Y		Munis Payroll	
89	Ability to compute and report a percentage employer contribution to the pension plan.	H	Y		Munis Payroll	
90	Ability to process both negative and positive payroll deductions.	H	Y		Munis Payroll	
91	Ability to accommodate and identify multiple types of benefit plans (e.g., health, dental, life insurance, etc.) that are employee and/or employer paid with multiple premium amounts per plan (individual, individual+1, family).	H	Y		Munis Payroll	
92	Ability to set and calculate variable employee and employer contribution amounts on employee benefit deduction records based on the following input transaction fields:	-			Munis Payroll	
93	Effective date	H	Y		Munis Payroll	
94	Benefit plan	H	Y		Munis Payroll	
95	Dependent coverage (single +1, family)	H	Y		Munis Payroll	
96	Employee group	H	Y		Munis Payroll	
97	Eligibility	H	Y		Munis Payroll	
98	Combination of the above fields	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
99	Percentage of salary	H	Y		Munis Payroll	
100	Ability to calculate Social Security and Medicare tax on deferred comp earnings.	H	Y		Munis Payroll	
101	Ability to NOT calculate Federal, State, and City taxes on deferred comp earnings.	H	Y		Munis Payroll	
102	Ability to establish the priority of the deductions - user can change priority for all employees or for individual employees.	H	Y		Munis Payroll	
103	Ability to do a monthly accumulation of insurance premiums for reconciliation to insurance providers' invoice file. Provide for method of comparison.	H	Y		Munis Payroll	
104	Ability to calculate and deduct life insurance, short-term and long-term disability premiums each month for all employees based on gross wages and employee's age.	H	Y		Munis Payroll	
105	Ability to generate automatic G/L journal entry for all deductions each pay period.	H	Y		Munis Payroll	
106	Ability to add unlimited number of user-defined deductions.	H	Y		Munis Payroll	Max of 9,999
107	Ability to auto adjust all deductions at termination	H	Y		Munis Payroll	
108	Ability to set up deductions as taxable or non-taxable	H	Y		Munis Payroll	With propoer set up of execption table
109	Garnishments					
110	Ability to process garnishments for third-parties, child support, bankruptcy, federal levy.	H	Y		Munis Payroll	
111	Ability to setup varying computational methods for each garnishment type, such as determining an employee' s disposable earnings for each garnishment type (gross minus required withholdings) including accommodations for varying tax filing status'.	H	Y		Munis Payroll	
112	Ability to enter specific garnishment withholding amounts for an employee for each pay period.	M	Y		Munis Payroll	
113	Ability to record the following information with each garnishment:	-			Munis Payroll	
114	Name and address of the levying party	H	Y		Munis Payroll	
115	Case number	H	Y		Munis Payroll	
116	Garnishment amount	H	Y		Munis Payroll	
117	Ability to have one garnishment deduction that can be paid out to multiple vendors	H	Y		Munis Payroll	
118	Ability to calculate withholding of specific amount up to a pre-described amount (balance due/maximum deduction amount).	H	Y		Munis Payroll	
119	Ability to calculate withholding at a percentage rate of disposable pay up to a pre-described amount (balance due/maximum deduction amount).	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
120	Ability to establish minimum earnings standards which preempt the deduction from being taken to reduce the deduction of the amount allowed by law (30 X minimum wage exempt from garnishment).	H	Y		Munis Payroll	
121	Ability to establish exempt earnings calculations which determine the amount to be withheld from the employees' disposable and/or take home pay for Federal Levies.	H	Y		Munis Payroll	
122	Ability to track each garnishment independently (to track multiple garnishments per employee).	H	Y		Munis Payroll	
123	Ability to properly calculate multiple garnishments for one employee	H	Y		Munis Payroll	
124	Ability to update calculations based on most current federal and state regulations.	H	Y		Munis Payroll	
125	Ability to calculate court-ordered medical insurance premiums as garnishment when computing disposable income.	H	Y		Munis Payroll	
126	EARNINGS					
127	Data Elements - Earnings	H	Y		Munis Payroll	
128	Ability to track the following earnings information (MTD, QTD, YTD, FTD):	-			Munis Payroll	
129	Regular Pay	H	Y		Munis Payroll	
130	Overtime Pay	H	Y		Munis Payroll	
131	Paid and unpaid leave	H	Y		Munis Payroll	
132	Hours paid in current period but worked, taken, or earned in previous pay period	H	Y		Munis Payroll	
133	Lump sum paid leave (vacation, sick leave, and comp hours)	H	Y		Munis Payroll	
134	On-call shift by day	H	Y		Munis Payroll	
135	Retirement benefit received	H	Y		Munis Payroll	
136	Overtime at straight time rate	H	Y		Munis Payroll	
137	On the job injury pay	H	Y		Munis Payroll	
138	Short term disability	L	Y		Munis Payroll	
139	Jury duty	M	Y		Munis Payroll	
140	Termination/retirement leave payout	H	Y		Munis Payroll	
141	Education pay	L	Y		Munis Payroll	
142	Training pay	H	Y		Munis Payroll	
143	Status: Permanent, Term, on-call, seasonal, temporary, intermittent	H	Y		Munis Payroll	
144	Compensation time paid	H	Y		Munis Payroll	
145	Compensation time earned	H	Y		Munis Payroll	
146	Dependent sick leave	H	Y		Munis Payroll	
147	Family death (funeral) leave	L	Y		Munis Payroll	
148	Personal holiday	L	Y		Munis Payroll	
149	Step-up pay	H	Y		Munis Payroll	
150	Incentive / award paid	H	Y		Munis Payroll	
151	Military Active Leave	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll			Munis Payroll			
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
152	Military Training	H	Y		Munis Payroll	
153	Catastrophic leave	L	Y		Munis Payroll	
154	Suspension / Administrative	H	Y		Munis Payroll	
155	Traffic Grants: 1.5x hourly rate even if the hours are not considered overtime under FLSA	H	Y		Munis Payroll	
156	Family Leave - no pay, comp taken, dependent sick leave, personal holiday, sick leave, vacation, catastrophic leave	H	Y		Munis Payroll	
157	Earnings type subject to retirement, FICA, income tax, or Unemployment Insurance	H	Y		Munis Payroll	
158	Variable taxing rates and methods (e.g. flat percent or annualized percentage table) for any earnings type	H	Y		Munis Payroll	
159	Ability to identify retirement eligible wages from gross wages.	H	Y		Munis Payroll	
160	Ability to have current period (bi-weekly), quarter-end, year-to-date and fiscal-to date accumulators for all taxes, deductions, earnings, and hours (including pay hours, overtime hours, differential, leave hours, etc.).	H	Y		Munis Payroll	
161	Ability to allow an unlimited number of user defined earning types and attributes.	H	Y		Munis Payroll	Max 999
162	Ability to set up a matrix with steps and pay rates based on employee group and automatically move up a step each year based on their anniversary date (i.e. Employee starts on Feb 1 and set to step X, one year will move to step X+1)	L	Y		Munis Payroll	
163	Ability to distribute pay to an unlimited number of accounts, with automatic default payroll distribution.	H	Y		Munis Payroll	
164	Ability to enter one employee in multiple positions with multiple job titles, pay rates. classifications, cost centers, etc., during the same pay cycle without the need for manual journal entries and show cross reference in payroll register.	H	Y		Munis Payroll	
165	Ability to split employee pay and benefits among multiple organizations.	L	Y		Munis Payroll	
166	Ability to automatically pay employee (any employee type) for part of a pay period at one rate and the rest of the pay period at a different rate if employee's rate change is effective dated during the middle of the pay period.	H	Y		Munis Payroll	
167	Ability to calculate regular rate of pay, per FLSA requirements: ((Total hours X Base Rate) + (additions to pay))/total hours = reg rate.	H	Y		Munis Payroll	
168	Ability to calculate base pay: (Total hours X Base Rate) + (additions to pay).	H	Y		Munis Payroll	
169	Ability to allow an employee to be paid a premium pay regardless of the number of hours worked in an FLSA cycle.	H	Y		Munis Payroll	
170	Other Earnings					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll			Munis Payroll			
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
171	Ability to include employer payment of an employee tax in taxable earnings.	H	Y		Munis Payroll	
172	Ability of department to change time record and hold changes in suspense awaiting release by authorized user/department prior to accepting.	L	Y		Munis Payroll	
173	Ability to calculate step-up pay for temporary assignments above employee's current position	H	Y		Munis Payroll	
174	Ability to reexamine suspense items each payroll cycle and release them for processing when all suspense conditions are cleared.	M	Y		Munis Payroll	
175	Ability to pay earnings based on following calculations:	-			Munis Payroll	
176	Flat rate	H	Y		Munis Payroll	
177	Percent of salary rate (base pay rate)	H	Y		Munis Payroll	
178	Amount per hour	H	Y		Munis Payroll	
179	Fixed Amount	H	Y		Munis Payroll	
180	Ability to designate some earnings types to have unique calculation routines.	H	Y		Munis Payroll	
181	Ability to restrict an earnings type to a specified group or groups of employees.	H	Y		Munis Payroll	
182	Ability to automatically calculate regular gross for employees based on the following rates and varying pay periods per year:	-			Munis Payroll	
183	Hourly rate	H	Y		Munis Payroll	
184	Bi-weekly rate	H	Y		Munis Payroll	
185	Monthly rate	H	Y		Munis Payroll	
186	Annual rate	H	Y		Munis Payroll	
187	Ability to compute total hours worked multiplied by rate per hour when less than a standard pay period amount is due to an individual .	H	Y		Munis Payroll	
188	Ability of system to calculate and adjust taxable wages for non-cash fringe benefits.	H	Y		Munis Payroll	
189	Ability to calculate and pay an employee's other source of compensation:	-			Munis Payroll	
190	Prior period adjustments	H	Y		Munis Payroll	
191	Car Allowance	H	Y		Munis Payroll	
192	Moving expenses	M	Y		Munis Payroll	
193	Tuition reimbursement	H	Y		Munis Payroll	Via Employees Expense Reimbursement
194	Accrued Time Cash Out	H	Y		Munis Payroll	
195	Travel reimbursement	M	Y		Munis Payroll	Via Employees Expense Reimbursement
196	Mileage reimbursement	M	Y		Munis Payroll	Via Employees Expense Reimbursement
197	Supplemental payments	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
198	Underpayments	H	Y		Munis Payroll	
199	Lump sum payment for unused leave	H	Y		Munis Payroll	
200	Allowance (clothing, uniform, etc.)	H	Y		Munis Payroll	
201	Other reimbursements and additions to pay	H	Y		Munis Payroll	Via Employees Expense Reimbursement
202	Dependent care	M	Y		Munis Payroll	
203	Police / Fire off duty detail	H	Y		Munis Payroll	
204	Ability to pay accrued time out as current dollars versus banked hours	H	Y		Munis Payroll	
205	Overtime					
206	Ability to calculate gross pay: Base Pay + OT Premium + Other Additions to Pay.	H	Y		Munis Payroll	
207	Ability to identify which additions to pay are included in OT weighted average calculation.	H	Y		Munis Payroll	
208	Ability to calculate FLSA overtime on only one position's hours for an employee in multiple positions (e.g., an employee who works hours in an exempt position and hours in a non-exempt position).	H	Y		Munis Payroll	
209	Ability to calculate overtime hours for different employee groups with different FLSA periods.	H	Y		Munis Payroll	
210	Ability to record overtime based on FLSA regulations on a monthly basis by employee group.	H	Y		Munis Payroll	
211	Ability to calculate weighted average overtime premium pay: Reg Rate X OT hours X .5.	H	Y		Munis Payroll	
212	Ability to pay overtime rate if employee has worked less than 40 hours in week per FLSA cycles.	L	Y		Munis Payroll	
213	Ability to alert users if OT is entered without 40 hours of pay entered.	M	Y		Munis Payroll	SSRS
214	Ability to alert users if more than 40 hours of work is entered without OT paid or comp time accrued.	H	R		Munis Payroll	SSRS
215	Ability to alert user for overtime or comp earned for unauthorized employees.	H	Y		Munis Payroll	SRSS
216	Ability to record overtime based on Police regulations for OT (i.e. enter time worked per day and record OT after scheduled hours for work day-8 hours for regular sched/after 10 hours if on 10 hr days, etc.).	H	Y		Munis Payroll	
217	Ability to record overtime based on Fire regulations for OT (enter time worked per day and record OT after 28 day cycle)	H	Y		Munis Payroll	
218	Ability to enter and report overtime by user-definable General Ledger segments	H	Y		Munis Payroll	
219	Ability to specify earning codes that are overtime eligible.	H	Y		Munis Payroll	
220	Ability to pay double time, 2.5 time and triple time	H	Y		Munis Payroll	
221	Ability to calculate overtime payments using weighted average hourly rate for employees with one or more pay rates.	H	Y		Munis Payroll	
222	Shift Differential					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
223	Ability to pay shift differential based on percentage of rate or set amount.	H	Y		Munis Payroll	
224	Ability to calculate differential shift by work times coded by employees, according to agreement	H	Y		Munis Payroll	
225	Comp Time					
226	Ability to track comp time and optionally allow either to be taken or paid out (up to the discretion of the employee).	H	Y		Munis Payroll	
227	Ability to limit earned comp time to a user specified number of hours; provide ability to enter exceptions.	H	Y		Munis Payroll	
228	Ability to pay comp time at any time during the year.	H	Y		Munis Payroll	
229	Ability to auto pay comp balances at year end; must allow exceptions.	L	Y		Munis Payroll	
230	Ability to track compensatory time off hours earned by employees.	H	Y		Munis Payroll	
231	Ability to allocate a different maximum number of compensatory hours that may be banked by employee group.	H	Y		Munis Payroll	
232	Retro Pay					
233	Ability to automatically calculate retroactive pay.	H	Y		Munis Payroll	User Initiated
234	Ability to generate a separate Retroactive Pay separate from the regular pay cycle.	H	Y		Munis Payroll	
235	Ability to calculate and allow one-time or multiple arrears deductions for an employee’s insurance premiums if needed for retroactive changes in the employee’s enrollment.	H	Y		Munis Payroll	
236	Ability to automatically generate pay or adjustments when a retroactive pay-related information is changed - rate, hours, allowances, etc.	H	Y		Munis Payroll	
237	PTO					
238	Ability to log all Vacation/PTO, sick, and comp adjustments in the system.	H	Y		Munis Payroll	
239	Ability to identify which funds are to be used for accrual of vacation, sick time, etc., for those staff who are allocated to multiple funds.	M	Y		Munis Payroll	
240	Ability to calculate PTO/vacation and sick leave accrual based on years of service, job class, employee status (permanent, term), department (Police, other), etc.	H	Y		Munis Payroll	
241	Ability to limit PTO/vacation accruals based on maximum for defined plan, job class, department, status, etc. and record the time lost as a result of the limits.	H	Y		Munis Payroll	Munis does not track time once limit is reached.
242	Ability to alert user at entry of exceeding accrued balances; ability to override edit.	H	Y		Munis Payroll	
243	Ability to record leave time and accruals per pay period and annually based on combination of years of service and employee group for several types of leave plans (PTO, Police, traditional Vac/Sick, executive accrual, according to City policies).	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
244	Ability to automatically adjust the paid leave accrued balances by type when leave is taken (vacation, sick, sick incentive, PTO, holiday, floating holiday, etc.	H	Y		Munis Payroll	
245	Ability to track detailed leave information: type, leave date, hours taken, remarks, start/stop dates.	H	Y		Munis Payroll	
246	Ability to limit the usage of PTO/vacation, sick leave, and comp time based on employee's accumulated balances, with exceptions allowed.	H	Y		Munis Payroll	
247	Ability to automatically pay out comp time based on established limits per group.	H	Y		Munis Payroll	
248	Ability to automatically calculate and report a change in general leave accrual rate based on a change in standard pay hours for the pay period or an employee's years in service.	H	Y		Munis Payroll	
249	Ability to store and retrieve "to-date" and "year-to-date" leave accrued, taken, paid, lost (over max), and forfeited.	H	Y		Munis Payroll	Munis does not track time once limit is reached.
250	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance.	H	Y		Munis Payroll	
251	Ability to prohibit PTO and vacation payoffs for terminating probationary employees.	H	Y		Munis Payroll	
252	Ability to turn on and off employees accruals based on a predetermined time frame.	H	Y		Munis Payroll	
253	Ability to calculate RHS contribution for retiring employees based upon their sick leave accruals.	H			Munis Payroll	NMI on calculation
254	Ability to have different accrual pay out rules for each type (i.e. sick payout is once a year, vacation and personal twice a year)	H	Y		Munis Payroll	
255	Ability to determine the dollar amount of sick, personal and vacation liability.	H	Y		Munis Payroll	
256	System provides a report each pay period of employees who have more than the 80 hours of PTO allowed	H	Y		Munis Payroll	
257	Ability to create an automatic notification to the employee when an employee's vacation/PTO/sick time balance is running above / below a user defined maximum / minimum level.	H	Y		Munis Payroll	
258	Ability to track and pay out sick leave as part of a buyback program	H	Y		Munis Payroll	
259	Ability to schedule time-off requests electronically	M	Y		Munis Payroll	
260	Labor Distribution					
261	Ability to balance (offset) entries by fund for distributed labor costs.	H	Y		Munis Payroll	
262	Ability to distribute benefits costs based on hours worked in each fund.	H	Y		Munis Payroll	
263	Ability to balance (offset) entries for distributed labor costs.	H	Y		Munis Payroll	
264	Ability to track and calculate, on a daily basis, labor cost of projects (FEMA reporting).	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
265	Ability to distribute costs for labor (overtime and mileage) by project (not as a proportion of the labor costs per project).	M	Y		Munis Payroll	
266	Ability to track uncompensated hours for employees by project to gather total hours needed to complete project.	H	Y		Munis Payroll	
267	Ability to track uncompensated hours for volunteers by project to gather total hours needed to complete project (also for potential matching portion of grants).	M	Y		Munis Payroll	
268	Ability to provide cost accounting options for task, location, and project.	M	Y		Munis Payroll	
269	Ability to generate internal billing for distributing labor costs to project (grants).	M	Y		Munis Payroll	
270	Ability to have a percentage allocation set up for the costs centers	M	Y		Munis Payroll	
271	Ability to accommodate batch splitting for labor distribution during pay periods that cross accounting periods.	H	y		Munis Payroll	
272	PAYROLL PROCESSING					
273	Ability to create Payroll Edit List detailing exceptions as well as listing out gross, deductions, net, gl distributions with department totals.	H	Y		Munis Payroll	
274	Ability to produce a Deduction Register for each pay cycle	H	Y		Munis Payroll	
275	Ability to forecast an employees check based on criteria entered	H	Y		Munis Payroll	
276	Ability to produce a Cash Requirements report for each pay cycle	H	Y		Munis Payroll	
277	Direct Deposit					
278	Ability to create a file for direct deposit in ACH format, deferred comp providers, and others as needed.	H	Y		Munis Payroll	Assumes known format, may require modification if unknown.
279	Ability for end user to change the format of the bank file when changes are requested from the bank	H	Y		Munis Payroll	
280	Ability to have multiple financial institutions per employee designated for direct deposit.	H	Y		Munis Payroll	
281	Ability to allow direct deposit as:	-			Munis Payroll	
282	Full net amount to one financial institution	H	Y		Munis Payroll	
283	Percentages of the net amount to more than one financial institution	H	Y		Munis Payroll	
284	Fixed amounts to more than one financial institution	H	Y		Munis Payroll	
285	Multiple accounts to one financial institution	H	Y		Munis Payroll	
286	Ability to direct payments to pay cards and create file to upload to pay card provider.	M	Y		Munis Payroll	Assumes known format, if unknown modification maybe required.
287	Ability to prenote prior to an employee's first pay cycle.	L	Y		Munis Payroll	
288	Ability to override prenote process.	H	Y		Munis Payroll	
289	Ability to accept direct deposit changes directly from bank (i.e. Credit Union)	L	N		Munis Payroll	employee can make change via ESS
290	Ability to email check stubs	M	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
291	Check Printing					Tyler recommends the use of Tyler Forms for check printing.
292	Ability to provide computer-generated payroll checks.	H	Y		Munis Payroll	
293	Ability to print check and stub, or earnings statement, on self-mailer check form.	M	Y		Munis Payroll	
294	Ability to print checks in prescribed sequence that can be changed at any time by users.	H	Y		Munis Payroll	
295	System must provide flexible processing schedules for the ability to rerun payroll, if needed.	H	Y		Munis Payroll	
296	Ability to restart the check process for the following:	-			Munis Payroll	
297	One check	H	Y		Munis Payroll	
298	Small group of checks	H	Y		Munis Payroll	
299	Entire check run	H	Y		Munis Payroll	
300	Ability to automatically advance to next paycheck to continue stub printing.	H	Y		Munis Payroll	
301	Ability for manual check processing.	H	Y		Munis Payroll	
302	Ability to have special payroll runs at the same time as a normal payroll run.	H	Y		Munis Payroll	
303	Ability to run supplemental payrolls that update the year-to-date balances (gross, net, taxes, deductions, etc.) without producing paychecks.	H	Y		Munis Payroll	
304	Ability to run preliminary payrolls that do not update year-to-date balances but simulate the update of year-to-date balances with simulated postings to the general ledger (e.g. a test run).	H	Y		Munis Payroll	
305	Ability to adjust previously issued payments.	H	Y		Munis Payroll	
306	Ability to print payroll replacement checks.	H	Y		Munis Payroll	
307	Ability to print single payroll checks for employees even if they are working in multiple positions or funded from multiple funding sources.	H	Y		Munis Payroll	
308	Ability to issue checks outside of the processing cycle.	H	Y		Munis Payroll	
309	Ability of the advice / check stub to have all relevant detailed information regarding the employee, earnings, and deductions, including annual accumulators as defined by user	H	Y		Munis Payroll	
310	Ability to print the name of financial institution on direct deposit advice.	H	Y		Munis Payroll	
311	Ability to support MICR printing	H	Y		Munis Payroll	
312	Ability to support printing the check signature with proper security of the signature.	H	Y		Munis Payroll	
313	Payroll Taxes					
314	Ability to provide and update tables for the following tax categories:	-			Munis Payroll	
315	Federal income tax	H	Y		Munis Payroll	
316	State income tax	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
317	FICA (OASDI and Medicare)	H	Y		Munis Payroll	
318	Earned income credit	L	Y		Munis Payroll	
319	Ability to update tax tables when data in the tables change.	H	Y		Munis Payroll	
320	Ability to have an update automatically applied annually with tax table changes	M	Y		Munis Payroll	
321	Ability to provide tax tables which are in compliance with all applicable tax laws.	H	Y		Munis Payroll	
322	Ability to provide the following tax calculation capabilities for tax exempt, tax tables, fixed amount and combination of fixed amount and tables.	H	Y		Munis Payroll	
323	Ability to have default taxes withheld using single with zero exemptions as the default.	H	Y		Munis Payroll	Munis uses zero with actual marital status from the employee.
324	Ability to allow any legally allowable number of exemptions (marital status and dependents) for each taxing entity.	H	Y		Munis Payroll	
325	Ability to withhold Federal and State income taxes on the basis of aggregated/supplemental earnings for a pay period.	H	Y		Munis Payroll	
326	Ability to track pension wages (i.e. all wages earned are not pensionable)	H	Y		Munis Payroll	
327	Ability to support and deduct multiple pension types (i.e. Fire, Police, LAGERS) and calculations	H	Y		Munis Payroll	
328	Ability to flag pension wages as taxable and/or non-taxable	H	Y		Munis Payroll	
329	Ability to identify and bypass the withholding process for those employees who are permanently or temporarily exempt from Federal, City, and/or State income tax.	H	Y		Munis Payroll	
330	Ability to do a manual FICA (social security and Medicare) add-on to increase wages for non-cash taxable fringe benefits.	H	Y		Munis Payroll	
331	Ability to adjust (withhold or refund) employees Federal, City, and State withholding taxes by pay period.	H	Y		Munis Payroll	
332	Ability to adjust (debit or credit) an employee's Federal, State, and City year-to-date taxable gross wage and withholding amount totals.	H	Y		Munis Payroll	
333	Ability to exclude wages withheld for Deferred Compensation Plans and Section 125 Accounts from Federal, State, and City income tax withholdings.	H	Y		Munis Payroll	
334	Ability to maintain an employee's OASDI and Medicare contribution total for unlimited prior tax years.	H	Y		Munis Payroll	
335	Ability to retroactively adjust (withhold or refund) OASDI and Medicare by employee and pay period.	H	Y		Munis Payroll	
336	Ability to adjust (debit or credit) OASDI and Medicare year-to-date totals for employee and employer withholding amounts and employee's gross wages.	H	Y		Munis Payroll	
337	Ability to pay taxes to government agencies via Check.	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll			Munis Payroll			
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
338	Ability to pay taxes to government agencies via EFT.	H	Y		Munis Payroll	
339	Ability to track and report FIT, SIT, social security wages, Medicare, and local City wages.	H	Y		Munis Payroll	
340	Ability to calculate Earned Income Credit.	M	Y		Munis Payroll	
341	Ability to disallow W-5 (earned income credit) after December 31 with each year's expiration date. Employee must file new W-5 form.	H	Y		Munis Payroll	
342	Ability of the system to exempt status after 2/15 with status and allowances reverting to single and one. Employee must file new W-4 form.	H	N		Munis Payroll	
343	Pensions					
344	Ability to change retirement benefits payment for changes in date-driven calculations (cost of living adjustments)	H	Y		Munis Payroll	if based on salary tables
345	Ability to calculate an estimate of retirement benefits based on different plan options.	H	N		Munis Payroll	
346	Void Check Processing					
347	Ability for the reversal (void paycheck) process to be automated to reverse all employer/employee records (including voluntary deductions, time and attendance, and PTO accruals).	H	Y		Munis Payroll	
348	Ability to have multiple manual and voided checks to be entered per cycle.	H	Y		Munis Payroll	
349	Ability to manually void checks.	H	Y		Munis Payroll	
350	Ability to record each replacement check number in the payment history record for the check that is replaced and the replacement number should not overlay the original check number.	H	Y		Munis Payroll	
351	Ability to locate and view every check record using the replacement check number, employee ID number, or check date as a search key.	H	Y		Munis Payroll	
352	Ability to automatically re-apply deductions from voided checks to subsequent payments.	H	Y		Munis Payroll	
353	Ability to identify voided checks in printing of payroll checks.	H	Y		Munis Payroll	
354	GL - Journal Entries					
355	Ability to automatically generate a labor distribution for the General Ledger accounts at the time of normal payroll and special payrolls and other one time pays.	H	Y		Munis Payroll	
356	Ability to create GL journal entries that balance in total.	H	Y		Munis Payroll	
357	Ability to create GL journal entries that balance by fund.	H	Y		Munis Payroll	
358	Ability to create GL journal entries which allow for interfund transactions and still balance in total and by fund (e.g. employees who are paid from several funds, but whose tax withholdings are accumulated in one fund).	H	Y		Munis Payroll	
359	Ability to create GL journal entries for all deductions.	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
360	Ability to create monthly and/or annual payroll accrual journal entries using a percentage or actual number of days.	H	Y		Munis Payroll	
361	Ability to create detail journal entries to allocate labor charges to various cost centers for programmatic labor distribution.	H	Y		Munis Payroll	
362	Ability to select a date for future posting of automated journal entries.	H	Y		Munis Payroll	
363	Ability to charge straight time hours over 40 hours/week to overtime GL account even if the hours are paid at regular rate instead of overtime rate	H	Y		Munis Payroll	Based on G/L Account setup of used pay types.
364	Ability to create automated journal entries for fringe benefit cost to multiple cost centers for retirement, workers' comp, unemployment on a percentage of salary basis; medical insurance and disability insurance are based on actual plan cost-table.	H	Y		Munis Payroll	
365	Payroll Calendars					
366	Different calendars for determining (minimum = 99):	-			Munis Payroll	
367	Family leave	H	Y		Munis Payroll	
368	Pay period	H	Y		Munis Payroll	
369	Multiple FLSA periods (e.g. 7, 14, and 28 day periods)	H	Y		Munis Payroll	
370	Number of work days in the pay period	H	Y		Munis Payroll	
371	Beginning and ending dates of the pay period	H	Y		Munis Payroll	
372	Holidays for multiple job classes	H	Y		Munis Payroll	
373	Integration and Interfaces					
374	Ability to interface with budget for department, project and fund calculations	H	Y		Munis Payroll	interface not necessary, Munis is fully integrated.
375	Ability to provide interfaces with federal and state tax deposit software.	M	Y		Munis Payroll	
376	Ability to interface with bank for positive pay, including pre-note functionality	H	Y		Munis Payroll	May require modification if file format is unknown .
377	Ability to interface with Accounts Payable for paying vendors	M	Y		Munis Payroll	interface not necessary, Munis is fully integrated.
378	Ability to interface with benefit providers (i.e. retirement plan, health providers, etc.)	H	Y		Munis Payroll	via 834 file
379	Ability to interface with payroll check print program (PR650L)	H	Y		Munis Payroll	Tyler's check printing capability is embedded within the system,. Proposing to replace PR650L
380	Ability to integrate with a Document Management System	H	Y		Munis Payroll	Tyler is proposing TCM-EE, Tyler's document management solution.
381	Ability to interface with Vermont Systems RecTrac time entry module	H	Y		Munis Payroll	Munis has a flexible Time Entry import file layout. May require modification costs for any custom layouts.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
382	Ability to interface with Police Officers Scheduling System (POSS) (by VCS)	H	Y		Munis Payroll	Munis has a flexible Time Entry import file layout. May require modification costs for any custom layouts.
383	Ability to integrate with all ERP modules including Time and Attendance systems	H	Y		Munis Payroll	Munis is a fully integrated ERP solution
384	Reporting Features					Some reports require use of SSRS
385	Ability to report on calculate compensated absences showing balance, ending balances in hours and calculated pay.	H	Y		Munis Payroll	
386	Ability to view on-line mid-period earnings calculations for termination pay.	L	Y		Munis Payroll	
387	Ability to have user designed standard and ad hoc reporting, including detailed exception reporting.	H	R		Munis Payroll	
388	Ability to view and download all employee and retiree data stored in database.	H	Y		Munis Payroll	
389	Ability to view payroll data for federal, state, and local government reports.	H	Y		Munis Payroll	
390	Ability to view a Payroll Register in user-defined order, showing gross pay, payroll fund, all system-calculated taxes and deductions, net pay, and check number.	H	Y		Munis Payroll	
391	Ability to view Payroll History (monthly, quarterly, life-to-date, and fiscal and calendar year-to-date, and user definable time frame) by employee/retiree detailing:	-			Munis Payroll	
392	Employee/retiree Number	H	Y		Munis Payroll	
393	Employee Classification Code	H	Y		Munis Payroll	
394	Base Pay	H	Y		Munis Payroll	
395	Benefits (type and amount)	H	Y		Munis Payroll	
396	Deductions (type and amount)	H	Y		Munis Payroll	
397	Additional Pay (type and amount)	H	Y		Munis Payroll	
398	Payment Dates	H	Y		Munis Payroll	
399	Retiree base benefit, employment history, benefits additions (supplements)	H	Y		Munis Payroll	
400	Gross/Net Totals (by pay period and to date)	H	Y		Munis Payroll	
401	Ability to track spouses of current retirees for future date of eligibility for retirement benefits.	M	Y		Munis Payroll	
402	Ability to enter future date for changes to retiree's benefits: social security level income, Police supplemental benefits change at age 65, service disability, etc.	H	Y		Munis Payroll	
403	Ability to provide reports (paper and on-line) immediately after payroll has run which include but not limited to the following:	-			Munis Payroll	
404	City retirement plan reports including deferred compensation	H	Y		Munis Payroll	
405	Pay period	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
406	Monthly payroll	H	Y		Munis Payroll	
407	Payroll register	H	Y		Munis Payroll	
408	Quarterly wage reports	H	Y		Munis Payroll	
409	Payroll deductions report	H	Y		Munis Payroll	
410	Duplicate/corrected W2s/1099	H	Y		Munis Payroll	
411	Deduction summary identifying amounts withheld for each deduction code	H	Y		Munis Payroll	
412	Federal, state, and local tax reporting (pay period to date, quarterly to date and year to date)	H	Y		Munis Payroll	
413	List of gross wages in excess of user specified amounts	H	Y		Munis Payroll	
414	Paid leave report (hours paid not worked)	H	Y		Munis Payroll	
415	Overtime reports based on user defined data elements and time periods	H	Y		Munis Payroll	
416	Miles by Employee	M	Y		Munis Payroll	requires Employee Expense reimbursement and use of SSRS
417	Ability to create Worker's Compensation report on demand	H	Y		Munis Payroll	
418	Ability of the attendance reports to contain the following:	-			Munis Payroll	
419	Department	H	Y		Munis Payroll	
420	Each employee in the department, with multiple employees per page	H	Y		Munis Payroll	
421	Pay period	H	Y		Munis Payroll	
422	General Leave - all tracked categories	H	Y		Munis Payroll	
423	Accounts charged	H	Y		Munis Payroll	
424	Pay rate(s)	H	Y		Munis Payroll	
425	Standard hours	H	Y		Munis Payroll	
426	Ability to print attendance reports for active, full-time, part-time, on-call, seasonal, temporary and exception employees by pay period and annual total (calendar and rolling years).	H	Y		Munis Payroll	
427	Ability to report time and attendance for an employee with multiple types of earnings and leave.	H	Y		Munis Payroll	
428	Ability to produce all of the wage and tax reports required to comply with Federal and State laws, rules and regulations, including the following:	-			Munis Payroll	
429	Internal Revenue Service (for income tax)	H	Y		Munis Payroll	
430	Missouri State Tax reports (state taxable wages and withholdings, SS#, Medicare, Federal)	H	Y		Munis Payroll	
431	Missouri State Department of Labor for Unemployment Insurance	H	Y		Munis Payroll	Tyler complies with all State required reports. Tyler will update the reports to meet State Requirements so long as an Annual Maintenance Agreement is in place.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
432	Exports required magnetic media file format (employee, SS#, taxable wages, non-taxable wages, quarterly taxable, weeks worked, 18orOver)	H	Y		Munis Payroll	
433	City ordinance	H	R		Munis Payroll	custom SSRS
434	Ability to produce all the wage and tax reports required to comply with the laws, rules and regulations of other taxing entities, if and when the State becomes subject to their laws, rules and regulations.	H	Y		Munis Payroll	
435	Ability to report amounts collected for remittance to:	-			Munis Payroll	
436	Government agencies	H	Y		Munis Payroll	
437	Insurance plans	H	Y		Munis Payroll	
438	Section 125 spending plan recipients	H	Y		Munis Payroll	
439	Credit Union	H	Y		Munis Payroll	
440	Basic life insurance	H	Y		Munis Payroll	
441	Supplemental life insurance	H	Y		Munis Payroll	
442	Flexible spending	H	Y		Munis Payroll	
443	Retirement plans	H	Y		Munis Payroll	
444	457 deferred compensation plans	H	Y		Munis Payroll	
445	Garnished wage recipients	H	Y		Munis Payroll	
446	Charitable contributions	H	Y		Munis Payroll	
447	Union dues	H	Y		Munis Payroll	
448	Ability to produce wages and tax reports via paper or file transfer.	H	Y		Munis Payroll	Assumes format is currnelty known to Munis, if not modification may be required.
449	Ability to produce a summary record for each group of checks (a group consists of all checks having the same unique combination of check destination and issue date) for each cycle in which payroll checks are generated.	H	Y		Munis Payroll	
450	Ability of each summary record to provide the following information:	-			Munis Payroll	
451	Check destination	H	R		Munis Payroll	
452	Issue date	H	R		Munis Payroll	
453	Number of checks in the group	H	R		Munis Payroll	
454	Total net amount of all checks in the group	H	R		Munis Payroll	
455	List of check numbers for voided checks	H	R		Munis Payroll	
456	Ability to create unemployment tape and report quarterly.	H	Y		Munis Payroll	
457	Ability to produce reports needed to verify that sufficient funds are available before payrolls are released.	L	Y		Munis Payroll	
458	Ability to print/report/identify, prior to issuance of first pay check, weekly lists of all employees engaged who do not have direct deposit instructions.	L	R		Munis Payroll	
459	Ability to print weekly lists of all new employees engaged prior to issuance of first pay check.	H	R		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
460	Ability to print employee summary of earnings over specific time periods (e.g., pay period, monthly, quarterly, annually, other date ranges).	H	Y		Munis Payroll	Other ranges may require use of SSRS
461	Ability to keep deductions registers by deduction type, employee name, employee number, employee status (active or leave), and amount deducted.	H	R		Munis Payroll	
462	Produce a report of audit trail changes made to employees records and identify who made the changes.	H	Y		Munis Payroll	
463	Ability to access year-to-date earnings by employee, as well as fund/department/division/program for an employee.	H	Y		Munis Payroll	
464	Ability to produce a report showing benefits participation by benefit, carrier and, coverage level.	H	Y		Munis Payroll	
465	Ability to provide a report, sequenced by check number within issue date for each cycle when payments are reversed (redeposited), detailing each reversal, including:	-			Munis Payroll	
466	Identification of the employee	H	Y		Munis Payroll	
467	Identification of the department	H	Y		Munis Payroll	
468	Issue date	H	Y		Munis Payroll	
469	Warrant number	L	Y		Munis Payroll	
470	Net payment amount	H	Y		Munis Payroll	
471	Fund	M	Y		Munis Payroll	
472	Ability to print the number of employees/retirees in each insurance plan by coverage option.	H	Y		Munis Payroll	
473	Ability to create a report detailing current year payments on prior year’s wages.	H	R		Munis Payroll	
474	Ability to create a report that shows all employees with over/under 40 hours per week paid.	H	Y		Munis Payroll	
475	Ability to create a Checks Issued and Outstanding Report , in hardcopy and electronic output.	H	Y		Munis Payroll	
476	Ability to create a Deduction Check Register Report .	H	Y		Munis Payroll	
477	Ability to create a Payroll Deduction Reconciliation Report .	H	Y		Munis Payroll	
478	Ability to create a Payroll Labor Distribution Audit Trail of amounts and General Ledger accounts.	H	Y		Munis Payroll	
479	Ability to create a Payroll Verification Report .	H	Y		Munis Payroll	proof reports within payroll
480	Ability to create a Wage and Time Report .	H	Y		Munis Payroll	
481	Ability to create bi-weekly Employee Benefits/Deductions Report .	H	Y		Munis Payroll	
482	Ability to create Bi-Weekly/QTD/YTD Calendar Earnings Register by employee and by department.	H	Y		Munis Payroll	
483	Ability to create Overtime Report listing hours and dollars by employee or employee group with department subtotals and user defined date parameter.	M	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll			Munis Payroll			
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
484	Ability to report wages, advancements, deductions, etc., from the fiscal or calendar year beginning to the current day, or for a given user-defined date range.	H	R		Munis Payroll	
485	Ability to report a check history report for a user defined date range for terminated employees.	H	Y		Munis Payroll	
486	Ability to create Payroll Projection Reports , forecasting payroll amounts by department, fund, etc., through year-end. Compares to budgeted amounts.	M	Y		Munis Payroll	
487	Ability to create a YTD Hours Report , sorted by employee and includes employee id and lists hours across by type of time worked.	H	Y		Munis Payroll	
488	Ability to create a Detail Work Register , showing deductions, detailed and total, from a given pay period.	H	Y		Munis Payroll	
489	Ability to create a Job Position report that shows all employees by position.	H	Y		Munis Payroll	
490	Ability to create a Deduction Report , list of employees/retirees by deduction	H	Y		Munis Payroll	
491	Ability to generate an Employee Check History – Amounts Report , for each employee, that summarizes the checks received by pay date	H	Y		Munis Payroll	
492	Ability to sort and report retiree total to date by quarter/annual for wages, taxes, and deductions.	H	Y		Munis Payroll	
493	Ability to report list of retirees with pending dates (including co-annuitants).	L	R		Munis Payroll	
494	Ability to report list of retirees with benefit amount, and co-annuitant information.	L	R		Munis Payroll	
495	Ability to record and report the actual mileage (i.e. miles) driven by any employee	L	Y		Munis Payroll	This could be tracked through mileage reimbursement using the Munis Employee Expense Reimbursement module. Any other employee this would be manually tracked and entered on a User Defined field.
496	Ability to report detailed retiree pay information.	H	Y		Munis Payroll	
497	Ability to build monthly retirement information extract file for Missouri Local Government Employees Retirement System (MOLAGERS)	H	Y		Munis Payroll	
498	W-2s					
499	Ability to generate a transmittable electronic file for W-2s and 1099s.	H	Y		Munis Payroll	
500	Ability to post on-line year-end Forms (W-2) for each person employed by the City during the tax year and 1099-R for every retiree.	M	Y		Munis Payroll	Via Employees Self Service (ESS) and use of Tyler Content Manager
501	Ability to maintain the information required to produce W-2Cs.	H	Y		Munis Payroll	
502	Ability to maintain the information required to produce W-2's.	H	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Payroll

4.26 - Payroll				Munis Payroll		
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
503	Ability to produce duplicate W-2 and W-2C forms to replace lost or misplaced forms.	H	Y		Munis Payroll	
504	Ability to produce early Forms W-2, forms W-2C, and duplicates on a demand basis.	H	Y		Munis Payroll	
505	Ability for W-2's to be accessible online	M	Y		Munis Payroll	
506	Ability for employees to download W-2 information into tax software	M	N		Munis Payroll	
507	1099's					
508	Ability to generate 1099Rs for pensioners.	H	Y		Munis Payroll	
509	Ability to generate 1099 for wages paid after death of employee.	H	Y		Munis Payroll	
510	Self Service					
511	Ability to maintain appropriate security controls either at the department or Department of Administration level for access to all self-service functions.	M	Y		Munis Payroll	Self Service functionality does not allow users to change Certifications or Change all Deductions. Deductions can only be changed on Self Service using Open Enrollment or when reporting Life Events. However, Munis allows all of these updates and changes to occur within the program.
512	Ability for employees to opt out of receiving paper checks and paper advices through self-service.	M	Y		Munis Payroll	Via Tyler Content Manager
513	Ability to provide on-line viewing of pay stubs, W-2 forms, and 1099-R forms.	M	Y		Munis Payroll	
514	Ability to produce employee copy of W-2 (1099-R for retirees) back seven years.	M	Y		Munis Payroll	
515	Ability to view and make changes to W4 information	M	Y		Munis Payroll	
516	Ability to allow changes by employees to deductions with proper approval.	M	Y		Munis Payroll	Via Benefits Enrollment or Life Events only
517	Ability to notify proper users if any changes are made through Self-Service.	M	Y		Munis Payroll	
518	Ability to create a variety of user-defined workflows for self service tasks. These may include notification to employees, ability to NOT activate a change until proper approval, instant activation, etc.	M	Y		Munis Payroll	
519	Ability to accept time-entry by employees.	H	Y		Munis Payroll	
520	Ability for one employee to enter hours for all employees on a specific shift.	H	Y		Munis Payroll	Within Munis only not on Self Service since Self Service is a secured portal using a password.
521	Ability to allow tax exemption changes by employees with edits for legal restrictions.	M	Y		Munis Payroll	
522	Ability to provide check advice viewing by employees.	M	Y		Munis Payroll	Via Tyler Content Manager
523	Ability to provide extensive audits of changes entered by employees.	M	Y		Munis Payroll	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Payroll

4.26 - Payroll			Munis Payroll			
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
524	Ability for an authorized employee to view their complete hour history online during a time period which includes overtime, comp time, and leave balances.	M	Y		Munis Payroll	
525	Ability to allow employee to change home address.	M	Y		Munis Payroll	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Permitting

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.27 - Permitting			EnerGov			
Objective: To implement an efficient process to manage the permitting function.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Module Interface Requirements					
2	System integrates with central Master Address / Parcel Management function and provides updates, based on approved permits.	H	Y		EnerGov	
3	System integrates with central Master Address / Parcel Management function for property and address information, and displays any properly alerts	H	Y		EnerGov	
4	System includes standard functionality to attach electronic documents, either natively, or through integration to a document management system.	H	Y		EnerGov	
5	System provides a web-based constituent interface allowing for secured appropriate access to information such as applications for permit, status of permit, notifications of activities, etc.	H	Y		EnerGov	
6	System provides functionality, which is able to be configured by authorized staff, to make any scanned attachments (either natively, or through integration to a document management system) available to the public via the Web portal.	L	Y		EnerGov	
7	System is integrated to the Cash Receipting modules of the system providing the ability to accept customer payments for various permit types, and other charges.	H	Y		EnerGov	
8	System is integrated to the Utility Billing module to prompt account changes when specific types of permits are approved (i.e. permit for heat pump prompt UB staff to update customer to include heat pump meter rate)	H	Y		EnerGov	
9	System's Permitting module integrates with the Licensing module, to enable business license process to confirm permit approval.	H	Y		EnerGov	
10	System is integrated to the business license module to verify that the contractor's trade license is valid	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Permitting

4.27 - Permitting			EnerGov			
Objective: To implement an efficient process to manage the permitting function.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
11	System can be integrated to the Work Order module in order to convey process status that may initiate a work order process; i.e. electric tag approval starts work order for setting meter.	H	Y		EnerGov	
12	System Functional Requirements					
13	System contains a central contacts database which tracks contact information that can be accessible from any module.	H	Y		EnerGov	
14	System provides the ability to associate a permit with a geographic location opposed to a specific street address.	H	Y		EnerGov	
15	System provides the ability to associate documents and letters to a specific address and store in a document management system.	H	Y		EnerGov	
16	System provides tracking of all interim and final approvals, including dates.	H	Y		EnerGov	
17	System provides ability to change project case status to "application withdrawn".	L	Y		EnerGov	
18	System provides functionality to schedule hearings and indicate case results and approval / disapproval status	L	Y		EnerGov	
19	System provides the capability to restrict issuance of a permit subject to the prior issuance of other permit/licenses.	H	Y		EnerGov	
20	System provides the ability to view permits by site, by type, by geography, by address, by department, permit number by project subset (discipline), or any attribute of the permit.	H	Y		EnerGov	
21	System provides notifications “ticklers” and notify other departments of status changes and activity requests.	H	Y		EnerGov	
22	System provides permit compliance tracking and reporting, including scheduling reminders several years into the future.	H	Y		EnerGov	
23	System provides automated and / or integrated notification abilities (email, work queues, reminders, etc.).	H	Y		EnerGov	
24	System provides ability to easily search on and browse list of activities related to a permit.	H	Y		EnerGov	
25	System displays all development and projects applied for and permits issued against any site during project creation, and at other times upon demand.	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Permitting

4.27 - Permitting			EnerGov			
Objective: To implement an efficient process to manage the permitting function.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
26	System provides ability to update site information attributes easily.	M			EnerGov	
27	System provides ability to maintain detail site information for multiple structures on a parcel.	H	Y		EnerGov	
28	System provides inquiry into the detail site data by parcel, address, owner, structure, floor, unit, etc.	H	Y		EnerGov	
29	System provides capabilities to issue permits, violations, and inspections to any of the following level of data; parcel, address, structure, floor, unit, or occupant.	H	Y		EnerGov	
30	Systems inquiry features, allow for sorting of data by time period.	H	Y		EnerGov	
31	Ability to automatically send an email to survey results	L	Y		EnerGov	
32	System maintains a complete audit trail of the activities related to a property.	H	Y		EnerGov	
33	Permitting Process					
34	System is capable of checking for holds, conditions, and open violations and complaints applicable to this address and permit type.	H	Y		EnerGov	
35	System is capable of checking tasks that need to be completed before CO is issued	H	Y		EnerGov	
36	Allow entry of applicant information. If the applicant is also the owner, provide an easy way to indicate this.	H	Y		EnerGov	
37	Allow easy verification of contractor licenses, license registration, and insurance and provide an easy method to add or update licensing the insurance information.	H	Y		EnerGov	
38	System provides ability to enter or update information, which is specific to each permit type, including information required for fee calculation.	H	Y		EnerGov	
39	System provides easy verification that all routing has been completed for each permit type.	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Permitting

4.27 - Permitting			EnerGov			
Objective: To implement an efficient process to manage the permitting function.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
40	System provides easy verification that all required documentation has been submitted for each permit type.	M	Y		EnerGov	
41	System generates permit card and applications on departmental laser printers.	H	R		EnerGov	
42	System generates inspection card and applications on departmental laser printers.	H	R		EnerGov	
43	System generates customized correspondence concerning applications for permits, inspections, plan reviews, violations notices, etc.	H	R		EnerGov	
44	System provides the capability to restrict issuance of licenses/permits subject to the prior issuance of other permit/licenses.	H	Y		EnerGov	
45	System can maintain, sort, search, retrieve, and report on key information about license/permit holders.	H	Y		EnerGov	
46	System provides functionality to prevent issuance of a permit until routing is complete, all holds are released, and all required documentation has been submitted.	H	Y		EnerGov	
47	System provides functionality to generate email notifications to the applicant when Plans are approved or when permits are issued.	H	Y		EnerGov	
48	System allows authorized users to issue permits by over-riding holds and checks. When modifications are made to records a non-editable timestamp-containing user ID, Date and Time need to be saved.	H	Y		EnerGov	
49	Ability to allow for a Temporary Certificate of Occupancy (TCO)	H	Y		EnerGov	
50	Ability to allow for a TCO per floor/suite/wing (partial)	H	Y		EnerGov	
51	Ability to track milestone dates when a permit is submitted	L	Y		EnerGov	
52	System allows for configurable notifications to staff during change of project case status	H	Y		EnerGov	
53	Building Permit					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Permitting

4.27 - Permitting			EnerGov			
Objective: To implement an efficient process to manage the permitting function.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
54	System should track the following information when issuing a building permit:	-			EnerGov	
55	Number of residential and non-residential units in each building	H	Y		EnerGov	
56	Electric service provider	H	Y		EnerGov	
57	Number of electric meters in each building and units served by each meter	H	Y		EnerGov	
58	Water service provider	H	Y		EnerGov	
59	Gas service provider	H	Y		EnerGov	
60	Number of water meters in each building and units served by each meter	H	Y		EnerGov	
61	Alternative Energy Source (i.e. solar, wind, backup generator, etc.)	H	Y		EnerGov	
62	Sewer service provider in each building	L	Y		EnerGov	
63	Number of sewer connections for each building and the units served by each connection	L	Y		EnerGov	
64	Location of each sewer connection	L	Y		EnerGov	
65	Permitting: Fees & Receipts					
66	System provides configurable fee calculation capabilities based on permit type.	H	Y		EnerGov	
67	System capable of establishing fee groups.	H	Y		EnerGov	
68	System capable of assigning multiple individual fees or fee groups to a permit application.	H	Y		EnerGov	
69	System allows for authorized users to adjust fees and fee schedules based on ordinance changes and maintain historical accuracy.	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Permitting

4.27 - Permitting			EnerGov			
Objective: To implement an efficient process to manage the permitting function.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
70	System includes a fee calculator for “what-ifs” scenarios (e.g. if a customer wants to know how much the fees would be for a project, without entering an application).	H	Y		EnerGov	
71	System allows for additional charges or fee amendments throughout project and permit life.	H	Y		EnerGov	
72	System provide individual project or permit summary of all charges and credits made against it.	H	Y		EnerGov	
73	System provides an easy method to generate application, permit and inspection invoices, using pre-determined invoice numbers and re-inspection fee invoices.	H	R		EnerGov	
74	System provides a way to register refunds against projects, applications, and permits.	H	Y		EnerGov	
75	System provides the ability to perform transactions tendering both with a cash register and with an integrated cash register drawer.	H	Y		EnerGov	
76	System accepts payments, provides receipts to customers, and displays relevant information about the transaction and customer through the Cash Receipt module.	H	Y		EnerGov	
77	System maintains accurate records of all license holders and applicants for above.	H	Y		EnerGov	
78	System provides the ability to inquire on all permit jobs/permits pulled for each license/permit holder and applicant over a user-defined time period as well as an ability to see what the original address was when permit was issued and the change history.	H	Y		EnerGov	
79	System maintains complete audit trails of receipts, payments, late fees, approvals, denials and who performed the transaction.	H	Y		EnerGov	
80	System can automatically determine permit fees and expiration dates from type codes, based on user-defined tables.	H	Y		EnerGov	
81	System allows authorized users to override fees not all or nothing, security should be that management has ability to issue individual fee overrides.	H	Y		EnerGov	
82	System allows authorized users to refund fees.	H	Y		EnerGov	
83	System provides the ability to report on customer payment status related to charges in the permitting and inspection processes.	H	R		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Permitting

4.27 - Permitting			EnerGov			
Objective: To implement an efficient process to manage the permitting function.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
84	System allows customized calculations for fees based on user enterable fields like square footage	H	Y		EnerGov	
85	System allows issuance or non-issuance of permit/CO based on user customizable status of fees paid/not paid	H	Y		EnerGov	
86	Address relationship between parent Structure/building and individual addresses/infills within building - Not requiring the use of a text field. (e.g. a call comes in for a gas tag inspection for an address that turns out to be an apartment, we need to know that there is a hold at the building level due to a framing rough-in issue)	H	Y		EnerGov	
87	An ability to issue a building permit to a duplex that meets the IBC definition e.g. the permit is issued at the building level. Which so happens to have these two addresses inside or two infills.	M	Y		EnerGov	
88	Data change history log should be adequate to rebuild data history if needed, to allow 'undo's if necessary.	H	Y		EnerGov	
89	Performance Bonds/Escrows					
90	System tracks escrow information for various projects requiring permits.	H	Y		EnerGov	
91	System allows for tracking and maintenance of type of escrow.	M	Y		EnerGov	
92	System's escrow tracking function is based on user defined escrow rules.	M	Y		EnerGov	
93	System maintains an audit trail of historical changes to developer escrow accounts.	H	Y		EnerGov	
94	System tracks escrow transactions, including:	-			EnerGov	
95	Date	M	Y		EnerGov	
96	Type	M	Y		EnerGov	
97	Amount	M	Y		EnerGov	
98	Transaction number (e.g. check number)	M	Y		EnerGov	
99	Check number or Credit Card Type (Visa, MasterCard, American Express, etc.).	M	Y		EnerGov	
100	System allows for establishing alerts on escrow.	M	Y		EnerGov	
101	System provides escrow statement / analysis for fully approved items.	M	Y		EnerGov	
102	System integrates to Accounts Payable function for payment of remaining escrow amount upon approval.	M	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Permitting

4.27 - Permitting				EnerGov		
Objective: To implement an efficient process to manage the permitting function.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
103	Ability to take and hold a customer deposit and later refund the deposit (i.e., escrowing permit deposits).	M	Y		EnerGov	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Planning and Engineering

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.28 - Planning and Engineering				EnerGov		
Objective: To implement an efficient process to manage the Planning & Engineering (P&E) functions.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	General Requirements					
2	System integrates with ESRI GIS system to associate a P&E case with a GIS data file and allows for viewing of other GIS layers in existing Enterprise GIS in context of P&E case location.	H	Y		EnerGov	
3	System integrates with the Code Enforcement module.	M	Y		EnerGov	
4	System integrates to email system for configurable notifications to staff (e.g. Engineering/Community Development, Public Works, etc.) during change of project case status (e.g. approval in order to record ordinance).	M	Y		EnerGov	
5	System integrates with central Master Address / Parcel Management function based on approved P&E project cases.	H	Y		EnerGov	
6	System integrates with central Master Address / Parcel Management function for property and address information, and displays any property alerts.	H	Y		EnerGov	
7	System integrates with the permitting module to hold permits until the site plan (for erosion control plans, storm water plans, etc.) has been approved and then the permit can be issued.	H	Y		EnerGov	
8	System integrates with central Cash Receipting function, and allows for collection of zoning fees.	H	Y		EnerGov	
9	System includes standard functionality to attach electronic documents, including large blueprint size (All ESRI Arc and Ansi sheet size) documents, to P&E project cases, either natively, or through integration to the external document management system.	H	Y		EnerGov	
10	System integrates to MS Word to generate letters based on project review.	H	Y		EnerGov	EnerGov’s reports can either be exported to Word or Excel and then from that data source the City could then create a Mail Merge Word Document.
11	System integrates to Google docs to generate letters based on project review.	M	N		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Planning and Engineering

4.28 - Planning and Engineering				EnerGov		
Objective: To implement an efficient process to manage the Planning & Engineering (P&E) functions.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
12	System integrates with the Business License module	H	Y		EnerGov	
13	System provides online web based interface for constituent entry and tracking of P&E project information.	M	Y		EnerGov	
14	System integrates with the AP (for refunds) and AR (to bill when escrow is short) for escrow management.	M	Y		EnerGov	
15	System integrates with the Contract module to track agreements with developers.	M	Y		EnerGov	
16	General Engineering Functionality					
17	Ability to enter Planning & Engineering (P&E) project case information including:	-			EnerGov	
18	Case number	H	Y		EnerGov	
19	Applicant name	H	Y		EnerGov	
20	Applicant contact information, including address, phone and email	H	Y		EnerGov	
21	Information for multiple other interested parties, including:	-			EnerGov	
22	Name	H	Y		EnerGov	
23	Contact information, including address, phone and email	H	Y		EnerGov	
24	Relationship to P&E case (e.g. attorney, contractor, etc.)	H	Y		EnerGov	
25	Property information (parcel ID(s), address, etc.)	H	Y		EnerGov	
26	Owner information (multiple addresses, etc.)	H	Y		EnerGov	
27	Engineering Fees	H	Y		EnerGov	
28	Project Description	H	Y		EnerGov	
29	Ordinances / Resolutions involved in case	H	Y		EnerGov	
30	Publications where case information was published	H	Y		EnerGov	
31	Date that notice was posted	H	Y		EnerGov	
32	Outstanding actions before completion	H	Y		EnerGov	
33	Notification Date	H	Y		EnerGov	
34	Plat Book Page Number	H	Y		EnerGov	
35	Type, including:	-			EnerGov	
36	Minor	H	Y		EnerGov	
37	Standard	H	Y		EnerGov	
38	Major	H	Y		EnerGov	
39	Conditional use	H	Y		EnerGov	
40	Re-Engineering	H	Y		EnerGov	
41	Plat	H	Y		EnerGov	
42	Variance	H	Y		EnerGov	
43	Special Exception	H	Y		EnerGov	
44	Appeals	H	Y		EnerGov	
45	Annexations	H	Y		EnerGov	
46	Landscaping	H	Y		EnerGov	
47	Unlimited other user defined types	H	Y		EnerGov	
48	Status (allowing for user defined statuses - including historical date based tracking)	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Planning and Engineering

4.28 - Planning and Engineering			EnerGov			
Objective: To implement an efficient process to manage the Planning & Engineering (P&E) functions.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
49	Zoning District or Classification Type	H	Y		EnerGov	
50	Code Occupancy Type	L	Y		EnerGov	
51	Multiple other user defined fields	H	Y		EnerGov	
52	System provides a highly configurable workflow engine that allows for multiple-step routing of P&E project review, resubmittal functionality and reporting of activities based on plan type	H	Y		EnerGov	
53	Ability to set time limitations for each milestone to be completed based on plan type	H	Y		EnerGov	
54	System provides functionality to schedule hearings and indicate case results and approval / disapproval status	H	Y		EnerGov	
55	System provides the ability to view permits by parcel number, site, by type, by geography, by address, by department, permit number by project subset (discipline), or any attribute of the permit.	H	Y		EnerGov	
56	System provides notifications “ticklers” and notify other departments of status changes and activity requests.	H	Y		EnerGov	
57	System provides staff scheduling capabilities, integrated to the calendaring system to increase overall management of the development process.	H	Y		EnerGov	EnerGov provides out of the box integration with MS Exchange.
58	System provides configurability to change or add processes in the future.	H	Y		EnerGov	
59	System provides a configurable automated and / or integrated notification abilities (email, work queues, reminders, etc.).	H	Y		EnerGov	
60	System allows hierarchical relationships between development projects, do so that a project may have one or more sub-projects, and may be a sub-project of another project.	M	Y		EnerGov	
61	System provides ability to easily search on and browse list of activities related to a project.	H	Y		EnerGov	
62	System provides ability to update site information attributes easily.	H	Y		EnerGov	
63	System provides ability to perform bulk refreshes of parcel and parcel owner information	H	Y		EnerGov	This function should be handled via EnerGov's real-time integration with GIS. EnerGov could also be configured to go back and update previous cases with updated GIS data using EnerGov GeoRules and EnerGov Parcel Split Manager. (Further scoping required.)
64	System provides ability to add new addresses that may be created during the plan review process.	H	Y		EnerGov	
65	System provides ability to maintain detail site information for multiple structures on a parcel.	H	Y		EnerGov	
66	System provides ability to maintain information on the owner, owner’s agent(s), design professionals, developer, contractor(s) and occupants, including contact information (e.g. address, phone, email, etc.).	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Planning and Engineering

4.28 - Planning and Engineering				EnerGov		
Objective: To implement an efficient process to manage the Planning & Engineering (P&E) functions.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
67	System provides inquiry into the detail site data by parcel, address, owner, structure, floor, unit, etc.	H	Y		EnerGov	
68	Systems inquiry features, allow for sorting of data by time period.	H	Y		EnerGov	
69	Ability to automatically send an email to survey results	M	Y		EnerGov	
70	System maintains a complete audit trails of the activities related to a property or project.	H	Y		EnerGov	
71	Pre-project Review / Counseling / Pre-planning Process					
72	System provides ability to define and configure various permit application types.	H	Y		EnerGov	
73	System provides the ability to define a highly configurable checklist of materials and procedures for each type of application for use in screening applications, enforcing procedural discipline, and recording completed steps.	H	Y		EnerGov	
74	System provides ability to define and configure field level information required for various application types.	H	Y		EnerGov	
75	System provides ability to define and configure which fields are required for various application types.	H	Y		EnerGov	
76	System provides flexible reporting on applications received.	H	R		EnerGov	
77	System provides ability to note all discussions related to a project	H	Y		EnerGov	
78	Ability to track due-diligence inquiries on properties within the City	H	Y		EnerGov	
79	Project Application Intake					
80	System allows for entry of site address or parcel number, and automatically assigns the other cross-referenced identifiers into the project.	M	Y		EnerGov	
81	System provides functionality during address entry to mitigate improper data entry by validating the address against common abbreviation and variations into a standard address name format.	H	Y		EnerGov	
82	System allows one or more parcels to be assigned to a given project.	H	Y		EnerGov	
83	Upon entry of parcel or site address, system should automatically fill in property-based information common to all applications such as the owner name and address, and land area.	H	Y		EnerGov	EnerGov GeoRule
84	System allows projects to be assigned to a spatial entity other than a parcel.	H	Y		EnerGov	
85	System is capable of associating a project to point and line GIS data file attributes in the GIS application.	H	Y		EnerGov	
86	System provides ability to automatically generate, and allow manual updates to application specific information such as: the filing date, the next available hearing dates for various organizations, and other information required for fee calculations.	H	Y		EnerGov	
87	System provides a web-based application entry functionality which could be deployed to constituents over the Internet or via a kiosk, which allows for data entry of all application components.	M	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Planning and Engineering

4.28 - Planning and Engineering			EnerGov			
Objective: To implement an efficient process to manage the Planning & Engineering (P&E) functions.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
88	System allows for web-based application functionality to be deployed, for certain application types, as configured by an authorized user.	M	Y		EnerGov	
89	System provides functionality to allow authorized staff to configure, specify and limit which data fields are available / required for public entry of each permit application type, on the Web project applications portal.	M	Y		EnerGov	
90	System provides the ability to associate documents and letters to a specific parcel address and store in a document management system.	H	Y		EnerGov	
91	System provides a Web based portal which includes standard functionality to accept ePlan electronic attachments and associate multiple documents (including large blueprint size) to the project permit application.	M	Y		EnerGov	
92	The system tracks the following dates:	-			EnerGov	
93	Date the plan was submitted	H	Y		EnerGov	
94	Date the plan was approved for review	H	Y		EnerGov	
95	Date the plan was approved for permit	H	Y		EnerGov	
96	Project Application Review, Approval & Inquiry					
97	System provides functionality whereby departmental reviewers can provide plan review comments, markup, exhibits and indicate approval / disapproval status, prior to formal case hearings.	H	Y		EnerGov	
98	System provides functionality to allow for viewing review comments from other departmental areas, or other relevant parties or organizations.	H	Y		EnerGov	
99	System provides tracking of all interim and final approvals, including dates.	H	Y		EnerGov	
100	System allows assignment of unlimited number of agents, contractor, architect, lawyer, etc. to each project. include detail information concerning the agent type, name, address, and phone number.	H	Y		EnerGov	
101	System is capable of tracking and managing unlimited separate internal technical reviews of a project & unlimited potential external reviews.	H	Y		EnerGov	
102	System provides project multiple level (e.g.at least 8) application review routing.	H	Y		EnerGov	
103	System provides functionality for copying and retaining original comments during revisions, re-submissions, re-routing and re-review.	H	Y		EnerGov	
104	System provides ability to change project case status to "application void/canceled".	H	Y		EnerGov	
105	System provides for project review deadline dates based on user defined schedules, per permit type.	H	Y		EnerGov	
106	System provides review response tracking.	H	Y		EnerGov	
107	System provides ability to provide review comments.	H	Y		EnerGov	
108	System provides ability to edit review comments.	H	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Planning and Engineering

4.28 - Planning and Engineering			EnerGov			
Objective: To implement an efficient process to manage the Planning & Engineering (P&E) functions.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
109	System allow the creation and updating of a hearing calendar on the system for all types of hearings held by reviewing organizations.	H	Y		EnerGov	
110	System provides functionality to establish standard application review schedules and procedures, including a list of reviewing organizations, for each type of application.	H	Y		EnerGov	
111	System provides functionality to allow flexible assignment of project to reviewers based on permit application type.	H	Y		EnerGov	
112	System provides functionality to add / manage scanned attachments, associating multiple documents (including large blueprint size) to a project permit application (e.g., plot/site plans) either natively, or by integrating to the a document management system.	H	Y		EnerGov	
113	System provide configurable email notification of review assignments and details the review schedule.	H	Y		EnerGov	
114	System is capable of providing an automated configurable email to notify management when assignments are taking longer than assigned time standards.	M	Y		EnerGov	
115	System provides notifications or dashboard on reviews beyond established review deadlines.	M	Y		EnerGov	
116	System provides ability to track non-conforming zoning requirements and associate them to a specific address(es).	M	Y		EnerGov	
117	System provides ability to modify application review schedules at any time, including allowing for easy addition and removal of various hearings and reviewing organizations required for each application.	H	Y		EnerGov	
118	System provides permit routing and tracking through multiple stages of actions, hearings, and reviews of each application.	H	Y		EnerGov	
119	System provides free form editing of descriptive variables to a project application.	H	Y		EnerGov	
120	System provides a common repository of review comments.	H	Y		EnerGov	
121	System enables application reviewers to record parcel holds or flags against a project, address, contractor, owner, or permit of specific type.	H	Y		EnerGov	
122	System provide easy determination of application status in terms of progress through the process; show existing flags, holds, and other factors affecting status.	M	Y		EnerGov	
123	System does not enable work on a step until all reviews are completed and all required approvals are complete prior to next step, as defined by user.	H	Y		EnerGov	
124	System tracks all actions performed on a project into an activity list, showing the user performing the actions, date, time, and type of activity.	H	Y		EnerGov	
125	System provides easy access to application status and pending conditions and requirements to owners, owners’ agent, etc.	M	Y		EnerGov	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Planning and Engineering

4.28 - Planning and Engineering			EnerGov			
Objective: To implement an efficient process to manage the Planning & Engineering (P&E) functions.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
126	System provides an easy method for authorized users to over-ride holds and conditions placed on this project during development review project.	H	Y		EnerGov	
127	System automatically provides an un-editable timestamp for changes to override holds and conditions placed on a project.	M	Y		EnerGov	
128	System confirms that all routing has been completed for each application before approval is granted.	M	Y		EnerGov	
129	System confirms that all required documentation has been submitted for each application before approval is granted.	M	Y		EnerGov	
130	System provides functionality to generate email notifications to the applicant when Plans are approved	H	Y		EnerGov	
131	System provide functionality for Web access by authorized external stakeholders to project status, project conditions, requirements and comments	M	Y		EnerGov	
132	System tracks bond information for various projects requiring a bond deposit	M	Y		EnerGov	
133	Principal Reporting / Inquiry Requirements					
134	System provides flexible reporting of P&E fees, by type	H	R		EnerGov	
135	System provides flexible reporting of P&E project case profile, including departmental review status	H	R		EnerGov	
136	System provides the ability to search by any aspect of a P&E case, (e.g. parcel ID, request type, property type, status, location, etc.)	H	Y		EnerGov	
137	System provides the ability to search and report by grandfathered zoning requirements (Non-conforming Reports)	M	R		EnerGov	
138	System provides P&E project case listings with key case information	H	Y		EnerGov	
139	Need to have ability to create new reports, as needed, that aren't available from software provider.	H	R		EnerGov	EnerGov utilizes the Crystal Reports engine and includes a run-time license for users generating standard reports. Creating custom reports would require a license of Crystal Reports.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.29 - Project and Grant Accounting				Munis Prject and Grant Accounting		
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	Project / Grant Set-Up					
2	Ability to create user-maintained master files for:	-			Munis Prject and Grant Accounting	
3	Jobs / Activities	M	Y		Munis Prject and Grant Accounting	
4	Projects	H	Y		Munis Prject and Grant Accounting	
5	Sub-Projects	H	Y		Munis Prject and Grant Accounting	
6	Grants	H	Y		Munis Prject and Grant Accounting	
7	Ability to create project/grant master file, including:	-			Munis Prject and Grant Accounting	Some fileds may require the use of user defined fields.
8	Department (responsible for the project or grant)	H	Y		Munis Prject and Grant Accounting	
9	Related funder grant numbers (chart of accounts coding assigned by authorized users to be used to identify grants or projects)	H	Y		Munis Prject and Grant Accounting	
10	Key dates (Council approval date, start date, end date, extension date, date of last draw, final performance report)	H	Y		Munis Prject and Grant Accounting	
11	Resolution # for Council Approval	H	Y		Munis Prject and Grant Accounting	
12	Grant name (program title)	H	Y		Munis Prject and Grant Accounting	
13	Descriptions / Comments	H	Y		Munis Prject and Grant Accounting	
14	Ability to distinguish between grants and projects	H	Y		Munis Prject and Grant Accounting	
15	Grant number / project number (possibly two different alpha-numeric schemes)	H	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting				Munis Prject and Grant Accounting		
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
16	Grant source (who is providing the grant) including contact information	H	Y		Munis Prject and Grant Accounting	
17	Grantor / grantee flag	M	Y		Munis Prject and Grant Accounting	
18	Grant number assigned by grantor, if applicable	H	Y		Munis Prject and Grant Accounting	
19	Pass through grant indicator	H	Y		Munis Prject and Grant Accounting	
20	Passed through to sub-grantee?	H	Y		Munis Prject and Grant Accounting	
21	Sub-grantee number, if applicable	M	Y		Munis Prject and Grant Accounting	
22	Contract number(s) for projects or grants--could have multiple contracts for each	M	Y		Munis Prject and Grant Accounting	
23	Ordinance number (s) for project or grants - could have multiple ordinances for each including ordinances for extensions	H	Y		Munis Prject and Grant Accounting	
24	Catalog of Federal Domestic Assistance (CFDA) number, if applicable	H	Y		Munis Prject and Grant Accounting	
25	Funding source (who is providing the funding for the project)	H	Y		Munis Prject and Grant Accounting	
26	Amendment (dates, dollars, activity being amended) and allows for multiple amendments	H	Y		Munis Prject and Grant Accounting	
27	Contractor(s) name	H	Y		Munis Prject and Grant Accounting	
28	Detail on contractor (name, contact, address, certifications, Fed ID number, EEO)	H	Y		Munis Prject and Grant Accounting	
29	Bid results, awards, note exceptions if applicable	H	Y		Munis Prject and Grant Accounting	
30	Total grant / project budget amount	H	Y		Munis Prject and Grant Accounting	
31	Administrative fees	H	Y		Munis Prject and Grant Accounting	
32	Associated accounts	H	Y		Munis Prject and Grant Accounting	
33	Grant or project manager assigned with contact information from the Payroll / Personnel module for validation.	M	Y		Munis Prject and Grant Accounting	
34	Project / grant type	H	Y		Munis Prject and Grant Accounting	
35	Project milestones	M	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting				Munis Prject and Grant Accounting		
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
36	Relevant GL accounts	H	Y		Munis Prject and Grant Accounting	
37	Retainage requirements	M	Y		Munis Prject and Grant Accounting	
38	Grant/project ledgers	H	Y		Munis Prject and Grant Accounting	
39	Accounting basis (e.g. cash vs. accrual)	H	Y		Munis Prject and Grant Accounting	
40	Grant matching	H	Y		Munis Prject and Grant Accounting	
41	Multiple other user defined fields	M	Y		Munis Prject and Grant Accounting	
42	Track EEOC and Davis/Bacon information	M	Y		Munis Prject and Grant Accounting	
43	Minority Contractors	H	Y		Munis Prject and Grant Accounting	
44	Date of certification	M	Y		Munis Prject and Grant Accounting	
45	Ability to set-up and manage the following types of grants:	-			Munis Prject and Grant Accounting	
46	In-Kind Match	H	Y		Munis Prject and Grant Accounting	
47	Federal	H	Y		Munis Prject and Grant Accounting	
48	State	H	Y		Munis Prject and Grant Accounting	
49	County	H	Y		Munis Prject and Grant Accounting	
50	Foundation	H	Y		Munis Prject and Grant Accounting	
51	Local match	H	Y		Munis Prject and Grant Accounting	
52	Annual Fund Grant	H	Y		Munis Prject and Grant Accounting	
53	Multi-Year Fund Grant	H	Y		Munis Prject and Grant Accounting	
54	Ability to set-up and manage the following types of projects:	-			Munis Prject and Grant Accounting	
55	CIP	H	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting				Munis Prject and Grant Accounting		
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
56	CIP Grant Funded	H	Y		Munis Prject and Grant Accounting	
57	Non-CIP (i.e. operating)	H	Y		Munis Prject and Grant Accounting	
58	User Define types	H	Y		Munis Prject and Grant Accounting	
59	Ability to include revenue amounts and funding sources in project/grant master file. Funding is identified as:	-			Munis Prject and Grant Accounting	
60	Internal Funds and Number/ID of Sources	H	Y		Munis Prject and Grant Accounting	
61	Borrowed Funds (projects)/Advances	H	Y		Munis Prject and Grant Accounting	
62	Donations/Gifts	H	Y		Munis Prject and Grant Accounting	
63	Special Assessment	H	Y		Munis Prject and Grant Accounting	
64	Reimbursable vs. non-reimbursable	H	Y		Munis Prject and Grant Accounting	
65	Matching Funds	H	Y		Munis Prject and Grant Accounting	
66	State	H	Y		Munis Prject and Grant Accounting	
67	Federal	H	Y		Munis Prject and Grant Accounting	
68	Bonds (projects)	H	Y		Munis Prject and Grant Accounting	
69	Grant (state or federal)/Bond Revenues	H	Y		Munis Prject and Grant Accounting	
70	Entitlement	H	Y		Munis Prject and Grant Accounting	
71	Other	H	Y		Munis Prject and Grant Accounting	
72	Ability to include the following expenditure amounts:	-			Munis Prject and Grant Accounting	
73	Reimbursable vs. non-reimbursable	H	Y		Munis Prject and Grant Accounting	
74	Matching expenditures	H	Y		Munis Prject and Grant Accounting	
75	Ability to have multi-level project / grant roll up.	H	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting				Munis Prject and Grant Accounting		
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
76	Ability to configure if project/grant can be negative at any roll-up level.	H	Y		Munis Project and Grant Accounting	
77	Ability to allow both automatic project numbering or user-defined project number assignment; if user defined, have an edit to disallow duplicates.	M	Y		Munis Project and Grant Accounting	
78	Ability to create project / grant cycles that are different than the financial fiscal year.	H	Y		Munis Project and Grant Accounting	
79	Ability to accurately account for multiple revenue sources for a project.	H	Y		Munis Project and Grant Accounting	
80	Ability to enter, maintain and track non-capital projects (ongoing projects funded out of budget, e.g., road resurfacing).	H	Y		Munis Project and Grant Accounting	
81	Pre-Award Grant Activities					
82	Ability to create and track grant applications that have been submitted.	H	Y		Munis Project and Grant Accounting	
83	Ability to track grant application / request status and next steps.	H	Y		Munis Project and Grant Accounting	
84	Ability to automate through a highly configurable multi-step approval process the Request for Legislation process for requesting and establishing a new grant via a workflow	H	Y		Munis Project and Grant Accounting	
85	This process should include the following:	-			Munis Project and Grant Accounting	
86	Status (i.e. various statuses during the grant application process plus active, inactive and closed)	H	Y		Munis Project and Grant Accounting	
87	Expected / Pending Timing	H	Y		Munis Project and Grant Accounting	
88	Funding Request (at any level of detail or summary)	H	Y		Munis Project and Grant Accounting	
89	Internal Funding Requirements (i.e. admin) and matching requirements	H	Y		Munis Project and Grant Accounting	
90	Account coding	H	Y		Munis Project and Grant Accounting	
91	City Commission approval if match is required	H	Y		Munis Project and Grant Accounting	
92	Workflow can be configured to be dependent upon grant account.	H	Y		Munis Project and Grant Accounting	
93	Ability to track staff hours spent pursuing and applying for each grant.	H	Y		Munis Project and Grant Accounting	
94	Ability to report on contract / request for legislation status for pending projects prior to award.	L	R		Munis Project and Grant Accounting	Via SRRS and user defined fields

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting			Munis Prject and Grant Accounting			
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
95	For grants issued by the City, system provides ability to accept grant applications with supporting documentation online.	H	Y		Munis Prject and Grant Accounting	
96	Ability to track grant award information.	H	Y		Munis Prject and Grant Accounting	
97	Project / Grant Budgeting					
98	Ability to designate funds as multi-year or annually appropriated with separate closing procedures.	H	Y		Munis Prject and Grant Accounting	
99	Ability to automatically carry over projects between fiscal years, unless tagged as closed.	H	Y		Munis Prject and Grant Accounting	
100	Ability to establish multiple funding sources for a Capital Project – each is established with a separate budget.	H	Y		Munis Prject and Grant Accounting	
101	Ability to allow for multiple contracts to be set up for a capital project.	H	Y		Munis Prject and Grant Accounting	
102	Ability for contracts associated with grants to track the "Grant End Date" and prevent expenditures after end of the grant.	H	Y		Munis Prject and Grant Accounting	
103	Ability to notify designated staff (by grant/project) a defined number of days prior to expiration.	M	Y		Munis Prject and Grant Accounting	Via dashboard alerts and use of SSRS
104	Ability to assist with contract development by summarizing actual costs incurred for prior similar projects.	M	Y		Munis Prject and Grant Accounting	
105	Ability to forecast hours/fees required to complete the project based on remaining activities from project budget.	M	N		Munis Prject and Grant Accounting	
106	Ability for grant budget requests to be established and include multiple detailed line item information for each account; details should include:	-			Munis Prject and Grant Accounting	
107	Description	H	Y		Munis Prject and Grant Accounting	
108	Vendor	H	Y		Munis Prject and Grant Accounting	
109	Item cost	H	Y		Munis Prject and Grant Accounting	
110	Others	H	Y		Munis Prject and Grant Accounting	
111	Ability to enter and maintain time-phased budgets for a project, including multi-year projects.	H	Y		Munis Prject and Grant Accounting	
112	Ability to support entry and provisioning of project cost estimates prior to approval of the project budget.	H	Y		Munis Prject and Grant Accounting	
113	Ability to provide drill down capabilities on budgets, cost estimates, actual.	H	Y		Munis Prject and Grant Accounting	
114	Ability to specify multiple funds / bonds as sources of funding for a project, including the percentage of funding from each source.	H	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

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Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
115	Ability to provide an appropriations history for each project.	H	Y		Munis Prject and Grant Accounting	
116	Project / Grant Ledgers					
117	Ability to associate a grant / project number with a financial transaction even after it has posted.	H	Y		Munis Prject and Grant Accounting	
118	Ability to track grant expenditures on a particular grant activity to monitor such that it does not reach the maximum amount.	H	Y		Munis Prject and Grant Accounting	
119	Ability to apply expenditures to projects/grants and report against revenue sources or encumbrances from inception-to-date.	H	Y		Munis Prject and Grant Accounting	
120	Project / Grant Activity					
121	Ability during data entry, that if a source transaction is coded to an account that has been setup as part of a Grant/Project, the user is required to enter a Grant/Project number on the transaction. An account may relate to Multiple Projects/Grants.	H	Y		Munis Prject and Grant Accounting	
122	System provides an executive level dashboard to track real-time status of project / grant activity with graphical representation of information through charts.	M	Y		Munis Prject and Grant Accounting	
123	Ability for transactions that contain a fund designated as requiring a project / grant to error out if the project / grant number is missing.	H	Y		Munis Prject and Grant Accounting	
124	Ability to provide work flow support for items pending review or approval - e.g., purchase orders awaiting approval or contracts awaiting Council authorization.	M	Y		Munis Prject and Grant Accounting	
125	Ability to configure value-based thresholds that trigger an alert that supporting documentation is required when posting transactions to a project/grant.	M	N		Munis Prject and Grant Accounting	
126	Ability to enter unlimited notes about a project.	M	Y		Munis Prject and Grant Accounting	
127	Ability to track Funder's Direct Payments to vendors for a project.	H	Y		Munis Prject and Grant Accounting	
128	Ability in the solicitations, donations and contributions system to designate funds as restricted.	H	Y		Munis Prject and Grant Accounting	
129	Ability for the solicitations, donations and contributions system to be tied to the receipting system that would allow a user to code the receipt to the appropriate department / org.	H	Y		Munis Prject and Grant Accounting	
130	Ability to provide features to reclassify project / grant activity by journalizing, in order to allocate administrative costs based upon user defined selection criteria.	H	Y		Munis Prject and Grant Accounting	
131	Ability to transfer costs between and across projects and tasks.	H	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting				Munis Prject and Grant Accounting		
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
132	Ability to accommodate subsequent contract change orders to update dollar amounts and durations.	H	Y		Munis Prject and Grant Accounting	
133	Ability to track key information for all grants / projects.	H	Y		Munis Prject and Grant Accounting	
134	Ability to split any transaction by percent or flat amount (purchase order, labor, inventory, equipment use, etc.) to one or more projects/grants.	H	Y		Munis Prject and Grant Accounting	
135	Ability to configure pre-defined transaction split "templates" for each project/grant with the ability to override.	H	Y		Munis Prject and Grant Accounting	
136	Ability to automatically allocate prorated employee benefit costs to grants based on hours worked.	H	Y		Munis Prject and Grant Accounting	
137	Ability to define specific employee benefit types that can be allocated to each grant.	M	Y		Munis Prject and Grant Accounting	
138	Project Costing					
139	Ability to calculate variances from budget and reports to Project Managers monthly.	H	Y		Munis Prject and Grant Accounting	
140	Ability to compute unencumbered balance and unexpended balance by fund using total project estimate.	H	Y		Munis Prject and Grant Accounting	
141	Ability to allow expenditures directly to multiple funding sources with the ability to track to a single project.	H	Y		Munis Prject and Grant Accounting	
142	Ability to provide real-time project cost data with drill down capabilities for all project module fields.	H	Y		Munis Prject and Grant Accounting	
143	Ability for automatic notification of cost overruns with the capability to disengage the notification with proper authorization.	M	Y		Munis Prject and Grant Accounting	
144	Ability to recognize project expenditures and revenues on an accrual basis (when the work is performed) rather than when the invoice is received or when payroll is processed. This provides the ability to maintain an accrual basis of accounting and identify potential budget concerns on a timely basis.	H	Y		Munis Prject and Grant Accounting	
145	Ability to support the following allocation methodologies via a user-defined location (using the approved chart of accounts):	-			Munis Prject and Grant Accounting	
146	Direct	M	Y		Munis Prject and Grant Accounting	
147	Percentage of labor or direct costs ("burdening")	M	Y		Munis Prject and Grant Accounting	
148	Number of employee hours by job class	M	Y		Munis Prject and Grant Accounting	
149	Number of employees	M	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

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Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
150	Using both current and historical amounts	M	Y		Munis Prject and Grant Accounting	
151	Ability to provide system generated allocations that are offsetting entries that automatically use coding maintained by authorized users in an allocation table.	M	Y		Munis Prject and Grant Accounting	
152	Ability to support indirect cost allocations in the project sub-ledger.	H	Y		Munis Prject and Grant Accounting	
153	Ability of the system to automatically generate multiple journal entries from a single journal entry by using an allocation table.	M	Y		Munis Prject and Grant Accounting	
154	Ability to specify the calculation for allocation of expenses (e.g. allocation of rent on square footage).	M	N		Munis Prject and Grant Accounting	
155	Ability to make both inter-department, intra-department, inter-fund and intra-fund allocations.	M	Y		Munis Prject and Grant Accounting	
156	Ability to change the allocation formula without affecting prior allocations.	M	Y		Munis Prject and Grant Accounting	
157	Ability to provide an activity based costing system.	M	Y		Munis Prject and Grant Accounting	
158	Ability to allow standard overhead rates to be applied to a project.	M	Y		Munis Prject and Grant Accounting	
159	Ability to accommodate and track interfund / account transfers.	M	Y		Munis Prject and Grant Accounting	
160	Ability to track costs/revenues for sub-projects. Allows "roll-up" of sub-projects into major project and report on sub-project or entire project activities.	M	Y		Munis Prject and Grant Accounting	
161	Grant Tracking					
162	Ability to transfer grant activity between grants.	H	Y		Munis Prject and Grant Accounting	
163	Ability to track key grant information (grant source, key dates, related allowable expenses, descriptions, etc.).	H	Y		Munis Prject and Grant Accounting	
164	Ability to notify designated staff (by grant/project) a defined number of days prior deadline for report grant reporting submission.	M	Y		Munis Prject and Grant Accounting	
165	Ability to electronically notify or report on grant completion dates.	H	Y		Munis Prject and Grant Accounting	
166	Ability to track and report on non-financial performance measures against a grant or sub-activity within a grant or project.	H	Y		Munis Prject and Grant Accounting	
167	Ability to accumulate and report on project / grant personnel costs by person by day.	H	Y		Munis Prject and Grant Accounting	
168	Ability to establish system wide grant rules that may disallow the charging of expenditure to grants that have a closed or inactive status.	H	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting			Munis Prject and Grant Accounting			
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
169	Ability to accumulate and report on project / grant equipment costs by establishing equipment rate schedules (this is a non-cash transaction--just an allocation to the proper project / grant coding).	H	Y		Munis Prject and Grant Accounting	
170	Ability to, for continuing grants, be able to accumulate grant activity costs to a holding area – until the new continuation grant is awarded.	H	Y		Munis Prject and Grant Accounting	
171	Ability for authorized users to change the grant number coding after the transactions are posted .	H	Y		Munis Prject and Grant Accounting	
172	Ability to track primary and secondary grantees.	H	Y		Munis Prject and Grant Accounting	
173	Ability to allow for splits into different grant accounts on the receipt side.	H	Y		Munis Prject and Grant Accounting	
174	Grant Reimbursements					
175	Ability to create a billing / receivable for grant activity billed to funder based upon a user defined set of accumulated grant expenditures.	H	Y		Munis Prject and Grant Accounting	
176	Ability to match grant receipts / ACH's to a grant.	H	Y		Munis Prject and Grant Accounting	
177	Ability to configure a grant reimbursement request workflow.	M			Munis Prject and Grant Accounting	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
178	Single Audit					
179	Ability to require that federally funded grants (C.F.D.A. number) must be identified at grant setup.	H	N		Munis Prject and Grant Accounting	This can be stored, but is not required.
180	Ability to track and report on CFDA numbers for each grant / by department.	H	Y		Munis Prject and Grant Accounting	
181	Ability to track which grants are Federal grants.	H	Y		Munis Prject and Grant Accounting	
182	Ability for grant reporting to be accessible by departments and configure multiple access levels by user.	H	Y		Munis Prject and Grant Accounting	
183	Project / Grant Close					
184	Ability to inactivate a grant/project.	H	Y		Munis Prject and Grant Accounting	
185	Prior to closing a grant or project, have the ability to check for open or pending items (i.e. if the grant or project is identified on an open encumbrance, un-related project, un-related grant, unpaid payment document, etc.), prompt the user about whether or not this project or grant should be closed.	H	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

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M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting				Munis Prject and Grant Accounting		
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
186	Ability to hold a grant open after the grant term – to accumulate grant costs & accommodate end of grant corrections and reclassifications.	H	Y		Munis Prject and Grant Accounting	
187	Interfaces / Integration					
188	Ability to associate a grant / project number with the transaction, for all source transactions (including: requisitions, purchase orders, vouchers, invoices, contracts, cash receipts, work orders, general ledger transactions) to or from other modules within the system using the proper chart of account codes	H	Y		Munis Prject and Grant Accounting	
189	Ability to associate multiple grant / project numbers with any of the above transaction types.	H	Y		Munis Prject and Grant Accounting	
190	Ability to Interface with Budgeting, Payroll, Cash Receipting, General Ledger and Purchasing modules to establish yearly project/grant budgets.	H	Y		Munis Prject and Grant Accounting	
191	Ability to associate a contract with a grant or project.	H	Y		Munis Prject and Grant Accounting	
192	Ability to prevent a requisition or purchase order to be associated with a project/grant based on fields in the vendor file for the related vendor (etc. MBE, WBE, local business)	H	Y		Munis Prject and Grant Accounting	
193	Ability to have a chart of account code that will, upon payroll posting, charge the identified project or grant as instructed by this "code" (this information originates in the payroll module, passes through the project/grant module, and eventually ends up posting in the G/L).	H	Y		Munis Prject and Grant Accounting	
194	Ability to integrate to the Payroll module for labor cost distribution - spreading employee costs to project costs based on allocation of actual hours worked .	M	Y		Munis Prject and Grant Accounting	
195	When a grant is awarded to the City, ability to configure a workflow to prompt the appropriate classification of labor distribution in the position control system and the Payroll module.	M	Y		Munis Prject and Grant Accounting	
196	Ability to attach images / electronic documents to the project or grant record in the master file.	H	Y		Munis Prject and Grant Accounting	
197	Ability to establish descriptions and expected due dates within the receivables system.	M	Y		Munis Prject and Grant Accounting	
198	Ability to interface with the fixed assets module to provide project information for capitalization upon user defined criteria (activity code).	M	Y		Munis Prject and Grant Accounting	
199	Ability to post installed assets data (total project costs) from Projects module to Fixed Asset module upon approval.	M	Y		Munis Prject and Grant Accounting	
200	Ability for grants to be associated with specific assets. Reports to display grant based fixed asset listings.	M	Y		Munis Prject and Grant Accounting	
201	Ability to integrate with Asset Management Module.	M	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

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Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
202	Ability to pass project expenses from Projects module to Accounts Payable for payment.	H	Y		Munis Prject and Grant Accounting	
203	Ability to receive applicable payment data (purchased items-contract payments) from Accounts Payable back to Projects module.	H	Y		Munis Prject and Grant Accounting	
204	Ability to capture purchase order and encumbrance amounts from Purchasing.	H	Y		Munis Prject and Grant Accounting	
205	Ability to pass project costs to the General Ledger module.	H	Y		Munis Prject and Grant Accounting	
206	Ability to interface to the budgeting system for capture of capital budget / spending plans.	M	Y		Munis Prject and Grant Accounting	
207	Ability to interface to budget module and link tentative planned expenditures for grants in the pre-award phase that can be automatically amended if the grant is ultimately not awarded.	M	Y		Munis Prject and Grant Accounting	
208	Ability to integrate to budgeting module to project grant "revenues."	M	Y		Munis Prject and Grant Accounting	
209	Ability to "send" project or grant estimates to the budget module for approval / processing.	M	Y		Munis Prject and Grant Accounting	
210	Ability to integrate with GIS and Master Address to associate a Project/Grant with a parcel/address.	M	Y		Munis Prject and Grant Accounting	When Munis Central Property is used.
211	Ability to interface with third-party grant listing service.	L			Munis Prject and Grant Accounting	Need more information on interface requirements.
212	Reporting					
213	Federal reporting compliant	H	Y		Munis Prject and Grant Accounting	
214	Ability to search for detail on any of the fields available in the Project / Grant module (e.g. project or grant number, document number, journal number, date, etc.).	H	Y		Munis Prject and Grant Accounting	
215	Ability to track projects and grants over multiple fiscal years.	H	Y		Munis Prject and Grant Accounting	
216	Ability to report on grants through both a cash or accrual accounting basis based on initial grant set-up.	H	Y		Munis Prject and Grant Accounting	
217	Ability to search database by project type/code project number, fund or activity.	H	Y		Munis Prject and Grant Accounting	
218	Ability to complete grant reporting requirements in grant specific formats.	H	Y		Munis Prject and Grant Accounting	
219	Ability to track and report revenue and expenditures in summary and/or in detail for a specific grant or project for a defined date range.	H	Y		Munis Prject and Grant Accounting	
220	Ability to create flexible reporting of all project / grant activity over multiple years.	H	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

4.29 - Project and Grant Accounting				Munis Prject and Grant Accounting		
Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
221	Ability to create reports that show detailed employee time posted to grants.	H	Y		Munis Prject and Grant Accounting	
222	Ability to create budget to actual reports for a grant, based on the grant year.	H	Y		Munis Prject and Grant Accounting	
223	Ability to create historical project / grant inquiries.	H	Y		Munis Prject and Grant Accounting	
224	Ability to create Inquiry and project status reporting by project/grant, project manager, or division/department.	H	Y		Munis Prject and Grant Accounting	
225	Ability to report on grants by inception date (original budget, calendar year 1 expenditures, calendar year 2 expenditures, any budget adjustments, available balance, etc.).	H	Y		Munis Prject and Grant Accounting	
226	Ability to input, access, and report upon project "status codes" (e.g., in-design, pending approval, in-process/current, closed, on-hold).	H	Y		Munis Prject and Grant Accounting	
227	Ability to create Project Duration Report , presenting anticipated and actual durations of projects to evaluate on-time performance.	M	Y		Munis Prject and Grant Accounting	Assumes grant is part of the chart of accounts
228	Ability to create Inspection Report , presenting the results of inspector site visits to evaluate performance.	H	Y		Munis Prject and Grant Accounting	
229	Ability to create Completed Project Report , presenting hours and dollars incurred by department by project.	M	Y		Munis Prject and Grant Accounting	
230	Ability to create reports in compliance with Single Audit Act . Flags when reach major project status. Indicates Federal and pass-through projects. Tracks EEOC and Davis/Bacon information for contractors, etc. including tracking revenue by CFDA number.	M	Y		Munis Prject and Grant Accounting	
231	Ability to create a Grant Audit report to be sent to departments that displays key grant information from the master file (CFDA, Funder, Grant Number, Amount, Period, Approvals, etc.) and grant activity (current year and inception to date) with a user defined certification statement.	M	Y		Munis Prject and Grant Accounting	
232	Ability to provide a grant receivables reporting tool that would allow departments to manage their own grant receivables.	H	Y		Munis Prject and Grant Accounting	
233	Project history detail of project related activity.	H	Y		Munis Prject and Grant Accounting	
234	Project history summary.	H	Y		Munis Prject and Grant Accounting	
235	Ability to generate a percentage completion report on various selection criteria including but not limited to: purchase order, project, contractor.	H	Y		Munis Prject and Grant Accounting	
236	Ability to generate analyses for (including but not limited to):	-			Munis Prject and Grant Accounting	
237	Estimates on costs to complete	M	Y		Munis Prject and Grant Accounting	

Priority

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Availability

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Project and Grant Accounting

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
238	Variances	M	Y		Munis Prject and Grant Accounting	
239	Support labor	M	Y		Munis Prject and Grant Accounting	
240	Labor by employee, including OT	M	Y		Munis Prject and Grant Accounting	
241	By contractor	M	Y		Munis Prject and Grant Accounting	
242	Projects in progress reporting	H	Y		Munis Prject and Grant Accounting	
243	By department, by project manager, a print out of cost overruns by project.	H	Y		Munis Prject and Grant Accounting	
244	Allow user-specified grouping of individual projects for summary reporting purposes (e.g. multiple projects associated with widening the same street over a number of years).	M	Y		Munis Prject and Grant Accounting	Based on COA setup
245	Provide multiple methods of summarizing contract data for a project or across projects (e.g. summarize all engineering contracts, all construction costs, etc.).	M	Y		Munis Prject and Grant Accounting	Based on COA setup
246	Summarize matching grant data for project managers (i.e. what percentage, by whom, expenditures which can be reimbursed).	H	Y		Munis Prject and Grant Accounting	
247	Create periodic detail reports with the following sort: fund, project/grant, expenditure/revenue classification (Sub account), appropriation level code, Option (if assigned), Task (if assigned). The detail in the report should have employee name, pay period (if labor related), document number (payment document if expenditure--receipt number if revenue--journal entry number), posting date, expenditure or revenue amount. There should also be subtotals at each sort level, plus columns for revised budget amount, current period expenditures, year-to-date, and remaining balance.	M	Y		Munis Prject and Grant Accounting	
248	Create periodic summary reports with drill down capabilities that have the following sort: fund, project/grant, expenditure/revenue classification (Sub account), appropriation level code, Option (if assigned), Task (if assigned). There should be subtotals at each sort level, plus columns for revised budget amount, current period expenditures, year-to-date, and remaining balance.	M	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Project and Grant Accounting

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Objective: To provide a system to efficiently manage the grant application, approval and workflow process. Further, to administer and comply with all project and grant obligations, track all project and grant activities, and support all required grant reporting.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
249	For a pay period, create a report for a project or grant that has detail labor by day with effective hourly rates (includes uniform, education, etc.) and calculates the fringes based on productive hourly rates and then provides a total of labor costs and fringes. Sort should be project or grant, fund, department, appropriation level, employee, regular hours and cost, OT hours and cost, comp time hours and cost (even though this is not a cash cost until taken). Display hours by day for each salary type, but only calculate and report costs on OT and comp time with the appropriate productive hourly rate. Subtotal at each sort level, and a total for the project or grant.	M	Y		Munis Prject and Grant Accounting	
250	For a pay period, create a report for a project or grant that has detail material usage and cost by day. Use the most recent invoice to support the cost allocated to the project or grant (invoice should be "attached"). Sort should be project or grant, fund, department, appropriation level, employee who used material, material description and cost. Subtotal at each sort level, and a total for the project or grant.	M	Y		Munis Prject and Grant Accounting	
251	Ability for the project / grant accounting module to allow for direct entry of materials use (at a summary or detail level) on a project at a user defined cost rate.	M	Y		Munis Prject and Grant Accounting	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Requirements					
2	Ability to support a requisition and purchase order process that includes the following capabilities:	-			Munis Purchase Orders & Requisitions	
3	Input and store quantity, price and description	H	Y		Munis Purchase Orders &	
4	Calculate and extend price	H	Y		Munis Purchase Orders &	
5	Calculate total price	H	Y		Munis Purchase Orders & Requisitions	
6	Retrieve vendor information automatically	H	Y		Munis Purchase Orders & Requisitions	
7	Hold purchase order pending issuance	H	Y		Munis Purchase Orders & Requisitions	
8	Report unissued purchase orders	H	Y		Munis Purchase Orders & Requisitions	
9	Support cancellation of unissued purchase orders	H	Y		Munis Purchase Orders & Requisitions	
10	Print purchase orders	H	Y		Munis Purchase Orders & Requisitions	
11	Fax and/or email purchase orders	H	Y		Munis Purchase Orders & Requisitions	via Tyler GoDocs
12	Ability to support both centralized and decentralized purchasing processes.	M	Y		Munis Purchase Orders & Requisitions	
13	Ability to support a 5 or 7 digit commodity code	M	Y		Munis Purchase Orders & Requisitions	
14	Ability to search for POs and Requisitions by any definable field.	M	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
15	Ability to use a forms designer tool that will allow the Organization to modify a standard software purchase order form to customize it to the preferred Organization format, including logo, signatures, field placement, addition of standard Organization terms and conditions, etc.	H	Y		Munis Purchase Orders & Requisitions	Recommends the use of Tyler Forms
16	Integration					
17	Ability to support three-way matching of documents.(P.O., Receiving & Invoice).	H	Y		Munis Purchase Orders & Requisitions	
18	Ability to attach electronic documents to transactions and route them with the transaction though the approval process.	H	Y		Munis Purchase Orders & Requisitions	
19	System allows a work order number to be associated with the requisition.	H	Y		Munis Purchase Orders & Requisitions	
20	System allows a work order number to be associated with a procurement card purchase.	H	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
21	System provides ability to require work order number based on account or project code.	H	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
22	Ability for the purchase order to be integrated to the contract management module	M	Y		Munis Purchase Orders & Requisitions	
23	Ability to interface to AP for vendor information and to extract procurement data	H	Y		Munis Purchase Orders & Requisitions	
24	Ability to associate a grant / project number with the requisitions and/or purchase orders.	H	Y		Munis Purchase Orders & Requisitions	
25	System provides ability to require project/grant number based by department, account, or work order.	H	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
26	Ability to integrate to the Budget module to perform budget checking at the pre-encumbrance stage.	H	Y		Munis Purchase Orders & Requisitions	
27	Ability to integrate to the Budget module to perform budget checking at the encumbrance stage.	H	Y		Munis Purchase Orders & Requisitions	
28	Vendor Record					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing			Munis Purchase Orders & Requisitions			
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
29	Ability to distinguish accounts payable vendors from bid only vendors.	L	Y		Munis Purchase Orders & Requisitions	
30	Ability to create and maintain comprehensive centralized active and inactive vendor master file with the following information:	-			Munis Purchase Orders & Requisitions	
31	Company Name	H	Y		Munis Purchase Orders & Requisitions	
32	d.b.a.(doing business as) name (Searchable on both)	H	Y		Munis Purchase Orders & Requisitions	
33	Tracks name changes/documents remain valid after name change.	M	Y		Munis Purchase Orders & Requisitions	
34	Multiple Contact Names	H	Y		Munis Purchase Orders & Requisitions	
35	Phone Number(s) and Types (Business/Cell/Etc.) table. Link to multiple addresses.	H	Y		Munis Purchase Orders & Requisitions	
36	Email Addresses	H	Y		Munis Purchase Orders & Requisitions	
37	Multiple Payment Remit and Order Names and Addresses.	H	Y		Munis Purchase Orders & Requisitions	
38	Ability to deactivate addresses as of a certain date.	L	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
39	Ownership Status (Minority Owned, Women Owner, local registered vendor, green preference, etc.) - with multiple designations possible	M	Y		Munis Purchase Orders & Requisitions	
40	Ownership Type (Corp, Partnership, Non-Profit, etc.)	H	Y		Munis Purchase Orders & Requisitions	
41	Tax ID Number / Verification per W9)	H	Y		Munis Purchase Orders & Requisitions	
42	Vendor Number	H	Y		Munis Purchase Orders & Requisitions	
43	Payment Terms Code w/table and customizing possible (i.e. "X" % "Y" Days early, "Z" days late) Can be overridden in Accounts Payable, by authorized users at payment time.	L	Y		Munis Purchase Orders & Requisitions	Any customizations to the software require modification costs.
44	Debarment Status	L	Y		Munis Purchase Orders & Requisitions	
45	1099 Code	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
46	Ability to indicate on the vendor registration file, or in a secure annex of such file, if the firm has self-identified as being minority or women-owned, and the prime race/gender of the owner(s). The question could be asked as part of vendor registration.	M	Y		Munis Purchase Orders & Requisitions	
47	Ability to freeze/inactivate a vendor and restrict transactions for a stated period of time.	H	Y		Munis Purchase Orders & Requisitions	
48	Ability to automatically assign unique vendor numbers.	H	Y		Munis Purchase Orders & Requisitions	
49	Ability to properly distinguish and classify one-time vendors	H	Y		Munis Purchase Orders & Requisitions	
50	Ability to combine multiple "one-time vendors" to a single standard vendor and include transaction history.	H	Y		Munis Purchase Orders & Requisitions	
51	Ability to support tracking of Vendor Performance data based upon receiving data and custom comment fields.	L	Y		Munis Purchase Orders & Requisitions	
52	System provides functionality to warn of a potential duplicate vendor during creation based on address, TIN, etc.	H	Y		Munis Purchase Orders & Requisitions	
53	Ability to combine multiple vendor records - and maintains the history.	H	Y		Munis Purchase Orders & Requisitions	
54	Ability to flag user defined fields based on Vendor performance.	L	Y		Munis Purchase Orders & Requisitions	
55	Ability to maintain an audit log on historical changes to the vendor file.	H	Y		Munis Purchase Orders & Requisitions	
56	Ability to provide history of vendor performance defined by user established weighted criteria, including:	-			Munis Purchase Orders & Requisitions	
57	delivery commitments	L	Y		Munis Purchase Orders & Requisitions	Manual entry
58	condition of goods/quality of service.	L	Y		Munis Purchase Orders & Requisitions	Manual entry
59	partial deliveries/backorders.	L	Y		Munis Purchase Orders & Requisitions	Manual entry
60	invoicing accuracy.	L	Y		Munis Purchase Orders & Requisitions	Manual entry
61	Ability to accumulate vendor and bidder performance statistics for all vendors, such as:	-			Munis Purchase Orders & Requisitions	Via excel Cubes/SSRS
62	Number/Amount of Price Increases	L	Y		Munis Purchase Orders & Requisitions	
63	Number of Out-of-Stocks	L	Y		Munis Purchase Orders & Requisitions	
64	Number of Late Deliveries	L	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
65	Number of Returns	L	Y		Munis Purchase Orders & Requisitions	
66	Number of Bids Submitted	L	Y		Munis Purchase Orders & Requisitions	
67	Number of Bids Awarded	L	Y		Munis Purchase Orders & Requisitions	
68	Dollar Amount of Bids	L	Y		Munis Purchase Orders & Requisitions	
69	Comments on Performance	L	Y		Munis Purchase Orders & Requisitions	
70	Ability to debar vendors for defined number of days/years.	L	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
71	Ability to configure a maximum number of days/years in the system that a vendor can be debarred.	L	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
72	Requisition Processing					
73	Ability to allow departments to enter their own requisitions online.	H	Y		Munis Purchase Orders & Requisitions	
74	Ability to allow definable system-generated numbers.	H	Y		Munis Purchase Orders & Requisitions	
75	Ability to prevent duplicate document numbers.	H	Y		Munis Purchase Orders & Requisitions	
76	Requisition numbers must be different than PO numbers.	H	Y		Munis Purchase Orders & Requisitions	
77	Ability for requisition line item value to support up to \$999,999,999. (Please indicate the maximum in the comments column.)	H	Y		Munis Purchase Orders & Requisitions	
78	Ability for requisition line item quantity to support up to 999,999 units. (Please indicate the maximum in the comments column.)	H	Y		Munis Purchase Orders & Requisitions	
79	Ability to provide extended descriptions and include free form text for line items on requisitions and purchase orders with unlimited "text wrap" formatting.	H	Y		Munis Purchase Orders & Requisitions	
80	Ability for requestor and all workflow approvers to view the status of the requisition, see where the request is in the process.	H	Y		Munis Purchase Orders & Requisitions	
81	Ability to identify within the requisition, the accounting period(s) / fiscal year(s) that the requisition is associated with.	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing			Munis Purchase Orders & Requisitions			
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
82	Ability, when creating a requisition and/or purchase order, to search for the appropriate commodity code related to the good / service being requested on a per line item basis.	H	Y		Munis Purchase Orders & Requisitions	
83	Ability to limit valid accounts based on commodity code (e.g. requisition for professional services commodity code cannot use office supplies account).	M	Y		Munis Purchase Orders & Requisitions	Can assign object code to commodity and prevent user from overriding.
84	Ability to enter associated vendor quotes or sole source letter as supporting documentation when submitting a requisition.	M	Y		Munis Purchase Orders & Requisitions	
85	Ability to prevent requisitions over a per unit defined threshold to draw from defined non-capital account.	H	Y		Munis Purchase Orders & Requisitions	
86	Ability to save a draft requisition.	H	Y		Munis Purchase Orders & Requisitions	
87	Ability to identify a requisition as "Urgent", with reporting and inquiry which identifies those requisitions.	L	Y		Munis Purchase Orders & Requisitions	
88	Ability to configure an accelerated workflow for requisitions and purchase orders identified as urgent.	L	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
89	All data codes, text and requisition information must transfer automatically from requisitions to PO - with the ability to then be edited by authorized users.	H	Y		Munis Purchase Orders & Requisitions	
90	Ability to group requisitioned items by vendor or commodity code for volume purchase purposes.	M	Y		Munis Purchase Orders & Requisitions	
91	Ability to validate proposed vendor on the requisition against existing online vendor file.	M	Y		Munis Purchase Orders & Requisitions	
92	Ability to view the vendor's remittance address when entering a requisition	H	Y		Munis Purchase Orders & Requisitions	
93	Ability to provide online, onscreen requisition and purchase order forms for centralized and decentralized entry.	M	Y		Munis Purchase Orders & Requisitions	
94	Ability to determine which department is requisitioning items and automatically default to information for that department.	L	Y		Munis Purchase Orders & Requisitions	
95	Ability to track requisitions/POs issued <i>by department</i> .	M	Y		Munis Purchase Orders & Requisitions	
96	Requisitions must pass budget check before proceeding. System provides override functions for authorized users with a required comment.	H	Y		Munis Purchase Orders & Requisitions	
97	Ability to automatically create and link a budget transfer request to a requisition if funds are not available with a required comment.	M	Y		Munis Purchase Orders & Requisitions	
98	Ability to scale and configure (depending on the Division) the number of approvals on electronic requisitions and vouchers.	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
99	Ability to have multiple line transactions on a single requisition. (Please note the maximum number of lines within the proposed solution in the comments field.)	H	Y		Munis Purchase Orders & Requisitions	
100	Ability to allow copying of information from existing requisitions or P.O.'s allowing the user to specify if full line items details and descriptions should be transferred.	H	Y		Munis Purchase Orders & Requisitions	
101	Ability to have automatic Buyer assignment by commodity code. Can be overridden by Supervisor(s).	M	Y		Munis Purchase Orders & Requisitions	
102	Ability to allow for a minimum of 9,999 lines on the Requisition or Purchase Order. (Please note the maximum number of lines within the proposed solution in the comments field.)	M	Y		Munis Purchase Orders & Requisitions	
103	Ability to allow fleet and/or inventory numbers to be associated with the requisition.	H	Y		Munis Purchase Orders & Requisitions	
104	Ability to inquire, add, cancel, and delete Requisitions online.	H	Y		Munis Purchase Orders & Requisitions	
105	Ability for POs to be converted to a stock requisition and withdraw from inventory if the requested item is available in inventory.	L	Y		Munis Purchase Orders & Requisitions	
106	Ability to consolidate purchase requests from various departments.	H	Y		Munis Purchase Orders & Requisitions	
107	Ability to assign lines of requisitions to multiple purchase orders and to different vendors.	H	Y		Munis Purchase Orders & Requisitions	
108	Ability to allocate requisition line items to multiple General Ledger accounts and project codes.	H	Y		Munis Purchase Orders & Requisitions	
109	Ability to close/cancel/liquidate all open requisitions and pre-encumbrances in mass at fiscal year end.	M	Y		Munis Purchase Orders & Requisitions	
110	Pre-Encumbrance / Encumbrance Accounting					
111	Ability to assist in the year end close process and have the option to either roll Pre-Encumbrance / Encumbrances forward as a prior year document or close out.	H	Y		Munis Purchase Orders & Requisitions	
112	Ability to automatically pre-encumber requisitioned amounts upon approval.	H	Y		Munis Purchase Orders & Requisitions	
113	Ability to query encumbrances and pre-encumbrances by any account.	H	Y		Munis Purchase Orders & Requisitions	
114	Ability to link specific budgeted "line items" below the lowest segment of the chart of accounts to a requisition for budgetary purposes.	M	Y		Munis Purchase Orders & Requisitions	
115	Approval Processing					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
116	Ability to provide highly configurable multi-level approval functionality for requisitions, purchase orders and change orders based on user defined criteria such as dollar amount, account number, percentage of dollar change, etc.	H	Y		Munis Purchase Orders & Requisitions	
117	Ability for supporting comments/reason to be entered during each workflow approval step.	M	Y		Munis Purchase Orders & Requisitions	
118	Ability to <i>require</i> supporting comments/reason for all workflow denials.	L	Y		Munis Purchase Orders & Requisitions	
119	Ability to configure supplemental workflow steps for requisitions, purchase orders, and change orders that affect defined accounts.	M	Y		Munis Purchase Orders & Requisitions	
120	Ability to configure a different approval workflow for all requisitions, purchase orders, and change orders that are supported by grant funding.	M	Y		Munis Purchase Orders & Requisitions	Assumes appropriate set up
121	Ability to allow additional specific documentation/forms to be attached to the requisition based on the linked project/grant.	M	N		Munis Purchase Orders & Requisitions	
122	Ability to limit PO approval to only vendors who have submitted a W-9	H	Y		Munis Purchase Orders & Requisitions	
123	Ability to establish predetermined authorization levels, for purchase transactions that span multiple departments.	H	Y		Munis Purchase Orders & Requisitions	
124	Ability to define authorized requisition approvers by account.	H	Y		Munis Purchase Orders & Requisitions	
125	System provides communication to requisitioner on status of their transaction throughout the approval cycle	M	Y		Munis Purchase Orders & Requisitions	
126	Blanket Orders					
127	Ability to track and manage vendors specific to blanket orders.	H	Y		Munis Purchase Orders & Requisitions	
128	Ability to track what commodity class codes are associated with each blanket order.	M	Y		Munis Purchase Orders & Requisitions	
129	Ability to specify if a blanket purchase order is encumbered	H	Y		Munis Purchase Orders & Requisitions	Via Contracts
130	Ability to prevent an encumbrance to be placed when a blanket purchase order is created through a simple check box / pull down menu interface.	M	Y		Munis Purchase Orders & Requisitions	
131	Ability to establish notification limits (% of spend against Not to Exceed amount and/or X number of days in advance) of expiration.	M	Y		Munis Purchase Orders & Requisitions	Only not to exceed on full PO value
132	Ability to establish a line item with price override capability for authorized users including the ability to establish a maximum price that can be entered.	M	Y		Munis Purchase Orders & Requisitions	Controlled via Workflow
133	Ability to display the total dollar amount of orders entered and approved to date for a specific blanket purchase order.	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing			Munis Purchase Orders & Requisitions			
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
134	System should have the ability to easily distinguish from blanket and standard purchase orders by a different numbering system	M	Y		Munis Purchase Orders & Requisitions	
135	Ability to copy from one blanket purchase order to another with the ability to edit any field or insert lines (such as 1.5, 2.5, etc.) on the newly created purchase order.	H	Y		Munis Purchase Orders & Requisitions	Via copy Requisition
136	Ability to allow for the following control parameters specific to blanket orders:	-			Munis Purchase Orders & Requisitions	
137	Total cost not-to-exceed (i.e., maximum amount to spend)	H	Y		Munis Purchase Orders & Requisitions	
138	Time period (start and end dates)	H	Y		Munis Purchase Orders & Requisitions	
139	Estimated or specific quantities	M	Y		Munis Purchase Orders & Requisitions	
140	Specific items	M	Y		Munis Purchase Orders & Requisitions	
141	General category of items	M	Y		Munis Purchase Orders & Requisitions	
142	Discount off of price list	M	Y		Munis Purchase Orders & Requisitions	
143	Ability to close blanket purchase orders in mass based on user defined criteria	M	Y		Munis Purchase Orders & Requisitions	
144	Blanket Releases					
145	Ability to create a release (order) against a BPO where all information with the exception of the quantity, account code, bill to and ship to is coming from the BPO.	M	Y		Munis Purchase Orders & Requisitions	
146	Ability to create an encumbrance when releases against a BPO are approved.	M	Y		Munis Purchase Orders & Requisitions	
147	Ability to prohibit creation of a release outside of the time period or that would result in exceeding the not to exceed amount.	H	Y		Munis Purchase Orders & Requisitions	
148	Ability to track total dollars ordered upon approval of a blanket release and deduct from maximum dollar amount of items ordered.	H	Y		Munis Purchase Orders & Requisitions	
149	Purchase Order Processing					
150	Requisition and purchase order process should include the following capabilities:	-			Munis Purchase Orders & Requisitions	
151	Input and store quantity, price and description	H	Y		Munis Purchase Orders & Requisitions	
152	Calculate and extend price	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
153	Calculate total price	H	Y		Munis Purchase Orders & Requisitions	
154	Retrieve vendor information automatically	H	Y		Munis Purchase Orders & Requisitions	
155	Hold purchase order pending issuance	H	Y		Munis Purchase Orders & Requisitions	
156	Report unissued purchase orders	H	Y		Munis Purchase Orders & Requisitions	
157	Support cancellation of unissued purchase orders	H	Y		Munis Purchase Orders & Requisitions	
158	Print purchase orders	H	Y		Munis Purchase Orders & Requisitions	
159	Ability to release the pre-encumbrance and create an encumbrance when a requisition is converted to a purchase order.	H	Y		Munis Purchase Orders & Requisitions	
160	Ability to auto-create a purchase order from a requisition document with all information carried over from the requisition document. All information, with proper approval and workflow, should be editable prior to issuance.	H	Y		Munis Purchase Orders & Requisitions	
161	Ability to notify requisitioner when requisition is converted to a PO.	M	Y		Munis Purchase Orders & Requisitions	
162	Ability to allow direct input of manual purchase orders without the need for a requisition as a source document (i.e. field purchase orders).	H	Y		Munis Purchase Orders & Requisitions	
163	Ability to automatically retrieve purchase information by referencing purchase order or requisition number or requesting department name or other user defined criteria.	H	Y		Munis Purchase Orders & Requisitions	
164	Ability to pull up specific account code or item when editing, and make appropriate adjustments.	M	Y		Munis Purchase Orders & Requisitions	
165	Ability to view multiple line items / descriptions.	H	Y		Munis Purchase Orders & Requisitions	
166	Ability to accept partial payments.	H	Y		Munis Purchase Orders & Requisitions	
167	Ability to preview and edit P.O. on screen exactly as printed.	M	N		Munis Purchase Orders & Requisitions	Not "exactly" as printed
168	Ability to save a draft PO.	H	Y		Munis Purchase Orders & Requisitions	Assumes required fields have been filled in at a minimum
169	Ability to enter default and customized comments on purchase orders and requisitions with full text editing features.	H	Y		Munis Purchase Orders & Requisitions	
170	Ability to assign requisitions/purchase orders to a buyer, automatically, based on commodity code or requesting department, with an override ability.	M	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
171	Ability to automatically assign purchase order and requisition numbers.	H	Y		Munis Purchase Orders & Requisitions	
172	Ability to allow for default information for shipping and payment to reduce data entry efforts during ordering.	H	Y		Munis Purchase Orders & Requisitions	
173	Ability to "duplicate" line item information during data entry to save time.	M	Y		Munis Purchase Orders & Requisitions	
174	Ability to allocate purchase order and requisition line items to multiple General Ledger accounts and project codes.	H	Y		Munis Purchase Orders & Requisitions	
175	Ability to charge purchase order line items to multiple departments.	H	Y		Munis Purchase Orders & Requisitions	
176	Ability to prevent duplicate purchase order numbers.	H	Y		Munis Purchase Orders & Requisitions	
177	Ability to flag if line items that are eligible for shipping charges when generating purchase order.	M	Y		Munis Purchase Orders & Requisitions	
178	Upon preparation of the Purchase Order for payment, shipping charges can be allocated to the Purchase Order lines based on user defined criteria.	M	Y		Munis Purchase Orders & Requisitions	
179	Ability to allow authorized approvers to override either user specified or vendors and prices. Requisitioners are notified or have access to changes made to the requisition.	M	Y		Munis Purchase Orders & Requisitions	
180	Ability to allow for multiple budgetary accounts to be identified on the purchase order.	H	Y		Munis Purchase Orders & Requisitions	
181	Ability to support electronic/Internet transfer of POs, including related attachments, to vendors.	H	Y		Munis Purchase Orders & Requisitions	
182	Ability to provide clear identification on PO amendments to be specified (what has changed, what revision number, dates, resolution, contract number, etc.).	H	Y		Munis Purchase Orders & Requisitions	
183	Ability to maintain an online directory of standard purchasing contract language that will print on all purchase orders.	H	Y		Munis Purchase Orders & Requisitions	
184	Ability to print final contract and resolution language linked to each specific PO.	M	Y		Munis Purchase Orders & Requisitions	
185	Ability to go into the PO and do a manual change of the particular line items with proper approval.	H	Y		Munis Purchase Orders & Requisitions	
186	Ability to specify a delivery address in the PO.	H	Y		Munis Purchase Orders & Requisitions	
187	Ability to specify a different delivery address for each line item in the PO.	H	Y		Munis Purchase Orders & Requisitions	
188	Ability to limit selectable delivery locations by user/department/division.	M	Y		Munis Purchase Orders & Requisitions	
189	Ability to allow authorized users to make price changes.	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing			Munis Purchase Orders & Requisitions			
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
190	Ability to maintain a status field on the purchase order to track its progress.	H	Y		Munis Purchase Orders & Requisitions	
191	Ability to direct input of manual purchase orders.	H	Y		Munis Purchase Orders & Requisitions	
192	Ability to automatically close POs after item receipt and final payment.	H	Y		Munis Purchase Orders & Requisitions	
193	Ability to allow several requisitions to be consolidated into one purchase order and correctly tracks item quantities and accounting charges.	H	Y		Munis Purchase Orders & Requisitions	
194	Ability to have a separate Comment section for INTERNAL ONLY and TO PRINT ON PO. System clearly and easily distinguishes between internal comments and comments that must print on PO.	H	Y		Munis Purchase Orders & Requisitions	
195	Ability to generate a cancellation list and have the ability to track all cancellations.	M	Y		Munis Purchase Orders & Requisitions	
196	Ability to provide a user friendly and easy cancellation process for PO's with multiple lines.	H	Y		Munis Purchase Orders & Requisitions	
197	Ability to give the authorized user the option to cancel by each line individually or by all lines in a batch.	H	Y		Munis Purchase Orders & Requisitions	
198	Ability to do a partial cancellation of a PO.	H	Y		Munis Purchase Orders & Requisitions	
199	Ability to specify “Receive All Lines” in order to speed data entry.	H	Y		Munis Purchase Orders & Requisitions	
200	Ability for users to add unlimited comments by line item when receiving goods or services.	M	Y		Munis Purchase Orders & Requisitions	
201	Ability for all receiver comments to be linked to the PO and accessible by all authorized users and invoice approval workflow members.	M	Y		Munis Purchase Orders & Requisitions	
202	Ability to record actual date when goods are received against blanket POs to set when the expense should be recorded (regardless when the invoice is received).	M	Y		Munis Purchase Orders & Requisitions	
203	Change Order Processing					
204	Ability to support electronic change orders to existing PO's, and accounts for the related pre-encumbrance and encumbrance as it is processed	H	Y		Munis Purchase Orders & Requisitions	
205	Ability to go into the PO and do a manual change of the particular line items with proper approval that will be noted as a change order to the PO. Must be able to view and retain history and audit trail of all changes made.	H	Y		Munis Purchase Orders & Requisitions	
206	Ability to provide an approval process for Change Orders.	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing			Munis Purchase Orders & Requisitions			
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
207	Ability for a user to attach / designate the specific Purchase Order number on a Change Order (e.g. associating the PO number, not just a description).	H	Y		Munis Purchase Orders & Requisitions	
208	Ability to issue a change to a PO either manually (make a change to an existing PO without a requisition) or electronically (a new requisition against an existing PO) with clear identification on PO change orders specified (i.e., what has changed, what revision number, dates, etc.) and maintain a PO revision history.	H	Y		Munis Purchase Orders & Requisitions	
209	Ability for all changes made to a purchase order to either manually or electronically generate a revision number. Each change must incrementally increase the revision number.	H	Y		Munis Purchase Orders & Requisitions	
210	Ability to provide detailed tracking of employees requesting change orders.	M	Y		Munis Purchase Orders & Requisitions	
211	Ability to track personnel who authorized a change order.	M	Y		Munis Purchase Orders & Requisitions	
212	Ability to provide authorized users the ability to add or remove funds from a PO.	H	Y		Munis Purchase Orders & Requisitions	
213	Ability to add or remove lines from a PO.	H	Y		Munis Purchase Orders & Requisitions	
214	Ability to cancel a PO.	H	Y		Munis Purchase Orders & Requisitions	
215	Ability to liquidate PO as final step (different from a change order).	H	Y		Munis Purchase Orders & Requisitions	
216	Return to Vendor					
217	Ability to allow for the recording of goods returned to the vendor.	M	Y		Munis Purchase Orders & Requisitions	
218	Ability to track and record all Return Merchant Authorization (RMA) numbers.	M	Y		Munis Purchase Orders & Requisitions	
219	Ability to track quantities of returns by vendor.	M	Y		Munis Purchase Orders & Requisitions	
220	Ability to cancel outstanding orders.	H	Y		Munis Purchase Orders & Requisitions	
221	Closing a purchase order automatically releases the related encumbrance.	H	Y		Munis Purchase Orders & Requisitions	
222	Ability to automatically reverse accounting and inventory transactions at cancellation of order.	M	Y		Munis Purchase Orders & Requisitions	
223	Purchase Order Inquiry					
224	Ability to search historical purchases by commodity code.	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
225	Ability to use commodity codes within the procurement process. The system should have the ability to link and search on these codes to vendors, requisitions and purchase orders.	M	Y		Munis Purchase Orders & Requisitions	
226	Ability to track purchases for multiple projects and grants.	H	Y		Munis Purchase Orders & Requisitions	
227	Ability to track amounts paid and applied to individual line items on purchase orders.	H	Y		Munis Purchase Orders & Requisitions	
228	Ability to drill down to all supporting transactions within the purchasing system.	H	Y		Munis Purchase Orders & Requisitions	
229	Bid/Bid Processing					
230	Ability to automatically tabulate Request for Quotes (RFQ) and Invitation to Bids (ITB).	H	Y		Munis Purchase Orders & Requisitions	
231	Ability to configure a workflow for staff to review supporting documentation relating to a solicitation.	M	Y		Munis Purchase Orders & Requisitions	
232	Ability to maintain a bidder list showing names, addresses, contact, and commodity codes.	H	Y		Munis Purchase Orders & Requisitions	
233	Ability to create Request for Quotes from Requisition(s).	M	Y		Munis Purchase Orders & Requisitions	
234	Ability to group requisitioned items by vendor or commodity code for volume purchase purposes.	M	Y		Munis Purchase Orders & Requisitions	
235	Ability to post Bid and RFP documents and identify when they will be visible for outside users.	H	Y		Munis Purchase Orders & Requisitions	
236	Ability to create and manage solicitation scoring (rating) sheets.	M	Y		Munis Purchase Orders & Requisitions	
237	e-Procurement					
238	Ability for only registered vendors to be able to submit responses to Bids and RFPs and provide for a tracking ID upon successful finalization of submission documents.	M	Y		Munis Purchase Orders & Requisitions	No ID tracking
239	Ability for vendors to register online and identify the commodity services they provide based on NIGP or generic commodity codes.	H	Y		Munis Purchase Orders & Requisitions	
240	Ability for vendors during the registration process to develop a unique ID and password that will allow for the vendor to update their contact information.	H	Y		Munis Purchase Orders & Requisitions	Assume you mean user name and password.
241	Ability for registered and non-registered users to view and download any documents (e.g., RFP, Bid, Addendums, tabulations, etc.).	H	Y		Munis Purchase Orders & Requisitions	
242	Ability to register and track vendors to include companies that are outside of the U.S. and therefore do not have a Federal ID Number (FEIN).	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
243	Ability to view award notice postings online. Please explain the workflow for posting in the comments column.	H	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
244	Ability to view posting of bids and bid tabulations online. Please explain the workflow for posting in the comments column.	H	Y		Munis Purchase Orders & Requisitions	
245	Ability for bidder notification based on Commodity Code.	H	Y		Munis Purchase Orders & Requisitions	
246	Ability to use memo records to create verbal price quotations.	M	Y		Munis Purchase Orders & Requisitions	
247	Ability to designate a purchase type, such as: Goods & Materials, Services, Professional Services, Sole Source and Blanket Agreement for all purchase types.	H	Y		Munis Purchase Orders & Requisitions	
248	Ability to check the status of a bid or RFP online in the system.	H	Y		Munis Purchase Orders & Requisitions	
249	Ability to accept digital signatures on bid and RFP submissions.	M	Y		Munis Purchase Orders & Requisitions	
250	Ability to import commodity codes into the system from an MS Word or MS Excel import source document.	M	Y		Munis Purchase Orders & Requisitions	Excel
251	Ability to interact with vendors online, place orders, receive invoices.	M	Y		Munis Purchase Orders & Requisitions	
252	Interfaces/integrations					
253	Ability to process procurement card transactions.	M	Y		Munis Purchase Orders & Requisitions	
254	Ability to interface with a third party procurement card provider.	M	Y		Munis Purchase Orders & Requisitions	
255	Ability to initiate an approval workflow for procurement cards.	M	Y		Munis Purchase Orders & Requisitions	
256	Ability to make purchase order payments using procurement cards.	M	Y		Munis Purchase Orders & Requisitions	
257	Ability to integrate with Inventory module to identify and recommend items that should be maintained in Inventory based on definable parameters (e.g. purchase quantity, purchase schedule, lead time).	M	Y		Munis Purchase Orders & Requisitions	Assumes use of Munis Inventory.
258	Other Purchasing Functions					
259	Ability to track all documents in the transaction series, from REQ to final check, and drill down to see all of them.	M	Y		Munis Purchase Orders & Requisitions	
260	Ability for the originator of the requisition to be notified via email when the invoice has been paid in full	L	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
261	Ability to flag potential "split" procurement card transactions (e.g. multiple purchases from the same vendor over a defined number of days).	M	R		Munis Purchase Orders & Requisitions	Via SSRS
262	Ability to identify prior year encumbrances.	H	Y		Munis Purchase Orders & Requisitions	
263	Reporting					Some reports require use of SSRS
264	Ability to provide search functions and reports/queries to look up a department's POs that are due to expire given certain parameters.	M	Y		Munis Purchase Orders & Requisitions	
265	Ability to provide reports listing POs in an open status (that are filterable by requester or to the department code, cost center code, and project code) and giving basic info on the PO (e.g., date issued, vendor, original amount, remaining balance, etc.).	M	Y		Munis Purchase Orders & Requisitions	
266	Comprehensive document listing report and online inquiries showing complete transaction information, which includes flexible sorting capabilities with detail and summary for the following formats:	-			Munis Purchase Orders & Requisitions	
267	Invoice	M	Y		Munis Purchase Orders & Requisitions	
268	Requisition	M	Y		Munis Purchase Orders & Requisitions	
269	Solicitation	M	Y		Munis Purchase Orders & Requisitions	
270	PO	M	Y		Munis Purchase Orders & Requisitions	
271	Amendments and document changes	M	Y		Munis Purchase Orders & Requisitions	
272	Contract Utilization and History Report detailing historical payments related to original contract amount, retainers, remaining balance, contract changes, etc.	H	Y		Munis Purchase Orders & Requisitions	
273	Encumbrance Liquidation Register, listing liquidating transactions by type, date, amount, and status.	L	Y		Munis Purchase Orders & Requisitions	
274	Requisition Register listing open requisitions for selected departments, all departments, requestor, by vendor, or buyer.	M	Y		Munis Purchase Orders & Requisitions	
275	Purchase Order Register listing open Purchase Orders for selected departments or all departments by Buyer.	H	Y		Munis Purchase Orders & Requisitions	
276	Purchase Order Aging Report showing open POs sorted by number of days since creation.	H	Y		Munis Purchase Orders & Requisitions	
277	Vendor Purchase Status Report listing requisitions, solicitations, and purchase orders in vendor, requisitioning department, purchase order number, or commodity code sequence. Shows elapsed time between status code changes.	M	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing				Munis Purchase Orders & Requisitions		
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
278	Departmental Purchasing History Report. Tracking PO history and statistics by user defined time frame.	H	Y		Munis Purchase Orders & Requisitions	
279	Aged Req. Report; list req.'s not resolved by PO, sorted by Buyer, Dept., Dates, etc.	M	Y		Munis Purchase Orders & Requisitions	
280	"Documents Awaiting Approval" Report: List of documents awaiting approval by approver, sortable by length of time stuck in queue.	M	Y		Munis Purchase Orders & Requisitions	
281	Expediting Report listing purchase orders that require follow-up based on predefined delivery date.	M	Y		Munis Purchase Orders & Requisitions	
282	Request for Quotation/Proposal List, generated automatically based on buyer actions and status codes, showing all products requiring quotation/ bid documents. Includes requisition number and requesting department.	M	M		Munis Purchase Orders & Requisitions	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
283	Receiving Report , indicating:	-			Munis Purchase Orders & Requisitions	
284	Date Received	M	Y		Munis Purchase Orders & Requisitions	
285	Location Received At	M	Y		Munis Purchase Orders & Requisitions	
286	Quantity Received	M	Y		Munis Purchase Orders & Requisitions	
287	Items Returned	M	Y		Munis Purchase Orders & Requisitions	
288	Notes on Damage, Timing, Etc.	M	Y		Munis Purchase Orders & Requisitions	
289	Discrepancies from Original Purchase Order	M	Y		Munis Purchase Orders & Requisitions	
290	Name of Receiver	M	Y		Munis Purchase Orders & Requisitions	
291	Name of Shipping company	M	Y		Munis Purchase Orders & Requisitions	
292	Comments field	M	Y		Munis Purchase Orders & Requisitions	
293	PO Receiving Report showing POs that have been received but not invoiced (configurable to either show all POs or only outstanding).	H	Y		Munis Purchase Orders & Requisitions	
294	Aged Receiving Report , list PO's pending receiving with balance still unreceived data.	H	Y		Munis Purchase Orders & Requisitions	
295	Vendor Activity/History Report , showing dollar purchase history of vendor activity, by product, compared with prior years over a user-specified time period.	M	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Purchasing

4.30 - Purchasing			Munis Purchase Orders & Requisitions			
Objective: To coordinate requisitions, purchase orders, vendor information, and performance throughout all departments, as well as to properly and efficiently manage cash flow and budgetary compliance.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
296	Product Source Report , listing vendor name, contact person, and phone number, for suppliers of user-specified products by product code.	M	Y		Munis Purchase Orders & Requisitions	
297	MBE/FBE Vendor Report displaying vendor number, name and contact information, historical activity (2 year minimum) with an ability to sort by vendor type, minority status, ownership status, etc.	M	Y		Munis Purchase Orders & Requisitions	
298	Reports inactive vendors.	H	Y		Munis Purchase Orders & Requisitions	
299	Vendor Performance Report , presenting performance measures over a user-defined period.	M	Y		Munis Purchase Orders & Requisitions	
300	Vendor classification reports by commodity.	H	Y		Munis Purchase Orders & Requisitions	
301	Daily Requisition Register.	H	Y		Munis Purchase Orders & Requisitions	
302	Returns Report.	M	Y		Munis Purchase Orders & Requisitions	
303	Cancellations Report.	H	Y		Munis Purchase Orders & Requisitions	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Requirements					
2	Ability to easily transfer time that is planned as a schedule into time reported as worked, without rekeying, and only entering any differences between the planned and actual time worked.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
3	Ability to report on No-Shows for a given scheduled activity for employees and volunteers.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
4	Ability to forecast staffing needs based on workload for 15-minute intervals within a day.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Available with Kronos Forecasting
5	Ability to easily identify, via warnings or visual identifiers, when workers are being scheduled for overtime.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Time entry Rules
6	Ability to ensure compliance with federal and state labor laws, collective bargaining agreements, and organization policies.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Requires time entry rules and time entry reports. May require use of SSRS for more automated checks.
7	Ability to allow workers to log into a self-service website to request time off.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
8	Ability to allow an employee to create work scheduling preferences (set to 15 minute intervals) which can be used by create the recommended schedule.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Kronos Workforce Scheduler
9	Ability to view worker scheduling preferences by a supervisor when manually assigning shifts.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Kronos Workforce Scheduler
10	Ability to account for pre-scheduled absences in the schedule generation, such as vacations, sick, FMLA, and other time off.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
11	Ability to recommended qualified, available staff members to fill open shifts when unplanned absences occur.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
12	Ability for scheduled workers to log into a self-service web site and sign up or remove activities from their schedule	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
13	Ability to provide a stand by list once the primary list is at full capacity for an activity.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
14	Ability for a user-configurable system for managing mandatory staffing.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Within Munis Time Entry each user can set a variety of User Preferences including: Report Preferences, Screen Preferences, Pending Preferences, and Daily Grid Fields.
15	Ability to identify employees who are eligible for overtime scheduling based on factors such as:	-			Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
16	Last time offered overtime	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
17	Seniority	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
18	Rank	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
19	Vacation	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
20	Ability for the system to automatically fill the primary list with a member from the alternate list if one open slot is made available as a result of a participant removing themselves from the primary list on an activity.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
21	Ability to set up one-time activities and reoccurring activities in the system. This feature would include the number of workers need for the activity	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
22	Ability to utilize a past template or activity to create a new activity in the system.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
23	Automatically manages leave such as vacation requests, sick leave and other leave types through pre-configured rules that monitor the number of workers off at any given time.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
24	Ability to allow vacation requests to be approved and prioritized by seniority and request date.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
25	Ability to allow workers to trade, drop, pick-up shifts, through a posting bulletin board.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
26	Ability to allow workers to click a link in an email to confirm receipt of that schedule.	H	N		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Not available in core Kronos functionality, however employees can view their schedule anytime through terminal or web.
27	Ability to allow a supervisor to view which workers have viewed and confirmed receipt of their schedule.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Available with TeleStaff
28	Ability to allow workers to view published schedules online.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
29	Ability to create an automatic notification to workers when changes to a schedule occur.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
30	Ability to integrate with Google to send an e-mail when an employee is on vacation or out of the office for training, etc.	H			Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Need more detailed information on Who is the system sending emails to and why?
31	Ability to send bulk email within the application to workers in the system.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
32	Ability to define schedules with varying lengths (e.g. 4 hours per day, 8 hours per day, etc.).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
33	Ability to create and view schedules in the future.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
34	Ability to allow for scheduling of shift patterns to be automatically repeated, or rolled forward to future weeks automatically.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
35	Ability to create schedule patterns that can repeat at any user defined intervals, e.g. 28-day cycles.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
36	Ability for a payroll administrator or manager/supervisor to enter or create schedules for employees.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
37	Ability to create schedule groups, and assign employees to those schedule groups. Assignment must be made through the user interface, or through integration with employee system of record.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
38	Ability to allow for schedules of all employees within a scheduling group to be changed by editing the group schedule.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
39	Ability to allow for the schedules of employees within a scheduling group to be individually edited without changing the schedules of other employees in the scheduling group.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
40	Ability to provide for a shift for an individual employee within a schedule group to be modified for a temporary assignment without affecting the group schedule or the employee rotation.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
41	Ability to view online, an employee’s complete work and schedule history.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
42	Ability to view online, employees’ complete future (projected) work schedule.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
43	Ability to accommodate unlimited schedule changes and adjustments on demand.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
44	Ability to create an unlimited number user-defined shifts.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
45	Ability to define shift start and stop times using a 12-hour or 24-hour clock.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
46	Ability to accommodate multiple shift start and stop times	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
47	Ability to define split shift rotations.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
48	Ability to attach employees to shifts at any point in the rotation.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
49	Ability to schedule shifts that cross multiple days (e.g. start at 6:00 p.m. on day one and complete at 2:00 a.m. on day two).	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
50	Ability to import employee work-schedule information from an external labor scheduling system.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
51	Ability to schedule employees to a particular location and job.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
52	Ability to schedule transfers to other departments, as well as to automatically assign a higher rate of pay when that transfer is worked.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Multiple job classess can be assigned to an employee with different rates. We can also use pay types to account for out of class or defferential.
53	Ability to schedule transfers to an alternative work rule or pay policy.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
54	Ability to schedule meals and breaks, as well as start and end times.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
55	Ability to create "templates" of the most commonly used shifts so that these can be assigned easily to employees or groups of employees.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
56	Ability to manage staffing workload of employees needed for each department or job by shift.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
57	Ability to define scheduling policy and flag any schedules that do not comply with City policy.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
58	Ability to track employee scheduling preferences and availability.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Available with TeleStaff and Workforce Scheduler.
59	Ability to track employee seniority by job to use in call-in or priority scheduling processes.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
60	Ability to manage baseline staffing requirements.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
61	Ability to use service volume levels to develop a workload against which actual schedules can be compared.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Available with Workforce Scheduler
62	Ability to include scheduling metrics such as scheduling effectiveness, actual vs. scheduled hours, and coverage percentage, and display these graphically.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Available with Workforce Scheduler
63	Ability to highlight open shifts that require coverage.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
64	Ability to assess coverage to determine over and understaffing.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
65	Ability to fill open shifts automatically, using user-defined priority rules.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
66	Ability to provide real-time sharing of actuals from the time and attendance application and the planned start/stop times from scheduler.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
67	Ability to enforce real-time leave balances and usage rules for the dates they are scheduled.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via accrual table set up and use of Time Entry Rules
68	Ability to automatically apply schedule quality rules, such as minimums and maximums per employee, per day, per period.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via accrual table set up and use of Time Entry Rules
69	Ability to display schedule assignments at the time and labor terminal.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
70	Ability to schedule workers based on skills, shift, etc.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
71	Ability to set work schedules by worker or job class.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
72	Ability to create time schedules by pay groups.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
73	Time and Attendance - Employee Set-Up					
74	Ability to store Time and Attendance records for employees and volunteers.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
75	Ability to setup workers default time and attendance settings with the following:	-			Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
76	Standard work week (40.0 hours) divided into 5 working days (Monday-Friday)	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
77	Alternate work schedule (other than 8 hours a day)	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
78	Days worked other than a Monday through Friday work week	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
79	Standard differential shift	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
80	Various programmatic cost accounting codes (grant accounting)	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
81	Multi-site data entry	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
82	Ability for the system to have user-configurable work schedules to accommodate many different types of FLSA cycles.	H	y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
83	Ability to update the status of a worker to in-active when the worker has been terminated.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
84	Ability for the system to accommodate when an employee changes FLSA cycles multiple times within a single pay period.	H			Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Need more detailed information on specifics
85	Time and Attendance - Data Collection					
86	Ability to remotely enter time sheet data with immediate editing for errors, through department work stations.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
87	Ability to “clock in” and “clock out” with an electronic time tracking system that could replace timesheets/manual entry for tracking employee time.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via punch in/out within ESS
88	Proposed data collection terminals must be supported by the software vendor.	M	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
89	Data collection terminals must support bar code, magnetic stripe, proximity readers, and biometric capabilities such as finger scan technology.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
90	Ability for data collection terminals to support on-line and offline modes.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
91	Ability for data collection terminals to support SSL or other secure data transfer methodology.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
92	In online mode, transactions must be transmitted from the data collection terminal to the database in real time. Transactions should be available for exception reporting, on premise reporting and pay rule calculation in real time.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
93	Ability for data to be stored at the data collection terminal until confirmation of successful transfer is received to prevent data loss.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
94	Ability for data at the data collection terminal to be secure and stored in non-volatile memory in off-line mode to prevent data loss in case of power failure.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
95	Ability for the proposed terminal to store up to 5,000 transactions in off-line mode.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	The number will flex depending on other variables such as transfer, time off request, number of users at the specific time.
96	Ability to accommodate rounding of employee transactions, regardless of source. System should accommodate rounding to the nearest tenth hour, quarter hour, or actual time.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
97	Ability to provide for the prevention of overlapping or redundant punches.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
98	Ability to restrict punching at the data collection terminal or web-based entry screen during unauthorized times, including early, late, early out, late out, and unscheduled days.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	restriction is available at the terminals but not currently at the web-based entry screen.
99	Ability to provide for supervisor override of punch restrictions at the data collection terminal.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
100	Ability to support the assignment of employees to particular data collection terminals, and restrict their ability to enter transactions at other terminals (e.g. in a building other than their assigned building) This restriction should be assigned by employee or employee group.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
101	Ability to support employee transfers to different accounts, departments, jobs, or work rules that must be validated as valid for that employee at the point of entry.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
102	Ability for employee self service transactions, such as approving timecard, PTO request, review schedule, review punches, and review accruals balances to be available at the data collection terminal.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via employee logging into ESS from a browser based PC/tablet.
103	Ability for employee requests for PTO at the data collection terminal to be validated against their real-time balances at the point of entry.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
104	Ability to accommodate during heavy use periods, employee self service transactions that can be restricted by terminal, terminal group, or time of day for any terminal.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
105	Ability for data collection terminals to be configurable to provide only services and functions that may be unique to the workforce at the terminal location.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
106	Ability for the proposed data collection terminal to communicate via TCP/IP Ethernet connectivity to the server.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
107	Ability to allow for separate employee ID and badge ID number. The solution must not require SSN.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
108	Ability to allow for the inactivation of lost badge numbers and the reassignment of badge numbers without affecting previous employee transactions.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
109	Ability to assign a single badge for punching in to a time clock and building access.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
110	Ability to provide employee self service capabilities that must be available on a PC or kiosk through standard web browsers.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
111	Ability to provide support for a system administrator to control functional access by employees. Employees should only be presented with those functions to which they have access, according to their role and needs.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
112	Ability to provide a role-based system to manage user’s ability to read, add, edit, and delete information in the system (e.g. some groups may be able to view a particular report, whereas other groups may not be privileged to view the report).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
113	Ability to create Time sheets by Pay Period, per individual worker (employees and volunteers).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
114	Ability to enter text with time and attendance information as needed.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
115	Ability to adjust for daylight savings time related to time and attendance reporting.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
116	Ability to enter all department time and attendance from single point of entry.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
117	Ability to enter time and attendance data for current and future dates.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
118	Ability to enter time and attendance based on the employee schedule.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
119	Ability to allow one employee to enter hours for all workers on a specific shift.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
120	Ability to adjust time and attendance, accrued balances, and cost accounting with single entry.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	The G/L account charge can be reallocated after the payroll run with one process but the time entry detail does not change, just the G/L and earnings history.
121	Ability to provide edits based on rules governing departments.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
122	Ability to enter daily time and attendance transactions on-line/real time.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
123	Ability to enter time and attendance data on an exception basis.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
124	Ability to have on-line edits performed at the time of entry with all errors detected, highlighted for immediate correction.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	With use of Time Entry Rules.
125	Ability to enter time of day employee worked.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
126	Ability to enter time in hours up to one decimal point or to the quarter hour.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
127	Ability to charge time to the following:	-			Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Based on COA setup
128	Accounts	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
129	Department	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
130	Projects	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assumes Munis Projects and Grant Accounting

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
131	Locations	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
132	Work Orders	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assumes Munis Work Orders
133	Grants	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assumes Munis Projects and Grant Accounting
134	Ability to support project validation functionality when used in combination with	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Project Accounting
135	Ability to accurately process overtime pay when an employee works different jobs or for different departments based on FLSA rules.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
136	Ability to record time and attendance by pay group (Police duty rosters).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
137	Ability to add new system edits as needed.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Time entry rules are configurable.
138	Ability to automatically reduce a workers expected time worked per pay period while in entry mode.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
139	Ability to alert users if less than the workers' standard hours are coded.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
140	Ability to provide mechanism for the worker and supervisor to certify time for federal grant reporting.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Workflow can be utilized to approve batches of time based on the location/department and employee. Approval is not specific to GL account but by department.
141	Ability to record and store daily time and attendance data including programmatic cost accounting codes.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
142	Ability to report more than 24 hours of time in one day.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
143	Ability to record and accumulate unpaid work time.	L	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
144	Time and Attendance - Calculation Rules Enforcement and Time Evaluation		Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
145	Ability to support time and attendance calculation rules that must be completely parameter driven and easy to set-up, change, and track without needing special programming or other technical skills.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
146	Ability to provide for the configuration of an unlimited number of time and attendance calculation rules.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
147	Ability to update user-defined rules and have the changes reflected immediately for time entry and processing.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
148	Ability for time and attendance calculation rules and other system settings to be effective dated where required.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
149	Ability to define time and attendance calculation rules at the employee, or group level.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
150	Ability to apply time and attendance calculation rules online at the point of entry, such as activity transfers, job transfers and other changes of status that would result in a different rate or type of pay.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Calculation rules are known as calc codes in Munis and as soon as your job/slary records change, your new pay amounts are calculated based on the calc code. Time and attendance rules are different and only applied during time entry.
151	Ability to view immediately the outcome of the rules processing on the time entry web based time card.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
152	Ability to apply scheduling rules in accordance with child labor laws	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
153	Ability to apply time and attendance calculation rules (overtime, break rules, etc.) in accordance with federal, state, and local laws to reduce FLSA compliance risk.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
154	Ability to accommodate multiple FLSA cycles	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
155	Ability to automatically calculate overtime and other premiums based on actual worked hours outside the employees’ scheduled hours (schedule deviation).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
156	Ability to automatically calculate overtime and other premiums based on the employees’ actual hours (without a schedule.)	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
157	Ability to calculate Shift Differential automatically based on the time of day an employee works.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
158	Ability to automatically calculate special bonus pay based on worked schedules.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
159	Ability to support daylight savings time, with timely updates for any changes in daylight savings time calendar.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	This is a function of the operating system.
160	Ability to support configurable pay periods for weekly, bi-weekly, semi-monthly and monthly periods. Multiple pay periods for different employee classes must be seamlessly supported in a single database.	L	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
161	Ability to support pay current pay periods processing, including automated adjustments for deviations from estimates of hours worked.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
162	Ability to allocate employee labor to alternate accounts, based on employee transactions, supervisor edits, or scheduled transfers.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
163	Ability to include configurable periods by shift for meal and breaks in accordance with state and federal law.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
164	Ability to maintain a calendar of holidays. Separate and distinct holiday calendars can be maintained for different groups of employees, based on policy.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
165	Ability to manage holiday pay policies, including holiday pay and apply special rules for hours worked on a holiday. Eligibility rules for holiday pay (work scheduled day before and after, for example) must be automatically enforced.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
166	Ability to enter hours or monetary amounts for pay codes based on their definition.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
167	Ability to perform multiple overtime calculations based on rules built into the system. Overtime calculations will take into account start and stop times, scheduled hours, type of duty performed.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Not on type of duty performed.
168	Ability to provide for real time alerts to timekeeping exceptions, such as approaching overtime, minor employee rules violations, and absences.	H	R		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Some reports like approaching overtime require use of SSRS
169	Time and Attendance - Approvals					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
170	Ability to electronically approve and route time and attendance data on at least five levels: employee, supervisor, department payroll clerk, Personnel, Fiscal/Payroll.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
171	Ability to support a user configurable approval process based on the City's org structure	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider	
172	Ability for employees to approve their timesheets. This approval must be available within employee self service and the data collection terminals.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
173	Ability for an employee to signify that they attest to the accuracy of all time charges and totals as presented on the timesheet, before the actual Approval is accepted. The attestation language must be configurable. If the employee does not attest to the accuracy then the timecard is not approved.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
174	Ability for Managers/Supervisors to view employee timesheets that require approval (both summary and detailed level).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider	
175	Ability for Managers/Supervisors to approve the employee’s time.	H	Y		Munis Payroll, HR, Employee Self	
176	Ability for Managers/Supervisors to update the employees time when approving, for instance for missed punches, missing PTO, etc.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider	
177	Ability to define a set of comments used to annotate manual changes and other edits of employee records.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider	
178	Ability to attach comments to identify reasons for the manual change (i.e. duplicate, missed punch, etc.).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider	
179	Ability to provide comments as part of exception reporting capability within the solution.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider	
180	Ability for free form notes to be attached to any comment to provide more detail associated with the manual change.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider	
181	Ability for an employee to acknowledge their time card if a change has been made by their supervisor or payroll (i.e. added, edited, and deleted items).	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
182	Ability for a Manager to submit modified time cards without the employee’s acknowledgement.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Employee is logged into ESS with their credentials so a "Submit" will serve as the signature.
183	Ability to provide an electronic signature for employees to approve their timesheets.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
184	Ability to provide an electronic signature for managers to approve time cards for payroll processing.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
185	Ability to provide for a pay period lock function for use by payroll to prevent further timecard edits by supervisors or employees.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
186	Ability to prohibit updates to record after each department level of approval.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
187	Ability of multiple users to access time sheet prior to approval.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
188	Ability to route back through approval workflow if changes are made to the time sheet.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
189	Ability to limit updates to system based on level of approval authorization.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
190	Time and Attendance - Timecard Edits					
191	Ability to adjust or correct time entries captured in the current period, but not yet paid.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
192	Ability to adjust or correct time entries paid in previous pay periods.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
193	Ability to easily navigate from the error report to the time card to make edits.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
194	Ability to define default time entries for earnings, hours, holiday data, and labor distributions and the ability to override and make changes to this default information.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
195	Ability to allow manager edit, add, and deletes of any previous pay period data until a predetermined cut-off time.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
196	Ability to provide a report that details prior period adjustments and corrections.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
197	Ability to provide for retroactive pay period adjustments. Those retroactive adjustments can be paid in current pay period or special check run.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
198	Ability to allow manager edits for the current pay period but prevent manager edits of the previous pay period after the final previous pay period transmittal has been sent to payroll.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
199	Ability to recalculate all totals immediately after a value is changed.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
200	Ability for all historical employee time and attendance information, including any adjustments, to be available online for audit or review purposes.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
201	Ability to allow for historical edits by the payroll administrators.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
202	Ability for the manager to make mass edits to selected employees.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Only if within the Munis Time Entry program.
203	Ability to provide user access to update current time and attendance data at any time.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
204	Ability to make manual adjustments to prior time and attendance entries that automatically adjusts the daily record, the year-to-date leave balances and the to-date leave balances.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
205	Ability to manually enter (positive or negative) adjustments including retroactive pay.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
206	Time and Attendance - Volunteer Management					
207	Ability to track the volunteer hours worked (non-paid)	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	With proper setup
208	Ability to charge volunteer hours to multiple departments	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	With proper setup
209	Ability to put a description/event associated with the volunteer hours	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	With proper setup
210	Ability to Schedule Volunteers	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	With proper setup
211	Ability to put a description/event associated with the volunteer hours	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	With proper setup
212	Ability for the system to track hours for paid employees who are volunteering services.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	With proper setup
213	Time and Attendance - Interactive Views and Navigation					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
214	Ability to provide interactive exception and summary views for common tasks or processes with the capability to drill down on specific employees records.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
215	Ability to present a real-time summary of sign off status and timecard exceptions to the payroll manager to help the manager determine whether the payroll period lock can be applied. This summary should be by department or business unit, and provide the ability to drill down to individual employee time records as required.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
216	Ability to perform actions on employee data within the interactive views, such as edits to timecards and schedules.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
217	Ability to create, edit, save, and assign to users employee selection queries without the use of SQL or other programming language.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Munis does have a Query Wizard that allows users to create and save queries without the use of SQL or programming. However, some queries may require the use of SSRS
218	Ability for employee selection queries to be public, available to all users, or private, available to individual users.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
219	Ability for employee selection queries to select employees by status, exceptions, pay codes used, and other criteria.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
220	Ability for employee selection queries to be assigned to a particular interactive view by default. Any employee selection query can be selected to override the default assignment.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
221	Ability for the user to configure the interactive views with user-defined columns.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
222	Ability to provide a primary and secondary sort capability within the interactive views.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
223	Ability to multi-select employees within the interactive view and perform group edits.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
224	Ability to schedule group edits on a specific date/time.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
225	Ability to configure interactive views by manager and assign a default view based on manager role.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
226	PTO Accruals Calculations and Enforcement					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
227	Ability to configure multiple (at least 100) categories of leave accumulators (including vacation, PTO, sick, FMLA, and comp adjustments) in the system.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
228	Ability to identify which funds are to be used for accrual of vacation, sick time, etc., for those staff who are allocated to multiple funds.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
229	Ability to calculate PTO/vacation and sick leave accrual based on years of service, job class (officer, executive), employee status (permanent, term), department (Police, other), etc.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
230	Ability to limit PTO/vacation accruals based on maximum for defined plan, job class, department, status, etc. and record the time lost as a result of the limits.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Munis does not track time once a limit is reached.
231	Ability to alert user at entry of exceeding accrued balances.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
232	Ability to override entry of exceeding accrual balance with proper authority.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
233	Ability to alert user if holiday, personal holiday, or sick incentive days have incorrect hours.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
234	Ability to record leave time and accruals per pay period and annually based on combination of years of service and employee group for several types of leave plans (PTO, Police, traditional Vac/Sick, executive accrual, according to City policies).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
235	Ability to automatically adjust the paid leave accrued balances by type when leave is taken (vacation, sick, sick incentive, PTO, holiday, floating holiday, etc.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
236	Ability to track lost accruals (over the maximum allowed) vacation/PTO time.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
237	Ability to track detailed leave information: type, leave date, hours taken, remarks, start/stop dates.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
238	Ability to limit the usage of PTO/vacation, sick leave, and comp time based on workers accumulated balances, with exceptions allowed.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
239	Ability to automatically calculate and report a change in general leave accrual rate based on a change in standard pay hours for the pay period or an employee's years in service.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
240	Ability to store and retrieve "to-date" and "year-to-date" leave accrued, taken, paid, lost (over max), and forfeited.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Munis does not track time once a limit is reached.
241	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
242	Ability to prohibit PTO and vacation payoffs for terminating probationary employees.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
243	Ability to prohibit sick payoff except to retiring employees.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
244	Ability to track holidays cashed out by employee and date of holiday (Police).	H	y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
245	Ability to determine the dollar amount of sick and vacation liability.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
246	Ability to create an automatic notification to the employee when an employee's vacation/PTO/sick time balance is running above / below a user defined maximum / minimum level.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
247	Ability for PTO accruals policies to be configured in the system without needing special programming or technical skills.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
248	Ability to have a PTO calendar that can be an annual, fiscal, or rolling calendar.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
249	Ability for PTO balances to be accrued through grants, either annual or other period.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assume you mean having a Pay Code with the associated Grant G/L to impact accruals.
250	Ability for PTO balances to be accrued as a percentage of designated worked hours.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
251	Ability for comp in lieu of overtime balances to be calculated, reported, and enforced according to our policy.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
252	Ability for different categories of PTO to be accrued by different methods; for instance, sick is accrued by hours worked and vacation is granted by pay period.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
253	Ability for PTO balances to be adjusted manually as required with audit trail of such manual adjustments.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
254	Ability for PTO balances to be imported from payroll or other systems to establish initial balances.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assuming Munis standard file layout using our flexible import. May require a modification for any custom file layout.
255	Ability for PTO balances to be exported to payroll, HR, or other systems.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Using Excel
256	Ability for PTO balances to have carry-over rules that differ by type of PTO. For example, sick balances restart at the beginning of the accruals period, while vacation balances up to 80 hours carry over into the next accruals period.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
257	Ability for PTO balances to be able to be capped at a defined level.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
258	Ability for PTO balances to have takings rules that differ by type of PTO. For example, sick balances can be drawn negative, while vacation balances cannot be drawn negative.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
259	Ability for probationary periods to be defined within which PTO balances are accrued, but not available for taking.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Eligibility rules.
260	As employees reach tenure levels, ability for the PTO accruals and taking rules to be automatically adjusted according to policy. For instance, an employee accrues 80 hours of vacation year 1 through 5, 120 hours years 6 through 10, and 160 hours year 11 and beyond. This should require no intervention by the system administrator.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Based on months of service on Accrual Table.
261	Ability to allow different employee groups to be assigned different PTO policies based on their employee type, status, or bargaining agreement.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Accrual Types limited to 0-9, A-Z 999 Accrual Tables are available with each type.
262	Ability to have an unlimited number of such policies to be defined and assigned.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
263	Ability for PTO processes to be supported by pre-configured workflow to manage the request, approval, or denial of PTO.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Based on the employees supervisor.
264	Ability for PTO workflow tasks to be available at the employee self service module as well as at the vendor-supplied data collection terminals.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Supervisor approvals of time and accruals within ESS.
265	Ability for a requesting employee and the approving manager to be able to record comments associated with the PTO request.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
266	Ability for PTO workflow tasks to be preconfigured and delivered as part of standard solution. Workflows can be modified easily to support different approval chains, etc.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
267	Ability to provide a complete audit trail of all PTO requests, denials, approvals, or manual entries that must be kept and easily reported.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
268	Ability for PTO balances to be visible and be enforced at point of request according to the PTO policy for the employee.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
269	Ability for PTO balances to be visible and automatically enforced at the point of approval according to the PTO policy for the employee.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
270	Ability for the enforcement of PTO to be point in time - that is, the balances are enforced for the date for which the PTO request is made. This must include accurate projections of future balances.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
271	Ability for PTO takings rules to be defined to enforce a minimum number of hours taken. For instance, vacation must be taken in 4 hour increments.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Time Entry Rules, but not enforced via Employee Self Service.
272	Ability for approved PTO to appear both in the employee schedule and in their timecard in real time once the request is approved.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
273	Ability for PTO balances to be available for review by employees at the data collection terminal as well as in the employee self-service module.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
274	Ability to report employee leave liabilities, by individual, and by department.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
275	Absence Management - General					
276	Ability to manage the employee’s time away from work, including PTO, FMLA and other leave.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
277	Ability to set-up pre-configured workflow, notifications, and alerts.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
278	Ability to perform reporting, calendar views, and document generation capabilities.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
279	Ability to integrate with time and labor and scheduling.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assuming Munis Standard file layout using our flexible import. May require a modification for any cusotm file layout.
280	Ability to enter a specific date associated with an absence and store data indefinitely for retrieval.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
281	Absence Management - FMLA and Leave Policy Management	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
282	Ability to support the management of FMLA and other leave policies.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
283	Ability to reset accumulators at year end by leave type.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
284	Ability to track hours worked and tenure to determine eligibility for FMLA, State mandated leaves and organizational leave of absence policies.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
285	Ability to determine eligibility for concurrent leave polices, for instance, FMLA in concurrence with state mandated medical leave.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
286	Ability to alert leave administrators when there is a potential FMLA qualifying absence.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Personnel Actions Workflow
287	Ability to allow flexibility in defining the parameters by which Federal, State and organizational policies are managed.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via propoer setup in Munis
288	Ability to have Federal and State Family leave preconfigured templates built into in the system.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via propoer setup in Munis
289	Ability to track hours and cost of time off, either with or without pay (e.g., military leave, jury duty, FMLA leave, etc.).	H	R		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via SSRS
290	Ability to track FMLA leave used, either in pay of non-pay status, for previous 12 months (rolling calendar).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
291	Ability to restrict use of family leave time if employee has reached maximum.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
292	Ability to record and accumulate unpaid leave time.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
293	Ability for all required letters and forms to be automatically generated to support leave processes.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
294	Ability to integrate with Third Party Vendors for Disability, Workers Compensation, and FMLA administration.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assuming standard file layout. May require modification costs if file format is not currently known to Munis.
295	Ability to provide free form note fields for documentation of specific information associated with the leave cases.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Personnel Actions
296	Ability to provide notification when documentation such as medical certification or fit for duty forms have not been returned by the specified timeframe.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Dashboard Date Alerts
297	Ability to manage both paid and unpaid time concurrently.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
298	If the solution manages leave time and the administration associated with leave of absences, the system must ensure that the employee is paid appropriately.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
299	Ability to define how the paid time should be used with unpaid time. For example if the employee is out for their own serious health condition and they should be paid Short Term Disability concurrently with FMLA, the solution must manage the time as defined by the organization.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
300	Ability for cascading pay to be defined to happen automatically. For example, in an FMLA case Sick must be drawn down to 8 hours, then Personal Days drawn down to zero, then Vacation drawn down to zero as needed to fill the leave period.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
301	Ability to allow for an easy capture and monitoring of intermittent leave time, for example, for recurring physical therapy, and apply all paid and unpaid leave rules correctly.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
302	Ability to provide real time visibility to everyone who is on a leave of absence, time taken and time available.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
303	Ability to provide FMLA calculations for time available for part time employees.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
304	Ability to provide visibility to managers when an employee is expected to return from a leave of absence so that over scheduling does not occur.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
305	Ability to generate alerts if an employee punches in while on a leave of absence.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
306	Ability to coordinate disability pay with vacation or other PTO pay to ensure a full paycheck for the employee.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
307	Ability to provide easy to understand leave information in calendar format for employee and manager review.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Employee Self Service
308	Ability to project paid time concurrently with unpaid time into the future.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
309	Ability to validate future paid and unpaid leave time against projected balances.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Employee Self Service
310	Ability for approved leave time, including all paid and unpaid codes, to be put into employee schedule and time card in real time.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
311	Ability to provide employee availability for scheduling, and open shifts created in response to approved leave time.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
312	Ability to handle leave without pay including stopping autopay, stopping accruals and tracking arrears.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
313	Ability to identify an unlimited number of leave type codes and descriptions.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Accrual Types limited to 0-9, A-Z 999 Accrual Tables are available with each type.
314	Ability to alert user for further action if employee's unpaid leave status has expired.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Dashboard Date Alerts
315	Ability to accommodate more than one year of leave information on-line and provide for carryover of leave balances.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
316	Ability to pool hours for catastrophic leave, allowing workers to donate vacation time to the pool from their accrued balances (participation restricted by leave plan).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
317	Ability to allocate time from the vacation leave pool as determined by user.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
318	Ability to view current available leave balances in time entry mode	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
319	Absence Management - Attendance Policy Management					
320	Ability to automate the administration and enforcement of attendance or absence control programs to reduce variability of workforce.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
321	Ability to calculate absence points, occurrences, percentages or time missed as well as perfect attendance.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Does not track absence points. Percentage calculation would require use of SSRS
322	Ability to integrate with time and labor and scheduling, so that such attendance exceptions as late, leave early, and unapproved absences create occurrences automatically.	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
323	Ability to provide for the manual entry of occurrences by supervisors.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
324	Ability to provide for an unlimited number of absence policies.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Accrual Types limited to 0-9, A-Z 999 Accrual Tables are available with each type.
325	Ability to automatically generate letters and forms associated with disciplinary or perfect attendance policies.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	User initiated Munis Office Mail Merge
326	Ability to automatically provide bonus days or other awards for perfect attendance.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
327	Ability to identify patterns of absenteeism, for instance, Friday or Monday absences.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Dashboard Accruals taken by day application.
328	Ability to track reasons for absences	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
329	Ability to alert supervisors or managers of necessary actions associated with attendance violations.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Dashboard and use of SSRS and with proper set up of Time Entry Rules.
330	Ability to automatically alert supervisors or managers if someone achieves perfect attendance.	H	R		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via SSRS. This could be placed on Dashboard.
331	Ability to automate workflow notifications when an employee has exceeded a user-definable threshold for disciplinary action.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Dashboard and use of SSRS and with proper set up of Time Entry Rules.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
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Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
332	Ability to generate graphical reports displaying absence information.	H	R		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Requires SSRS
333	Reporting Features					Some reports may require use of SSRS
334	Ability to view 12 months of time history for an employee	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
335	Ability to view working pay codes for 12 months after usage	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
336	Ability to create an automatic notification to the employee when an employee's vacation/PTO/sick time balance is running above / below a user defined maximum / minimum level.	M	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
337	Ability to create attendance reports that contain the following preprinted, computer-generated information:	-			Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
338	Cost center (department, fund, division, program)	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Based on Chart of Accounts set up
339	Each employee in the cost center, with multiple workers per page	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
340	Pay period	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
341	General Leave - all tracked categories	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
342	Accounts charged	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
343	Pay rate(s)	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
344	Standard hours	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
345	Ability to print attendance reports for active, full-time, part-time, on-call, seasonal, temporary and exception workers by pay period and annual total (calendar and rolling years).	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Time and Attendance

4.31 - Time and Attendance				Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos		
Objective: To provide an automated system for tracking employees' hours that is integrated with the payroll system.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
346	Ability to report time and attendance for an employee with multiple types of earnings and leave.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
347	Ability to create a YTD Hours Report, sorted by worker and includes the workers id and lists hours across by type of time worked.	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
348	Ability to track and report on the amount of time worked by job assignment (which can be transferred to other systems that provide rewards for workers or volunteers, based on hours worked)	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Via Excel Export
349	Ability to report an comparison of clock ins vs. schedule	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
350	Ability to allow a participant to log into a web site (self-service) and view all history of time worked by job type (their activities which they performed work.)	H	T		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
351	Ability to capture / display head count, rank, specialty, division, shift assignment, exceptions, vacancies, and hours worked	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	
352	Ability to report on volunteer hours per department	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	With proper setup and may require use of SSRS.
353	Interfaces					
354	Ability to interface with RecTrac (Parks and Recreation) or comparable time module	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assuming Munis standard file layout using our flexible import. May require a modification for any custom file layouts.
355	Ability to interface with AccuPrint Time Plus (Transit) or comparable time module	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assuming Munis standard file layout using our flexible import. May require a modification for any custom file layouts.
356	Ability to interface with TeleStaff (Fire and Police) or comparable time module	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assuming Munis standard file layout using our flexible import. May require a modification for any custom file layouts.
357	Ability to interface with POSS (Police) or comparable time module	H	Y		Munis Payroll, HR, Employee Self Service w/3rd Party Provider Kronos	Assuming Munis standard file layout using our flexible import. May require a modification for any custom file layouts.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Requirements					
2	System has the ability to search for customer information by customer id, location id, customer name, service address, phone number, driver license number, etc. For any non-numeric search, system will provide list of available choices for criteria being searched if an exact match is not found.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
3	System allows for search of accounts by parcel ID (PIN)	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
4	System provides utility account search with wildcards	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
5	System provides a customer overview screen displaying configurable customer information, including pending activity.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
6	System provides ability to associate a landlord account with every account and provides tools to perform an automated rollback if a renter finals.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
7	System provides functions to research account details and perform account adjustments	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
8	Retains and displays (system administer defined) multiple years of billing and collection history in 'Live' database.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
9	System tracks utility read routes / sequences, including tracking of directions and meter location	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing				Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service		
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
10	Ability to view a "Change History" of records changed by internal staff.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
11	Credit card and draft debit – auto draft available for all Utility Billing services	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
12	System provides e-payment and web customer account services/tools	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
13	System provides graphic display of usage history per account	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Via SSRS
14	System provides the average usage per account based on a user configurable time frame	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Via SSRS
15	System provides ability to perform “what if” billing calculations scenarios	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
16	System provides tools to assess late charges and provides the related customer correspondence via phone calls, email or written notice	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
17	Ability to attach images to an account	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
18	Ability to track all meters by coordinates	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Using user-defined fields on meter, or through Maplink/Central Property record using parcel ID that is associated with the account
19	Ability to create an intuitive and simplified billing calendar based on global system control setup	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
20	Ability to have a environment to test rate increases and adjustments	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
21	Ability to have a credit history indicator	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
22	Ability to track rebate history by location and/or customer	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
23	System provides multiple user defined fields/codes that are searchable and reportable	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
24	User friendly configurable dashboard	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
25	Account Set-Up					Some fields may require use of User Defined fields.
26	Maintains utility account master file information in a relational database, including:	-			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
27	User Defined Account Number set up with the ability to automatically assign the next available number for new accounts based on cycle and route.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	30 character maximum
28	Name and Address (both service and billing for owner and renter) follow USPS standard	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Does not prevent user error
29	Multiple contact phone numbers	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
30	E-mail address	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
31	Customer type (residential, commercial, multi-family, mixed residential & commercial or others user configurable based on service, etc.)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
32	Cycle (at least three digits in length: has 16 cycles and each has 7 routes)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
33	Route (at least three digits in length)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
34	Meter Reading Sequence Number (5 digits numeric minimum)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
35	Account status (active, inactive, off for non-payment, being finaled, write-off, etc.)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
36	Water Services: residential water, commercial water, irrigation, backflow, etc. with ability to add additional services	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
37	Stormwater: Ability to bill to a parcel or an address	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
38	Sewer Services: residential sewer, commercial sewer, etc. with ability to add additional services	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
39	Electric Services: Residential non electric heat with load mgmt switch; Residential non electric heat with NO load mgmt switch; Residential electric heat with load mgmt switch; Residential electric heat with NO load mgmt switch; Small commercial accounts: Street lights; etc. with ability to add additional services	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
40	Refuse and Solid Waste: Refuse residential , Refuse commercial; Recycling; Solid waste, etc. with ability to add additional services	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
41	Other: miscellaneous flat rate charges (i.e. trash out early, shut off, etc.) Safe Drinking Water Fee; State Sanitary Sewer Permit Fee, etc. with ability to add additional services	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
42	Allow for sewer billing based upon water usage, number of fixtures or flat rate codes	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
43	Number of Units (stores, apts., etc.)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
44	Past Due Notice override with proper authorization	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
45	Shut Off Notice override with proper authorization	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
46	Final bill indicator	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing				Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service		
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
47	Installation date by service	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
48	Customer Initiation Date	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
49	Service Initiation Date (when individual service is activated allowing multiple initiation dates per service)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
50	Billing History	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
51	Consumption/usage history by meter	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
52	Adjustment history	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
53	Payment/collection history	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
54	EFT Bank Account & ABA Routing Number	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
55	EFT Start/Stop Dates	H	M		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	\$7,700
56	EFT Bank Account Type	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
57	Tax ID/Parcel Number/PCN	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
58	Taxable Status	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
59	Business Type	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing				Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service		
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
60	Masked/redacted social security numbers (encrypted & stored in database)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Masked, not encrypted
61	Amount Due/Received	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
62	Comments/Notes (unlimited)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
63	Rate Codes by service	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
64	Read Date	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
65	Current/Last read	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
66	Billing specific comments and notes	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
67	Alternate and/or seasonal addresses	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
68	Type of dwelling (house, apt, rental, duplex, etc.)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
69	Rental unit identifier	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
70	Jurisdiction	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
71	Heat source	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
72	Load management switch installed indicator	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	User-defined field

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing				Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service		
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
73	Load shed/reduce agreement indicator	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	User-defined field
74	Group (to designate individual bills to a "Master Account Bill")	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
75	Type of Rebate(s) Received (multiple available, need separate field for each)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Subject to discounts can be established per service charge
76	Amount of Rebate Received (multiple available, need separate field for each)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
77	Voluntary contribution program(s) designation	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
78	Ability to enter new customer information into the system and pre-print out the application form with entered information for the customer to sign that includes all associated charges.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
79	Delineates tenant-landlord relationship. Allows user to specify who receives the bill and who is responsible for delinquencies.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
80	Ability to reinstate an inactive account.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
81	Ability to maintain inactive accounts for a user-defined period of time before purging from the system.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
82	Ability to retain inactive account information, including meter information	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
83	Ability to change account status to ‘shut off’ and continue billing charges	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
84	Ability to inactive all services at once when an account is being closed out rather than having to close each service individually.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
85	Allows the addition and reassignment of cycles and routes without affecting the customer or location identification numbers.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing				Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service		
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
86	System provides a customer master screen, with the ability to display multiple utility accounts and multiple addresses per customer account.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
87	Ability to accept international mailing address formats	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
88	System provides tools to allow for batch creation of accounts	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
89	System provides tools to allow for batch edits to accounts	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
90	Provides for mass changes to accounts due to the deletion of a cycle, the merging of existing cycles, or moving a sub-segment of a cycle to another.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
91	Allow for mass changes for selected master file fields and location services	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
92	Ability to split customer accounts	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
93	System provides a workflow/wizard during account set up confirming all appropriate steps have been completed	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
94	Deposits					
95	System provides the ability to apply security deposits to accounts after meeting user defined criteria (based on payment activity, when the customer closes the account, after 5 years of excellent payment history, etc.).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
96	System will print a detailed receipt for customer deposits.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
97	Ability to set up multiple deposit types (tenants vs. owners) & rates	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
98	Ability to track when the deposit was collected	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing				Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service		
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
99	Ability to calculate a deposit based on historical consumption averages and meter size at location.	L	M		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	\$8,800
100	Ability to calculate a deposit based on customer payment or credit history.	H	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
101	Ability to calculate an additional deposit on an account based on customer payment history or user defined parameters.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Fixed-amount additional deposit may be applied during cutoff process but not based on customer payment history
102	Ability to calculate a deposit on system identified rental units.	L	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
103	Ability to record non-cash deposits (i.e. bonds)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
104	Rate Set Up					
105	Configurable multi-component based with the ability to handle seasonal rate changes and tier structure including time of use and real time rates	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
106	Various tiered consumption rates based on customer type (residential, commercial, small commercial, industrial)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
107	Monthly base/flat rate service charge base plus consumption	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
108	Ability to calculate a new electric ratchet charge based on the prior summer demand history in the last 11 months, or user defined time frame.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
109	Tiered rates based on a user defined winter quarter's average	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
110	Ability to calculate a base consumption amount that rates are calculated off of	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Question cut off. Assume you mean calculated off of prior 12 months.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
111	Sewer: Ability to take 5 months of actual reads, drop off the highest read & lowest read and bill on the average of the three reads left and if higher than a user defined minimum bill that usage. If lower than the minimum then will average a user defined number of months (usually 12) of actual reads and bill on that amount for the sewer.	H	M		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	\$6,600
112	Ability to have net metering (two meters one recording inflow (of solar power) & other outflow)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
113	Ability for the rates to automatically change with the season based on user defined months of the season parameters.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Rate masters can manually be copied forward for each upcoming season with seasonal rate effective dates set during the copy process for each, however there are no user-defined seasonal parameters that drive this.
114	Ability for rates to prorate consumption charges across season change (summer & non summer) based on 30 days or a definable usage month.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
115	Proration of flat rate charges	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
116	Flat rate per impervious area (storm water)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
117	Flat rate based on meter size	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
118	Multiple phased meters (for electric)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
119	Multiple rates based on time of day (for electric)	H	M		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
120	Fire Suppression Systems or Meters	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
121	Irrigation Metering	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing				Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service		
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
122	Hydrant Meter	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
123	Stormwater - flat rate based on sq. ft. of 1st floor; BASED ON IMPERVIOUS AREA	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
124	Refuse - flat rate based on size of container & frequency DAY OF THE WEEK	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Set up rate codes for each
125	Recycling - flat rate based on size x # of units	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
126	Yard Waste - flat rate x # of units	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
127	Disposal Fees -	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
128	Payment in Lieu of Tax (PILOT) (applied against the consumption)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
129	Sales Tax (billed at multiple sales tax rates)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
130	Sales Tax Exemptions (Governmental, Hotel, etc.)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
131	User Defined Miscellaneous Fees (i.e. turn off, turn on, nsf, tampering, etc.)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
132	Late Payment Penalty	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
133	Monthly Interest after 90 days	L	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
134	Discount percentages (if agree to load management or if meter is before or after the transformer could have loss between meter & transformer)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
135	Allows for different charge methods for each user-defined service charge type:	-			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
136	Flat charge	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
137	Multiplier based on meter definition or user defined multiplier	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
138	Multi-tiered based on user defined values BLOCK RATES	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
139	Seasonal rates for water and electric	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
140	Multiplier based on number of units	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
141	Provides multiple tiered rate schedules based upon service type, customer class (residential/commercial) and meter size.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
142	System supports component billing capable of supporting multiple charge types, each with a different rate	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
143	Ability to add, delete, or suspend (for a user-defined time period) and itemize service charges and/or any miscellaneous fees to a utility bill.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
144	Ability to create, edit and revise rate tables, tracking history of prior rate tables.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
145	Ability to determine and track which services (i.e. water & base charges only) will have a surcharge	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
146	Ability to determine and track which services will have a sales tax or PILOT	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
147	Ability to have the utility tax charge go to a unique revenue account in GL rather than grouping this with the service that is being taxed.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Based on Charge Code setup

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
148	Ability to have the surcharge go to a unique revenue account in the GL rather than grouping this with the service that is being surcharged.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Based on Charge Code setup
149	Ability to have each component charge to go to a different revenue account	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
150	Ability to set dates when new rates become effective	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
151	Meters					
152	Ability to have multiple meters accounts associated with the same address.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
153	Ability to have multiple address per meter	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
154	Ability to have location history per meter (i.e. tracking when a meter moves from one location to another)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
155	Ability to create / update Meter numbers.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
156	Ability to add / delete meters in mass or range	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
157	System tracks the following for installed meters:	-			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Some fields require use of User Defined fields
158	Meter size	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
159	Meter type	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
160	Meter Reader Instructions (32 characters minimum)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing				Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service		
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
161	Meter Number (with ability to assign multiple meters per account)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
162	Remote Location Description (unlimited)	H	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Limited
163	Longitude & Latitude	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	User Defined Fields
164	Meter/Remote ID Number	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
165	Meter Serial Number	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
166	Meter number of dials (minimum of 8)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
167	active / inactive / retired / in stock	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
168	installed date	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
169	age (calculated based on installed date)	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Via SSRS
170	date meter pulled out of service	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
171	automated meter reading device attached?	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
172	associated meter device	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
173	Read Date	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
174	Current Read	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
175	Last Read	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
176	Capability to support compound meters.	L	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
177	System provides ability to combine meters for consolidated billing	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
178	Allows inquiry to meter history by meter number, remote ID number, account number service address or latitude/longitude.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
179	Billing					
180	Capability to prompt meter reading entry by displaying customer accounts in user defined sequence	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
181	Ability to automatically generate meter estimates (based on a change that has occurred in a prior cycle) and report on the estimates	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
182	System provides the ability to establish billing cycle records with month / year; bill distribution date; bill due date and delinquency date.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
183	Estimates a utility bill based on criteria established by the Municipality (i.e.: on the average consumption over a user defined number of months or cycles, or using last year’s actual for the same period) and shows "Estimate" on the customer's bill.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
184	Ability for the system to estimate on historical consumption	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
185	Ability for a user to enter a manual estimate.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
186	Capability of automatically applying certain misc. charges of varying amounts against selected accounts.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
187	Ability to handle meter readings up to 8 significant digits.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
188	Ability to calculate a credit when previous estimate was more than the actual consumption.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
189	Ability to process seasonal billings (i.e. filling stations) and put on the regular bill	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
190	System has the ability to change a read and individually rebill or recalculate the bill. In essence, cancel and rebill accounts.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
191	Ability to create surcharge services based on account jurisdiction	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
192	System provides a mechanism for "holding" bills that are flagged as outside of the Municipality's user-defined exception criteria for billing without disrupting the rest of the billing. Then having the ability to bill at any time after exceptions have been verified/resolved.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
193	System provides a Billing Exception Report that alerts for consumptions that fall outside of the Municipality's user defined exception criteria. Report should include meter info, current and past consumptions, new and previous readings, days between readings, customer account number, meter reader information, and average consumption per customer with expected high/low usage based on average.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
194	System provides reports by service: no bill, unbilled, rules to flag and identify, validation	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
195	System tracks revenue by rate class	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
196	System provides a list that details accounts that have an actual read for the current billing cycle and an estimated read the prior billing cycle.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
197	System provides the ability to post updates to accounts with new billing information before bills are generated (e.g., amount due, reads, dates, etc.).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
198	Ability to remove a customer record from calculated billing file	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
199	Ability to apply credit and debit adjustments and positive / negative consumption adjustments to accounts anytime during the billing cycle.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
200	Adjustments report displays adjustment details including dollar amount, consumption volume (gallons/cubic ft.) and rate/service code.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
201	Ability to add additional charges (i.e. a non-payment charge) to the current bill during the billing process.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
202	Provides the ability to enter adjustments to customer accounts (dollar amounts and/or consumption used) and reprint single billing statements reflecting the adjustments made.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
203	Ability to edit reads at any time, before, during, or after billing with audit trail capabilities.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
204	Ability to prorate charges for partial billing due to initiation or termination of accounts.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
205	Capability to print previous period/last year's comparative period consumption and current period consumption on each bill.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
206	Ability to bill various services/charges at differing frequencies (i.e.: monthly, bimonthly, semi-annually or annually).	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
207	Bills can be based on multiple components (consumption + flat meter charge per meter size and administrative charge per billing cycle prorated for number of days).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
208	Ability to calculate and print all bills due in a given month, within a single cycle or for all cycles.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
209	System provides ability for the Municipality to prorate mid-cycle rate increases for existing billable services.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
210	System provides tools for flagging accounts for sorting associated printed bills as “Pulled” for review by staff before exporting the billing file to the printer	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
211	Ability to hold printing of the bill for a specific customer for the current billing cycle or specified length of time	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
212	System provides automated bill runs based on pre-defined billing date and allows for ability to generate a bill on demand	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
213	System provides ability to bill storm water services, trash and miscellaneous charges separately for owner versus renter at same location (separate bills).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
214	Ability to change the bill date and/or due date in mass if error was made during the bill calculation	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
215	Ability to bill internal departments for all utility services and other miscellaneous work performed.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
216	Ability to allocate inter-departmental billing to multiple general ledger accounts at user defined percentages	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
217	Ability to provide budget billing which would calculate a set amount per billing period per service based on a set of user defined usage parameters.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
218	Ability to bill customers for sales tax on water & electric sales, apply and track all exemptions from sales tax in compliance with Missouri sales tax law	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
219	Printing of the Bills					
220	System allows for creation of a customizable utility bill format that includes graphics	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
221	Ability to print a user defined number of months of usage history in a graphic display	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
222	Ability to generate bills capable of being read via Optical Character Recognition OCR and barcode. Information must include:	-			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
223	Account #	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Bill number versus account
224	Check digit (verification that account was read properly)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
225	Bill Amount	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
226	Ability to export a file of utility bills to an external bill printing organization (i.e. 3rd party billing services).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	May require modification costs if custom file format is needed.
227	Uses Zip+4 software for sorting of utility bills by zip code to obtain the best postal rate possible.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
228	System provides the ability to reprint bills.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
229	Ability to email bills (original, re-bills or reprints) to customers when requested.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
230	System accommodates multiple dates (due and delinquent) per customer bill	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
231	Capability to include total past due on the bills.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
232	Ability to provide general system messages and account specific messages for printing on bills with the ability to modify those messages for each bill run after bill generation but before exporting to third party printer.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
233	For accounts that are paying via ACH or recurring credit card, still generate a bill with a message but also indicate that they do not need to pay, due to auto pay.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
234	Ability to print on multiple bill formats (i.e. post card, 8.5 x 11, etc.)	L	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
235	Ability to have larger font sizes for bill printing on flagged customers (seniors & sight impaired customers)	H	T		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Print vendor could look for an identifier in the bill file.
236	Ability to automatically group individual accounts on a "Master Account Bill" when printing the bill.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
237	Ability to recreate an image of each customer's historical bill on request.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

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Utility Billing

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
238	Utility Receipting					
239	System accommodates the following payment types for utility payments and applications, either via the utility system or a separate Cash Receipting system which is integrated to the utility system:	-			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
240	Cash	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
241	Check	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
242	EFT/ACH	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
243	Credit Card Payments	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
244	Credit/Debit Card Payments taken over the Internet or phone.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
245	File import from 3rd party payment organization (i.e. lock box, ACH, etc.)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Assumes Munis standard import file layout. Any other file format may require a modification if not currently known to Munis.
246	IVR transactions	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	IVR user if assigned as the recording clerk on receipts
247	Ability to indicate date/time payment was received for penalty calculations.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
248	Ability to choose a payment date when using auto pay / ACH	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Preferred monthly draft day
249	System provides the ability to generate a receipt with payments for multiple accounts. The printed receipt should show the detail of each account.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
250	Capability to accept more than one payment in a single day from a single customer.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

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Utility Billing

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
251	Automatically creates a journal entry and will update the General Ledger after accounting approval step is performed.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
252	Automatically splits total receipted amount to appropriate General Ledger account.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
253	Ability to post cash receipts to utility billing module automatically from multiple terminals without interfering with other utility transactions.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
254	System provides the capability to set the priority for payment application based on each type of service (posting priority).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
255	System provides functionality to define proration of partial payments against various charge types.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
256	Ability to automatically distribute receipt of payments against the individual accounts on a "Master Account Bill" when payments are received.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
257	Allows for credit balances, but does not apply penalties to such balances.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
258	Reverses payment for invalid payments and optionally assesses a user-defined NSF charge.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
259	System provides the ability to fix accounts and adjust accounts by allowing for transfer of payments between accounts before and/or after a payment has been posted.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
260	Ability to zero out credit balances for specific payment types (i.e. net metering which accumulates credits but at the end of the year needs to revert to 0)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Write off program
261	Final Notice					
262	Generates final bill, once the date and final read is entered, at any point during the billing cycle.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
263	Penalties/interest					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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Utility Billing

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
264	Ability to automatically charge interest (percentage) on the delinquent balance (every month an interest charge is accrued)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
265	Ability to override and/or credit penalty.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
266	Ability for system to not apply a penalty to those customers that are current on their payment plans.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
267	Ability to designate which charges are subject to penalty and/or interest	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
268	Ability to extend the number of days before an account is past due and/or penalty applied on specific accounts in account set up.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Using special condition code or using flexible due dates by account type for a small subset
269	Delinquent/Past Due Notices/shut offs					
270	Ability to print delinquent/past due notices to customers. These are generated based on user defined minimum (based on a single past due bill and/or balance due) and number of days after payment was due, including applicable penalty amounts added.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
271	Ability to automatically create a service order when the cut/shut-off criteria is met.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
272	Ability to automatically apply a cut/shut off charge to the customer balance based on customer type when the cut/shut off user defined criteria is met.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
273	Ability to automatically apply a reconnect charge to the customer based on customer type when the reconnect defined criteria is met.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
274	Ability to send the delinquent files to a third party for collection	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
275	Ability to generate a shut/cut off report with customer address information, notes, and balance due for field crews on a hand held device.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
276	System provides the ability to send delinquent/past due and cut off notices to the landlord if a tenant is responsible for the bill, and the landlord would like to be informed of non-payment.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
277	Ability to automatically generate a delinquent/past due notice for multiple addresses (mailing, service, landlord, etc.).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	user initiated
278	Optionally, be able to override the generation of the delinquent/past due notice with proper authority and reporting.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
279	Ability for the delinquent notices to be driven off of the billing date	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Bill due date or # of days late.
280	Ability to assign due dates to specific customers	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
281	Ability to recreate an image of the actual shut-off notice that the customer received when requested.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Using Tyler Forms with GoDocs and Tyler Content Management
282	Payment Plans/Agreements					
283	Ability to process user-defined payment arrangements (i.e. payment plans) and flag if payments are not being met.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
284	Customer Payment Plan Report - show summary of all payment plans that are delinquent, and the ability to generate delinquent payment plan letters as per user defined criteria.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
285	Ability to request a payment plan from a customer web portal	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	via non-emergency request in CSS. Requesting categories may be established for UB, and generally those lead to the creation of a service order. However, requests may be created using a "request for Payment Plan category" then reviewed and closed after action is taken to established, without the need to create a service order.
286	Ability for the payment agreement to override the calculated bill and print the correct amount due based on the agreement and due date as well as the total amount due.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
287	Bankruptcy/foreclosure					

Priority

H - High | M - Medium | L - Low

Availability

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
288	Ability to support bankruptcy/foreclosure processing that tracks pre-petition and post-petition information.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
289	Lien Process					
290	Ability to support lien processing	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
291	Ability to put a lien on a property based on user defined balance amounts and due dates per service	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
292	Ability to add additional charges when a lien is placed	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
293	Ability to have multiple liens on a single property owner	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
294	Ability to send an email or letter to a property owner when a property will be placed on lien based on user defined date parameters.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
295	Ability for the system to automatically print a claim of lien form when a property is lienied and a release/satisfaction of lien form when it is paid	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	user initiated Munis Office Mail Merge
296	Ability to download a list of customer liens (customer information and amounts per service).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
297	Write Offs					
298	Ability to perform write off processing for accounts finaied and uncollectable based on the final date	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
299	Ability to report customers that have outstanding transactions/bills that are based on a user defined date.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
300	Ability to automatically write off balances (i.e. not entering adjustments one by one) in mass (based on a date) and have it update the GL correctly.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
301	Utility Service/Work Orders					
302	System provides functionality to manage utility service orders associated with the utility customer account	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
303	System has ability to enter customer account information and identify the related necessary service order activities:	-			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
304	New Account	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
305	Cut/Shut offs	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
306	Special reads	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
307	Change or repair meter	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
308	Unusual Consumption check	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
309	Final reads	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
310	Unlimited user defined types	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
311	Ability to record results of meter inspections into the system.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
312	Ability to store meter maintenance information.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
313	Provides user-defined service order types.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Reason Codes are user-defined

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
314	System provides a central utility accounts with service order workflow to various Municipality staff based on customer’s services.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
315	Automatically creates service orders and manages scheduled, in-progress, and completed service orders.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
316	Configurable listing of meter related information that can be designated as part of the service order.	H	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Not configurable
317	Ability to mass enter meter reading and automatically close work orders during high volume of turnover (student rush - college move in/out)	H	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
318	Automatically prompts service order generation based on input from meter readers and automated meter reader error codes.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
319	Ability to generate an automatic cut/shut-off service order, as defined by user, based on the cut/shut-off report.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
320	Accesses and displays service order at any time regardless of status.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
321	Automatically produces service orders containing information such as request date, person or department initiating request, job type, due date and comments.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
322	Ability to inquire on all outstanding service orders. Provides the flexibility to list information by job type, request date or due date.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
323	Ability to apply multiple miscellaneous charges to a single service order	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
324	When a payment is entered or imported, ability to compare it against all customers with a shutoff status and automatically create a service/work order to turn the meter back on.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Turn-on program will cancel service Orders (for turn off), or create Service Orders to turn on based on the current account balance of off accounts.
325	Ability to consolidate all service orders for the same service address due on same day	M	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
326	Voluntary Contribution Management					

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
327	Ability to track donor demographic information (name, address, etc.)	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Via SSRS
328	Ability to have user defined programs for contributions	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Flat Charge Services, or recurring Misc Charges can be set up and added to contributing accounts.
329	Ability to designate a contribution to multiple programs	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Driven by specific charge codes created for programs
330	Ability to track the dates and amounts of the dollars coming in and dollars being distributed	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Reporting by charge codes
331	Ability to report on contribution activity in detail and summary	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Reporting by charge codes
332	Ability to set a minimum contribution amount	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Default amount on Charge Code, though can be over-ridden by user.
333	Analysis / Forecasting					
334	Ability to perform "what if" analysis/forecasting without impacting the data in the LIVE system.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Via test or training database
335	Ability to perform a “what if” analysis:	-			Munis Utility Billing CIS , Meter	Via test or training database
336	utilizing current rate information vs. proposed rate information	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
337	utilizing current consumption information	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
338	in a trial mode, prior to any updates to actual data,	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
339	save analyses to a separate file (i.e. exporting to Excel) or print out analysis,	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
340	on individual accounts and view the results at the account or department level.	H	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
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City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
341	allowing the user to adjust the rates on a configurable basis (i.e. amount, percent, etc.) for a particular service, customer type (commercial, residential, etc.), billing cycle, and/or route.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
342	Ability to analyze KW consumption per customer for a user defined period of time (i.e. June - Sept.) and only report those customers who used a minimum amount per month (250 kw)	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	via SSRS
343	Ability to set multiple user defined from/to date parameters where customer energy efficiency improvements occurred to track and compare usage history	H	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
344	Ability to export user defined consumption/usage data for analysis	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Via SSRS
345	Principal Reports					Some Reports Require use of SSRS
346	User friendly configurable systems with results exportable to Excel or other formats	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
347	Meter Size Report that identifies the number of meters by size.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Excel export from meter inventory or SSRS
348	Arrears Register All Cycles that shows the balances for 30, 60, 90 and 120+ on all accounts as of a user defined date.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
349	Area Maintenance Meter Report that shows the customers and numbers that have irrigation meters.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
350	Commercial Customer Report.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
351	Inactive Account Report that lists all inactive accounts with account balances and ability to choose only account with balances other than 0.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
352	Notes Report that shows the individual and group messages that will be displayed on the bills.	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Group messages may be defined and stored per billing cycle, as can messages specific to individual accounts/bills. An SSRS report would be needed to pull this information together by cycle or by cycle/account/bill

Priority

H - High | M - Medium | L - Low

Availability

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City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
353	Customer Count Report that provides the number of customers by cycle, specific category(residential/commercial) and service (water, sewer, garbage).	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
354	Final Bill Listing Report.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
355	Cycle Report , details an individual cycle, route and displays high balances.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
356	Customer Report , details information regarding customer's account, name, address, account number, meter info, reads, rate codes, transaction history	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
357	Top 25 Users Report , detailing highest consumption accounts or highest consumption customers, providing account and usage information	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
358	Account Adjustment Detail Report (Rate Codes, Consumption Amt, Dollar Amt, Consumption charges broken out)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
359	Service Order Report - to show, by specified date or type, orders to be done	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
360	Service Order Completion History - to provide reporting on data entered for all fields (including user defined) in the completion of the service order.	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
361	Consumption Report , by account, showing utility usage over a user-specified time interval. Flags abnormal usage (high/low/negative, etc.). Report should include meter information, consumption, new and previous readings, days between readings, customer account number and meter reader information.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
362	Summary/Totals by customer type (residential/commercial/multi-family) by jurisdiction giving the total number of accounts, consumption and dollars billed for a given time period.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
363	Revenue detail by customer type (residential/commercial/multi-family) by jurisdiction for each service (water, stormwater, irrigation, garbage, etc.) including the utility tax/surcharge for a given time period reporting billed amount.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
364	Ability to determine by jurisdiction any amount subject to utility tax and/or surcharge and any exempt amounts.	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Cubes

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
365	Payment History , reporting bills and associated payments receipted by account. Shows dates, amounts, arrearages, penalties, account name, consumption, and address. Can be run for one account and allow user to view.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
366	Customer Statistics Report , presenting customer characteristics including number of customers, number of customers by meter size and billing category (customer type), usage and revenue by meter size, usage and revenue by billing type code, date range, district, book, and by a combination of the above.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
367	Customer Receivables Aging , presenting aging of user-defined criteria and / or general accounts receivable by customer indicating total amount due and amounts aged by 30, 60, 90 and 120+days, etc.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
368	Cash Receipts Listing , reporting all amounts collected against customer accounts. Can be printed on demand with user-defined criteria prior to posting.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
369	Cut/Shut Off Report , per cycle, showing accounts with one or more delinquent bills totaling over a user defined amount	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Our cutoff process can be run by bill run, routes, accounts, account types, districts, and/or charge codes. A minimum balance past due amount can also be defined. A report can be generated from the cutoff process.
370	Delinquent Notices Report , a listing generated based on user defined minimum and number of days after payment was due, including applicable penalty amounts added. Multiple types of notices capability (i.e. a first delinquent notice and a second delinquent notice with different parameters).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
371	All master file information is accessible by the report writer.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
372	Cut/Shut off Work/Service Orders.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
373	Journal Entry Report , showing all J/E's over a user-defined period.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
374	Billing Report , sorted on user-defined criteria, showing name, location address, current period charges by service, date billed, due date, readings, etc.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
375	Outstanding Work Order Report , showing flags based on user-defined criteria	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	May require use of SSRS for "flagging".

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
376	Billing Statistics (Rate Codes, Consumption Amt, Dollar Amt, Consumption & Demand charges broken out)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
377	Payment Detail (identify fund/account payment applied to)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
378	Bill Calc (exception reporting of accounts to be billed)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
379	Billing Register (dollar, by charge type and consumption detail of accounts to be billed)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
380	Transaction Listing/Recap (for selected or all accounts for given date(s), and/or by transaction type).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
381	Deposit on File report by date, printed the account status (active, final or closed/active)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
382	Report: Security Deposits Refunded/Applied, with ability to run by specified date range.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
383	Security Deposit activity for time period	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
384	Over Due Deposit Report	L	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Detail receivables register by date report, using miscellabeous deposit charge code used to bill the deposit.
385	Surcharge billing & collection report	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
386	System automatically generates a exception edit list when reads are applied to customer accounts (Meter Not Read Report).	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
387	Table Report (detail on services, rate codes, etc.) for given field	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
388	Audit Trail reports for all update processes	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
389	Customer List and labels based on customer initiation date to mail out new-comer packages	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
390	Ability to report for sewer or water only accounts	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
391	Ability to report active and/or inactive ACH customers based on status	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
392	Ability to pull information based on any field in the application and produce a customized letter (i.e. past due letters, voluntary contribution letters, landlord letters, etc.)	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
393	Ability to send all letters to a third party for printing	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Output data to Word or Ecel and file sent out.
394	Ability to report the percentage of consumption verses base charges for commercial water accounts	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
395	Ability to report on any residential customer who's summer usage is 80% of the 3 month average (for rate increase adjustments)	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
396	Ability to export a list of all customers that have a particular service code (i.e. trash, recycling, etc.) which includes the customer number, name and number of units to reconcile the trash and recycle bag voucher process that is mailed quarterly.	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	via SSRS
397	System reports revenue by rate class	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
398	Ability to run reports that provide for Missouri sales tax reporting	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
399	Ability to run a report for receivable account balance by utility (water, electric, sewer, solid waste, storm water, contributions), and also by transaction type (cash receipts, billing, adjustments).	H	R		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
400	Interfaces/Integrations					
401	Ability to update G/L with journal entries made in utility billing after proper approvals.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
402	Ability to "drill down" from G/L to detail utility billing transaction data	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
403	Interfaces with Cash Receipting.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
404	System is synchronized with Municipality's existing ESRI GIS architecture	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Via Maplink integration
405	Ability to view the refuse routes from GIS ALL UTILITIES	H	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
406	Ability to integrate with the Master Address Module	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Assumes Munis Central Property File
407	Ability to integrate with other modules such as Accounts Receivable to consolidate bills for customers that have utility and non-utility charges	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Munis AR
408	Ability to integrate with the Housing Management module for energy efficiency loans	M	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
409	Ability to integrate with the Housing Management module to pull principal, interest and loan balance and print on the utility bill as separate lines	H	M		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	This can be accomplished with a software modification however additional information and analysis is required in order for Tyler to provide a cost estimate
410	Ability to integrate with the Asset Management module for tracking and billing assets.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Munis FA
411	System integrates with Work Orders for any billing generated from the Work Order system (different than service orders within UB)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Munis WO
412	Ability to integrate with the Permits module and automatically update the heat source on the customer master account	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	The heat source would be stored on the "Property Master" which the MUNIS Central Property module uses, and the UB Account can be linked to.
413	Ability to interface with the postal service for address and move updates	M	T		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	With the use of Postal Express is used as a last step of the bill process the addresses in the bill print file are corrected by Postal Express. The customer address in Munis can be updated based on the corrections to the Bill Print file.

Priority

H - High | M - Medium | L - Low

Availability

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
414	Capability to interface with AMR systems to download routes to the PC and upload meter readings to the utility billing system.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
415	Capability to interface with AMR systems to upload/download utility account information and changes to it (including directions, notes, description, meter location, route sequence)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
416	Ability to upload the re-sequencing of routes from the AMR system to the Utility Billing system	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
417	Ability to import consumption from third party sources	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Assuming Munis standard file import format (ASCII). Any other file formats may require a modification if not currently known to Munis
418	System provides an integrated utility service order function that integrates to the utility customer account for customer service and charge/billing purposes	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
419	Ability to interface with OCR or bar code reading devices, including hand held scanners.	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
420	System allows for the import of electronic payment files from various sources (Please list the sources in the comments area)	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Assuming Munis standard file import format (ASCII). Any other file formats may require a modification if not currently known to Munis
421	System integrates with the Customer Relationship Managment (CRM) module for any citizen's request on UB service orders	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Integrated with Munis Work Orders. Any other system may require modification cost.
422	System integrates with an IVR system	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Can intergrate with preferred 3rd party IVR solution but may require a modification cost.
423	Ability to recognize the phone number of the customer and access the account directly for the following:	-			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
424	Payment updates	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
425	Phone notifications for high usage, high bill, return payments, delinquency, service order outcomes, receipt information, etc.	M	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Delinquency only
426	Ability to integrate with a fixed base meter data collection system	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Utility Billing

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
427	Ability for field service personnel to access accounts for daily service via a web based tablet.	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Assumes browser based
428	Ability for service orders to be sent to hand held devices for field workers	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Assumes browser based
429	System integrates with the Municipality's web site to provide online functionality where customers (owners & tenants) can access information related to their account. Including:	-			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
430	Consumption History	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
431	Billing History	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
432	Payment History	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
433	Current Bill	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
434	Ability to pay online	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
435	Ability to view and update all of the account information	H	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Updates for change of address, EFT signup only
436	Ability to update the credit card information	L	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
437	Ability to request a payment plan	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Using non-emergency requests in CSS w/a UB-specific request category type set up for this.
438	Ability to request a payment date	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
439	Ability to calculate a partial monthly bill	M	N		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	Not online through Citizen Self Service application

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System
Utility Billing

4.32 - Utility Billing			Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service			
Objective: To streamline the utility billing and collection processes and to ensure accurate bill generation, to increase efficiency in customer service processes, editing data, preparing bills, etc. Provide enhanced capability in reconciliation of revenues and receivables, and to provide metrics in the analysis of usage patterns. Accommodates time of use and real time rate design and billing.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
440	Ability to flag account for email notifications	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	
441	Ability to opt out of paper notifications & receive them electronically only	M	Y		Munis Utility Billing CIS , Meter Reader Interface & Citizen Self Service	

City of Columbia, MO - Columbia Financial Enterprise Resource System

Work Order

Tyler Technologies Inc.	
Code	Availability Definition
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future release that is to be available within 1 year of the proposal response.
N	Functionality is not provided.

4.33 - Work Order			Munis Work Orders w/Fleet and Facilites Management			
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects. To support the capitalization and depreciation of fixed assets based work and improvements to said assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System Requirements					
2	Ability to provide on-line work order forms for use by individual departments in remote locations	M	Y		Munis Work Orders w/Fleet and Facilites Management	
3	Ability for work orders to be assigned to and accessed by external contractual service providers.	M	N		Munis Work Orders w/Fleet and Facilites Management	
4	Ability to produce both corrective and preventative work orders. Preventative work orders can be defined, scheduled, and assigned to a feature for inclusion into a corrective work order, as necessary.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
5	Ability to allow for scheduling parameters to be defined that will automatically create and issue a work order and link preventative work orders with new corrective work orders for the same features, locations, or other criteria.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
6	Ability to support maintenance of multiple work order forms with different data fields, based on type of work code.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
7	Ability for work orders to be automatically or manually scheduled by supervisors and re-scheduled as necessary.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
8	Each work order includes:	-			Munis Work Orders w/Fleet and Facilites Management	Some fields require use of User Defined fields
9	Requestor and Request Date	H	Y		Munis Work Orders w/Fleet and Facilites Management	
10	Department (Public Works, Police, etc.)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
11	Division Name (Streets, Water, Facilities, etc.)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
12	Station / Crew Location	H	Y		Munis Work Orders w/Fleet and Facilites Management	
13	Status (Open, Completed, Past Due, etc...)	H	Y		Munis Work Orders w/Fleet and Facilites Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Work Order

4.33 - Work Order				Munis Work Orders w/Fleet and Facilites Management		
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects. To support the capitalization and depreciation of fixed assets based work and improvements to said assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
14	GL Account Number	H	Y		Munis Work Orders w/Fleet and Facilites Management	
15	Project and Grant Code Accounting Number	H	Y		Munis Work Orders w/Fleet and Facilites Management	
16	Estimated Time and Materials Required	M	Y		Munis Work Orders w/Fleet and Facilites Management	
17	Actual Time and Materials Required (units, unit of measure, unit price)	M	Y		Munis Work Orders w/Fleet and Facilites Management	
18	Location of Work	H	Y		Munis Work Orders w/Fleet and Facilites Management	
19	Location of Work (integrated with GIS / Master Address)	H	Y		Munis Work Orders w/Fleet and Facilites Management	Via Maplink integration
20	Names of Employees Performing Work and Employee Numbers	H	Y		Munis Work Orders w/Fleet and Facilites Management	Via Munis PR/HR integration
21	General Location (area, district)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
22	Property Indicator / Owner	M	Y		Munis Work Orders w/Fleet and Facilites Management	
23	Hours and Rates Incurred by Employee (regular/OT)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
24	Equipment and materials required and used	H	Y		Munis Work Orders w/Fleet and Facilites Management	
25	Required Completion Date	H	Y		Munis Work Orders w/Fleet and Facilites Management	
26	Vehicle/Machine Number(s) - computer assigned and user defined (door reference #)	M	Y		Munis Work Orders w/Fleet and Facilites Management	
27	Time Start/Stop	M	Y		Munis Work Orders w/Fleet and Facilites Management	
28	Date Completed	H	Y		Munis Work Orders w/Fleet and Facilites Management	
29	Job/Work Order Number	H	Y		Munis Work Orders w/Fleet and Facilites Management	
30	Cost of Services and Materials Used	H	Y		Munis Work Orders w/Fleet and Facilites Management	
31	Job/Supervisor Assigned	H	Y		Munis Work Orders w/Fleet and Facilites Management	
32	Required Training/Certifications	H	Y		Munis Work Orders w/Fleet and Facilites Management	Via Munis PR/HR integration
33	Work Type Code	H	Y		Munis Work Orders w/Fleet and Facilites Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Work Order

4.33 - Work Order				Munis Work Orders w/Fleet and Facilites Management		
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects. To support the capitalization and depreciation of fixed assets based work and improvements to said assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
34	Priority Code	H	Y		Munis Work Orders w/Fleet and Facilites Management	
35	Unlimited Comments with appropriate text wrapping (details or instructions from person entering request -i.e. customer service rep.)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
36	Request Origin (Citizen Request, Internal to City, etc.)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
37	Crew Code (assigned crew)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
38	Task Code (work to be performed)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
39	Instructions (details from supervisor to crew)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
40	Yes/No field to indicate if work order is preventative or a corrective response.	H	Y		Munis Work Orders w/Fleet and Facilites Management	There are codes provided to denote how a Work Order is generated.
41	Ability to develop a workflow to route work orders through the stages of created, started, open, and completed.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
42	Ability to flag specific work orders that support capital projects.	H	Y		Munis Work Orders w/Fleet and Facilites Management	May require user defined fields.
43	Ability to define multiple rates for each equipment to be charged to a work order.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
44	Ability to configure work order system to allow capitalization of project direct costs.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
45	Ability for a work order to be recalled after creation while it is still open.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
46	Ability for generation of a work order to assign the materials and parts required to complete the job and keep a running inventory of parts.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
47	Ability to assign inventory to a work order by scanning inventory barcode.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
48	Ability to prevent work orders from being assigned to staff who do not hold certifications/training required for the specific work order type.	L	Y		Munis Work Orders w/Fleet and Facilites Management	
49	Ability to print out work order forms for field use.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
50	Ability to queue work orders based on type (e.g. fallen tree) and then on priority code.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
51	System provides a “light” interface for use / deployment on a mobile device such as a smartphone, tablet or iPad.	M	Y		Munis Work Orders w/Fleet and Facilites Management	So long as it is browser based with an internet connections.

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Work Order

4.33 - Work Order				Munis Work Orders w/Fleet and Facilites Management		
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects. To support the capitalization and depreciation of fixed assets based work and improvements to said assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
52	Ability for field data collected on offline field devices (e.g. laptops, handhelds, iPads, etc.) to be uploaded to the server database and synchronized with the open, active work orders. Vice versa – ability for the open work orders to be downloaded to the field computers for use by the crews.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
53	Ability for an integrated field data collection module to synchronize with the central server database.	M			Munis Work Orders w/Fleet and Facilites Management	Need more information on field data collection module.
54	Ability for after-the-fact entry of actual field data into work order form/screen.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
55	Ability for multiple work orders for same job/project. Tracks each work order number for cumulative reporting purposes.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
56	Ability to incorporate all work orders into a work schedule for supervisors based upon time required and location of work.	L	Y		Munis Work Orders w/Fleet and Facilites Management	
57	Ability to report on the daily work schedule by week, month, or year.	L	Y		Munis Work Orders w/Fleet and Facilites Management	
58	Ability to generate a work activity list for one or more work orders (i.e. “to do” list based upon active work orders).	H	Y		Munis Work Orders w/Fleet and Facilites Management	
59	Ability to sort, display, and print grouped work orders by a variety of parameters such as location, feature type, crew, priority, etc.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
60	Ability to export work order information for external uses - excel, word, database)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
61	Ability to project costs incurred by job, project, and program based on history of similar jobs, projects, and programs.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
62	Ability to indicate and report status of work orders including:	-			Munis Work Orders w/Fleet and Facilites Management	
63	Request for Work Made - Not Assigned/Scheduled	M	Y		Munis Work Orders w/Fleet and Facilites Management	
64	Request for Work Made – Scheduled	M	Y		Munis Work Orders w/Fleet and Facilites Management	
65	Work Initiated	M	Y		Munis Work Orders w/Fleet and Facilites Management	
66	Work Completed	H	Y		Munis Work Orders w/Fleet and Facilites Management	
67	Additional Work Required, or Another Work Order Generated	M	Y		Munis Work Orders w/Fleet and Facilites Management	
68	Ability to allow work performed to be "charged" to department, fund, project, program, or account based on work order type	H	Y		Munis Work Orders w/Fleet and Facilites Management	
69	Ability for the work tasks to have information readily available on the safety procedures associated with doing that task.	H	Y		Munis Work Orders w/Fleet and Facilites Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Work Order

4.33 - Work Order				Munis Work Orders w/Fleet and Facilites Management		
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects. To support the capitalization and depreciation of fixed assets based work and improvements to said assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
70	Ability to be deployed across the enterprise such that multiple supervisors / departments are scheduling, monitoring and reporting on work order independently, with the ability to transfer work between functional areas.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
71	Ability to attach photos or documents.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
72	Ability to require photo(s) showing state before and after work completed.	M	N		Munis Work Orders w/Fleet and Facilites Management	
73	Ability to automatically generate a subsequent work order after specific types of work orders are completed (e.g. generate work order to stripe street after work order to repave is completed).	H	N		Munis Work Orders w/Fleet and Facilites Management	
74	Ability to centrally track all utility location service (locators) requests made by all City departments.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
75	Ability, for a job, to define a series of tasks / activities, necessary resources, materials, charges, etc. for that job with scheduled dates	H	Y		Munis Work Orders w/Fleet and Facilites Management	
76	Integrations / Interfaces					
77	Ability to interface with the City's Google Apps email / calendaring system to properly schedule and assign work orders.	M	N		Munis Work Orders w/Fleet and Facilites Management	
78	System provides a central Work Order function that is fully integrated with the following ERP modules:	-			Munis Work Orders w/Fleet and Facilites Management	Munis ERP is a fully integrated solution.
79	Asset Management	H	Y		Munis Work Orders w/Fleet and Facilites Management	
80	Grant / Project Accounting	H	Y		Munis Work Orders w/Fleet and Facilites Management	
81	Payroll	H	Y		Munis Work Orders w/Fleet and Facilites Management	
82	Time and Attendance	M	Y		Munis Work Orders w/Fleet and Facilites Management	
83	Human Resources	M	Y		Munis Work Orders w/Fleet and Facilites Management	
84	Fixed Assets	H	Y		Munis Work Orders w/Fleet and Facilites Management	
85	Fleet/Equipment Maintenance	H	Y		Munis Work Orders w/Fleet and Facilites Management	
86	Master Address	H	Y		Munis Work Orders w/Fleet and Facilites Management	
87	Customer Relationship Managment (CRM)	H	Y		Munis Work Orders w/Fleet and Facilites Management	
88	Purchasing	H	Y		Munis Work Orders w/Fleet and Facilites Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Work Order

4.33 - Work Order				Munis Work Orders w/Fleet and Facilites Management		
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects. To support the capitalization and depreciation of fixed assets based work and improvements to said assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
89	Inventory	H	Y		Munis Work Orders w/Fleet and Facilites Management	
90	General Ledger / Financial Reporting	H	Y		Munis Work Orders w/Fleet and Facilites Management	
91	Miscellaneous Billing / AR	H	Y		Munis Work Orders w/Fleet and Facilites Management	
92	Facilities Management	H	Y		Munis Work Orders w/Fleet and Facilites Management	
93	Cash Receipts	M	Y		Munis Work Orders w/Fleet and Facilites Management	
94	Utility Billing	H	Y		Munis Work Orders w/Fleet and Facilites Management	
95	Ability for the Work Order module to integrate with the Fixed Assets module to provide robust and configurable methods for tracking and capitalizing project costs.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
96	Ability for a work order to be directly associated with a GIS location in the City's GIS application	H	Y		Munis Work Orders w/Fleet and Facilites Management	Via Maplink integration
97	Ability to view all work orders on a map with functionality to search and filter based on any work order parameter.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
98	Ability to generate the most efficient routes to a set of selected work orders.	M	N		Munis Work Orders w/Fleet and Facilites Management	
99	Ability to collect time sheet information for transfer to Payroll from work orders. Interfaces with Payroll to confirm hours incurred equal hours reportedly worked.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
100	Ability to bill an external organization for a work order, by integrating to the Miscellaneous Billing module and/or Utility Billing.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
101	Ability for the Preventative Maintenance functions within Fleet, Facilities, etc. to generate work orders	H	Y		Munis Work Orders w/Fleet and Facilites Management	
102	Ability to interface with Misc Billing and AR (or other ERP module) to draw down an escrow from another organization based on the cost of a work order (with defined overhead and mark-up).	M	Y		Munis Work Orders w/Fleet and Facilites Management	
103	Ability to generate an estimated bill based on labor, equipment and inventory used for a work order.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
104	Reporting					Some reports require use of SSRS
105	Recurrence Report, listing recurring work orders, and includes requestors, locations, descriptions/categories of maintenance, and workers assigned to indicate problem areas.	H	R		Munis Work Orders w/Fleet and Facilites Management	
106	Payroll Report, showing employee, labor (regular/OT) dollars, benefits, and hours incurred by work order, job/project, and department, pay rate.	H	Y		Munis Work Orders w/Fleet and Facilites Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

City of Columbia, MO - Columbia Financial Enterprise Resource System

Work Order

4.33 - Work Order			Munis Work Orders w/Fleet and Facilites Management			
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects. To support the capitalization and depreciation of fixed assets based work and improvements to said assets.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
107	Transaction Ledger / Audit Trail Report.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
108	Job Cost/Work Order Summary, showing accumulated costs to-date and fiscal year-to-date by job/project/grant. Shows summary of distributions to-date and fiscal year-to-date. Presents accumulated/undistributed costs to-date pending. Includes G/L distribution numbers, account number, etc.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
109	Job/Work Order Cost Detail, showing labor, materials, machines, services, and all other overhead and fringe costs incurred by job/project/grant during a user-defined time interval or request category.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
110	Management Control Report, showing summary information on the time, materials, and equipment used by a crew, division, or a department or request category.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
111	Work Order Schedule Report, showing all work orders scheduled for a defined time period, employee group, location, and type.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
112	Unallocated Time Report, showing all time for a defined period by employee that is not scheduled to a work order.	M	R		Munis Work Orders w/Fleet and Facilites Management	
113	Open Work Orders, reporting on the status and costs incurred to-date for all open/pending work orders. Shows department, requestor, and Project Manager. Listed by type, location, crew, or other parameters.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
114	Work History by Feature Report, listing all work orders opened and/or completed for a specific facility (road/street, building, meter).	H	Y		Munis Work Orders w/Fleet and Facilites Management	
115	Work Type Report, listing all work orders organized by type code.	H	Y		Munis Work Orders w/Fleet and Facilites Management	
116	Purchased Item/Service Report, presenting a summary of all materials and contractual services purchased to complete work orders during a user-defined time interval. Includes vendor name, date, purchase order number, brief description, and cost.	M	R		Munis Work Orders w/Fleet and Facilites Management	
117	Equipment Use Report, detailing equipment #, hours, dates, rental rate, etc.	M	R		Munis Work Orders w/Fleet and Facilites Management	
118	Estimated to Actual Cost Comparison.	M	Y		Munis Work Orders w/Fleet and Facilites Management	
119	Per Unit Cost Report detailing sq. ft. of pipe, etc.	M	R		Munis Work Orders w/Fleet and Facilites Management	
120	Work Orders Billed, detailing billed & paid, and billed & outstanding.	M	R		Munis Work Orders w/Fleet and Facilites Management	
121	Performance Measure Reporting.	M	R		Munis Work Orders w/Fleet and Facilites Management	
122	Bills by Customer.	M	R		Munis Work Orders w/Fleet and Facilites Management	

Priority

H - High | M - Medium | L - Low

Availability

Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

Exhibit 6 – Statement of Work

Statement of Work follows this page.



tyler
erp solutions

Statement of Work

October 30, 2013
Version 9.2
FINAL

Prepared for
City of Columbia, MO

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The information contained herein is based on the contracted Tyler Investment Summary for the proposed products and services. In the event of discrepancy between this document and the Investment Summary, the Investment Summary will take precedence.

Section A: Executive Summary

A.1 Project Background

The City of Columbia is a rapidly growing and vibrant college town of over 113,933 residents located in the heart of central Missouri. The City's FY 2012 budget is \$447.4 million and the City employs over 1300 permanent employees. Columbia is a full service City providing administration, planning, code enforcement, public works, transit, water/electric/sewer utility, landfill, airport, parks and recreation, and public safety police and fire services.

Thus, the budget may be larger when compared to that of other cities with a similar population. The City of Columbia submits budgets for seven types of funds: General Fund; Enterprise Funds; Internal Service Funds; Special Revenue Funds; Trust Funds; Debt Service Funds; and Capital Project Funds. Within these seven fund types, there are there are 52 separate departmental budgets.

A centralized Information Technology (IT) department, in concert with departmental contacts, provides City support for information systems. The City currently utilizes the SunGard/HTE system on an IBM AS/400 iSeries. This system has been in place since 1997 and is utilized for the following functions:

- Accounting
- Purchasing
- Budgeting
- Business License
- Asset Management
- Work Orders
- Inventory Management
- Fleet Management
- Utility Billing
- Payroll
- Human Resources
- Planning and Engineering
- Land Management
- Plan Review
- Code Enforcement
- Permitting
- GIS

In addition to SunGard HTE, additional applications have been written to provide added functionality not otherwise included in the base systems. The HTE system has become obsolete and annual maintenance and support costs for maintaining HTE and the other disparate systems is becoming burdensome and expensive. The City must consolidate business operations and take advantage of operating efficiencies that only an integrated system can provide.

The City conducted a software procurement project and has concluded to implement the Tyler Technologies Munis ERP Solution in addition to products from Kronos for Time and Attendance and Advanced Utility Systems for Utility Billing. The Munis system provided by Tyler Technologies is an integrated municipal software application that provide robust enterprise-wide functionality, primarily in

the areas of financial management, human resources administration, infrastructure management and community development. This application will be delivered to the City through an on-premise solution. The system will meet the software functionality needs of the City, as described in more detail in the City's functional requirements and Tyler Technologies' response to these requirements. In addition, the overall City goals are to:

- Meet all state and federal reporting requirements.
- Increase customer service levels and responsiveness.
- Implement best practices through process review and re-design.
- Increase user access for information and documentation.
- Implement features that allow for greater staff efficiency and return on effort.
- Enable the City to enter data once in a fully integrated solution to guard against clerical errors and data redundancy.
- Implement a system that is intuitive, user-friendly, and flexible to insure high utilization.
- Deliver a system on-time and within budget that will serve the City well for 10 or more years.

A.2 Project Vision

The project will result in the implementation of an integrated software solution that will support City staff in the delivery of government services and activities, take advantage of best practices, and significantly improve the efficiency and effectiveness of the City's customer service and business processes.

A.3 Project Criteria for Success

The project will be deemed as a success if the goals below are reached:

- Best business practices are significantly incorporated throughout the City.
- Departments are empowered to improve their business processes through the new system.
- Paper-based business workflow processes and forms are substantially eliminated.
- Redundant "shadow systems", data entry, storage, and paper processing are significantly reduced.
- Functionality and efficiency is improved in back-office functional areas.
- The quality and accessibility of information for decision support is improved.
- City-wide communication is improved through better access to information.
- The system is user-friendly and able to be utilized by all levels of the organization.
- E-government services are enhanced, including enhanced customer service and web self-service.
- City residents are more satisfied with their interaction with the City both directly and through interaction with the Tyler system. The quality of front-end services is enhanced through improved back-end services & systems.
- Implementation of the new system is completed on time and within the defined budget.
- The City is fully satisfied with the implementation of the ERP solution provided by Tyler Technologies and their other partners (i.e., Sympro, BMI).

A.4 Scope of the Project

The scope of the ERP project is divided into five (5) phases that will be scheduled to occur over approximately 45 months. The project scope is comprised of the software listed below along with the data conversions, interfaces, reports, workflows, custom development and professional services and hardware itemized in the Investment Summary and as may be further detailed in the SOW.

The version numbers of the Tyler Munis and third party software to be installed, unless a later version is available, are as follows:

- Munis Version Number: Version 10.4
- EnerGov Version Number: Version 9.6
- Tyler Cashiering Version Number: Version 2.8
- Tyler Content Manager Enterprise Edition: Version 3.12
- Sympro Version Numbers: Investment Solution (Emphasys Desktop Solution) v11, Cash Management v10, Sympro Debt Service Management v2.50
- AssetTrak PPC Version 1.84.28, Collect-IT Version 1.1

A.4.1 Software

Phasing reflected below is subject to fully executed contract by November 4,, 2013.

Phase 1 – January 2014 – March 2014 (February 28, 2014)

Phase 1 will include the following modules associated with the detailed functional areas that are required to meet the City's functional requirements as set forth in Exhibit 5A of the Agreement. Given the City's desire to implement Tyler Incident Management at the onset of the project, identified integration with other systems and modules will not be delivered as part of this phase.

Phase 1	Functional Area
Tyler Incident Management	Other
Tyler Notify (Addtl. Per Text and Per Call Fees)	Other
Central Property File	Revenue

Phase 2 – May 2014 – June 2015 (May 31, 2015)

Phase 2 will include the following modules associated with the detailed functional areas that are required to meet the City's functional requirements as set forth in Exhibit 5A of the Agreement.

Phase 2	Functional Area
Accounting/GL/BG/AP	Financials
Project & Grant Accounting	Financials
Purchase Orders	Financials
Requisitions	Financials
Bid Management	Financials

Phase 2	Functional Area
Contract Management	Financials
Inventory	Financials
Fixed Assets	Financials
BMI Asset Track Interface	Financials
BMI CollectIT Interface	Financials
CAFR Statement Builder**	Other
Tyler Reporting Services	Productivity
eProcurement	Financials
Tyler Forms Library – Financial (8 Forms)	Other
BMI Assetrack – PPC for Munis (including install fee)*	Financials
BMI CollectIT Inventory Scanning System*	Financials

* - Provided by Third Party

** - Delivered Post Live

Phase 3 – April 2015 – January 2016 (December 31, 2015 go-live)

Phase 3 will include the following modules associated with the detailed functional areas that are required to meet the City's functional requirements as set forth in Exhibit 5A of the Agreement.

Phase 3	Functional Area
Munis Cash Management	Financials
Sympro Cash Management*	Financials
Sympro Debt Management*	Financials
Emphasys Desktop Solution*	Financials
Payroll w/ESS	Payroll/HR
HR Management	Payroll/HR
Professional Development	Payroll/HR
General Billing	Revenue
Accounts Receivable	Revenue
UB Special Assessments	Revenue
Tyler Cashiering	Revenue
Tyler Forms Library – Payroll (7 forms)	Other
Tyler Forms Library – Personnel Actions (2 forms)	Other
Tyler Forms Library – General Billing (4 forms)	Other

* - Provided by Third Party

Phase 4 – January 2016 – October 2016 (September 30, 2016 go-live)

Phase 4 will include the following modules associated with the detailed functional areas that are required to meet the City's functional requirements as set forth in Exhibit 5A of the Agreement.

Phase 4	Functional Area
Work Orders, Fleet & Facilities Management	Financials
Citizen Self Service	Productivity
Maplink GIS Integration	Revenue

Phase 5 – October 2016 – October 2017 (September 30, 2017 go-live)

Phase 5 will include the following modules associated with the detailed functional areas that are required to meet the City's functional requirements as set forth in Exhibit 5A of the Agreement.

Phase 5	Functional Area
Tyler EnerGov Business License Software	Community Development
Tyler EnerGov Citizen Access Portal – Permitting	Community Development
Tyler EnerGov Citizen Portal - Licensing	Community Development
Tyler EnerGov Decision Engine	Community Development
Tyler EnerGov Electronic Plan Review	Community Development
Tyler EnerGov GIS Integration	Community Development
Tyler EnerGov iG Enforce	Community Development
Tyler EnerGov iG Inspect	Community Development
Tyler EnerGov iG Workforce Server	Community Development
Tyler EnerGov Permitting	Community Development
Tyler EnerGov Food Inspections - 10 User Permit / Land Management Suite	Community Development
Tyler EnerGov Food Inspections - 8 iG Workforce (Includes iG Inspect mobile app)	Community Development
Tyler EnerGov Food Inspections - GIS Integration (10 Users)	Community Development

Cross Phase

The Productivity suite will be implemented throughout the life of the project as required to support or enhance other purchased modules. The requirements delivered to meet the City's functions will be governed by the functional requirements set forth in Exhibit 5A of the agreement.

Cross Phase	Functional Area
Tyler Content Manager Enterprise	Productivity
Role Tailored Dashboard	Productivity
Munis Office	Productivity
Tyler Forms Processing	Productivity
Munis System Admin & Security	Productivity

A.4.2 Hardware

- Cash Drawer (18)
- Hand Held Scanner – Model 4600G (18)
- Hand Held Scanner Stand (18)
- ID Tech MiniMag USB Reader (18)
- Power Supply (18)
- Printer (EPSON TM-H6000iii (18)
- Tyler Secure Signature System with 2 Keys (1)
- Tyler Unlimited Client Access (1)

All hardware provided by Third Parties

A.4.3 Tyler Services

Services listed in this section will be delivered by Tyler.

A.4.3.1 Business Process Consulting

Business Process Consulting Services cover processes that occur in Munis or EnerGov functionality only and are further described in Section C.9.

Phase 2	Functional Area
Business Process Consulting – General Ledger	Financials
Business Process Consulting – Budget	Financials
Business Process Consulting – Accounts Payable	Financials
Business Process Consulting – Bid Management	Financials
Business Process Consulting – Contract Management	Financials
Business Process Consulting – Fixed Assets	Financials
Business Process Consulting – Inventory	Financials
Business Process Consulting – Purchasing & Requisitions	Financials
Business Process Consulting – Project/Grant Accounting	Financials
Phase 3	Functional Area
Business Process Consulting – Munis Cash Management	Financials
Business Process Consulting – Payroll	PR/HR
Business Process Consulting – HR Management	PR/HR
Business Process Consulting – Professional Development	PR/HR
Business Process Consulting – General Billing & Miscellaneous Cash Receipts	Revenue
Phase 4	Functional Area
Business Process Consulting – Work Orders, Fleet & Facilities	Financials

Phase 5	Functional Area
Business Process Consulting – EnerGov Business Licenses	Community Development
Business Process Consulting – EnerGov Permits & Code Enforcement	Community Development

A.4.3.2 Implementation & Training

Training services are for Functional Leads, Core Users and City End User Trainers only unless otherwise specified.

Phase 1	Functional Area
Tyler Incident Management (12 days)	Other
Central Property File (1 day)	Revenue
Tyler Notify (Addtl. Per Text and Per Call Fees) (6 days)	Other
Phase 2	Functional Area
Accounting/GL/BG/AP (48 days)	Financials
Project & Grant Accounting (14 days)	Financials
Purchase Orders (18 days)	Financials
Requisitions (23 days)	Financials
Bid Management (9 days)	Financials
Contract Management (9 days)	Financials
Inventory (18 days)	Financials
Fixed Assets (18 days)	Financials
CAFR Statement Builder (4 days)	Other
eProcurement (1 day)	Financials
BMI Asset Track Interface (5 days)	Financials
BMI CollectIT Interface (5 days)	Financials
Tyler Reporting Services (3 days)	Productivity
Tyler Forms Library – Financial (8 Forms)	Other
Phase 3	Functional Area
MUNIS Cash Management (12 days)	Financials
Payroll w/Employee Self Service (20 days)	Payroll/HR
HR Management (8 days)	Payroll/HR
Professional Development (3 days)	Payroll/HR
General Billing (16 days)	Revenue
Accounts Receivable (27 days)	Revenue
Tyler Cashiering (10 days)	Revenue
UB Special Assessments (5 days)	Revenue
Sympro Cash Management (100 hrs)	Other
Sympro Debt Service Management (124 hrs)	Other

Emphasys Desktop Solution (24 hrs)	Other
Tyler Forms Library – Payroll (8 forms)	Other
Tyler Forms Library – Personnel Actions (2 forms)	Other
Tyler Forms Library – General Billing (4 forms)	Other
Phase 4	Functional Area
Work Orders, Fleet & Facilities Management (57 days)	Financials
Maplink GIS Integration (1 day)	Revenue
Citizen Self Service (1 day)	Productivity
Phase 5	Functional Area
Tyler EnerGov Training Services (250 hrs)	Community Development
Tyler EnerGov Consulting (2,000 hrs – 400 hours Project Management/1600 hours Consulting)	Community Development
Tyler EnerGov Report Development Assistance (53 hrs)	Community Development
Tyler EnerGov Food Inspections Implementation Services (200 hours)	Community Development
Cross Phase	Functional Area
Munis System Admin & Security (7 days)	Configuration
Role Tailored Dashboard (12 days)	Productivity
Tyler Content Manager Enterprise (22 days)	Productivity
Munis Office (3 days)	Productivity
Tyler EnerGov Training Certificates (2 people)(80 hours)	Community Development
TCM EE Conversions for Non-Munis Content (7)	Productivity

A.4.3.3 Technical Services

Phase 1	Functional Area
Install Fee - New Server Installation	Technical
Tyler Content Manager Enterprise Installation	Technical
Phase 2	Functional Area
BMI-ASSETTRACK-PPC for Munis Installation	Technical
Cross Phase	Functional Area
OSDBA Contract Services – Tyler Products	Other
Disaster Recovery – Tyler Products	Other
Tyler Forms Processing Configuration	Forms

A.4.3.4 Other Services

Other Services	Functional Area
Project Manager (Monthly) – 20 months	Cross
Project Management – ½ Time – 9 months	Cross

Post Go Live Assistance (3 months) – 60 days – Munis Only	Cross
Testing Assistance – 30 Days – Munis Only	Cross
Miscellaneous Training Days – 50 Days*	Cross

* - Miscellaneous Training Days will be utilized only after City requests and authorizes these services.

A.4.3.5 Custom Import/Export Formats

Custom Import/Export Formats	Functional Area	Phase
AP/PR Check Recon Import	Financials, PR/HR	2, 3
AP Positive Pay Export Format	Financials	2
P-Card Import Format w/o Encumbrances	Financials	2
PR Positive Pay Export Format	PR/HR	3

A.4.3.6 Modifications & Custom Interfaces

Munis Modifications & Custom Interfaces	Functional Area	Phase
-Fleet #163: Vehicle Pooling	Financials	4
-Fleet #164: New Repair Components	Financials	4
-Fleet #162: Add fields to store PetroVend information	Financials	4
-Master Address #200: Revenue Contracts	Financials	5
-Purchasing #203: Work Order # on P-card Transaction	Financials	2
-HR #55: Evaluation competencies	PR/HR	3
-HR #58: Performance Notes on Evaluations	PR/HR	3
-HR #37: Audit trail on Job Descriptions	PR/HR	3
-Interface: Munis and Vermont Systems	Tyler Cashiering	3
-Interface: Munis and Clancy Parking	Tyler Cashiering	3
-Interface: Munis and Advanced Utilities	Tyler Cashiering	3
-Interface: Tyler Incident Management and Advanced Utilities Service Order Request	CRM	4
-Interface: Munis Work Orders and Advanced Utilities Service Order Request	Financials	4
-Loans Modification: If 80% of principal is paid, no late fee is assessed	Financials	3
-Interface: Outage IVR to Tyler Notify	Other	3
-Interface: Munis and PetroVend	Financials	4
EnerGov Modifications & Interfaces	Functional Area	
-Food Inspections Mod #209-1: Custom field exposed in iG Inspect Mobile App	Community Development	5
-Food Inspections Mod #209-2: Ability to include other reports in iG Inspect Mobile App	Community Development	5

-Food Inspections Mod #209-3: Inspection Checklist Grouping	Community Development	5
-Food Inspections Mod #209-4: Manage non-compliances in iG Inspect Mobile App	Community Development	5
-Interface: IVR/Outage System to Master Address w/Energov	Community Development	5
-Interface: Teleworks IVR to Energov	Community Development	5
-Interface: Sales Tax File to Energov	Community Development	5

DRAFT

A.4.3.7 Detailed Interfaces List – Custom and Standard

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
1	Synchronization of address data to parcel layer of GIS (changes, transfers, splits, combines, etc.).	Esri ArcGIS	Master Address	Currently Exists with Munis	Yes	x		
2	County Parcel Download to Master Address	County's Parcel Database	Master Address	(Energov: Estimated. Further scoping required). Tyler yes to Central Property file so long as import layouts match.	Cost changed to \$0 (Ron B 9/17/13)	x		
3	Integration from the IVR/Outage Management Systems (OMS) to Master Address to recognize where outages occur based on the phone number	Outage Management System (OMS)	Master Address	Estimated. Further scoping required	Yes		x	3
4	Integration throughout ERP applications with document management system	ERP/Document Mgmt.	ERP/Document Mgmt.	(Estimated. Further scoping required.) Tyler proposes the use of Tyler Content Manager.	Planned integration	x		
5	In order to make Granicus documents accessible from Grant/Project Management & Contract Management module (such as resolutions, minutes, project summaries, etc.) that are related to grants/projects and contracts.	Granicus	Grant/Project Management & Contract Management	Tyler would recommend that these documents are loaded into Tyler Content Manager directly and not through an interface.	Yes, planning TCM	x		
6	Import cleared check file from bank	Columbia's Bank	Bank Reconciliation	Yes	Yes	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
7	Send Positive Pay files to bank	Accounts Payable	Columbia's Bank	Yes	Yes	x		
8	Yearly 1099 & W2 submission	Accounts Payable	US Treasury	Yes	Yes	x		
9	Vendor Payment ACH file export / import with US Bank.	Accounts Payable	US Bank	Yes	Yes	x		
10	Import a file from Bank of America Works Procurement Card software to ERP Accounts Payable.	Bank of America Works	Accounts Payable	Yes	Yes	x		
11	Import of transactions from RMI RailConnect to the Account Payable module when the City is using a 3rd party's rail car for their own use	RMI RailConnect	Accounts Payable	Yes	Yes	x		
12	Import of transactions from RMI RailConnect to the Account Receivable module when the City is storing a 3rd party's rail car	RMI RailConnect	Accounts Receivable	Yes	Yes	x		
13	Export a billing file to send to a 3rd party for the printing and mailing of the invoices and statements	Accounts Receivable	3rd party printing/ mailing software	Yes	Yes	x		
14	Import investment data from Bloomberg to the Investment Management module	Bloomberg	Investment Management	May require additional fees from Bloomberg. Via Sympro system.	Yes, Use Sympro Desktop and IDC for pricing	x		
15	Export Fixed Asset information to GovDeals for disposal information	Fixed Assets	GovDeals	Yes	Yes	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
16	Integration with Mail Scan for barcode scanning on bill payment processing	Mail Scan	Cash Receipting (apply payments to all applicable modules)	Yes	Yes	x		
17	Online Credit Card Payment Verification	Elavon	Cash Receipting (apply payments to all applicable modules)	Yes	Yes	x		
18	Online Payments	Virtual Merchant/ Vendor's suggested online payment provider	Cash Receipting (apply payments to all applicable module)	Yes. See RFP response	Yes	x		
19	Import of electronic payment files from IVR Software	IVR Teleworks software	Cash Receipting (apply payments to all applicable module)	Yes. See RFP response	Yes	x		
20	Import of electronic payment files from FISERV/CheckFree.	FISERV/CheckFree	Cash Receipting (apply payments to all applicable module)	Yes. See RFP response	Yes	x		
21	Import cash receipt information from AutoCITE (or parking replacement software) to the Cash Receipting System (in	AutoCITE (or current	Cash Receipting	Yes. See RFP response	Yes	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
	summary)							
22	When cash is received for an EZ Park card reload, the Cash Receipt module can push the additional balance to the EZ Park Card system	Cash Receipts	EZ Park Card system	Yes. See RFP response	Yes	x		
23	Import cash receipts from RecTrac to ERP cash receipts (in summary)	RecTrac	ERP cash receipts (in summary)	Yes. See RFP response	Yes	x		
24	Import transit fare receipts information from the GFI GenFare program to the General Ledger or Cash Receipt module	GFI GenFare	Cash Receipting (in Summary) or General Ledger	Yes. See RFP response	Yes	x		
25	Integration of General Ledger transactions to MO DOR for sales tax reporting	General Ledger	MO DOR (Missouri Department of Revenues)	Yes. See RFP response	Yes	x		
26	Import WasteWORKS billing transactions to the Accounts Receivable module	WasteWORKS	Accounts Receivable	Yes. See RFP response	WasteWorks to interface with Accounts Receivable	x		
27	Import credit card transactions from IPS Parking Meters to the General Ledger	IPS Parking Meters	General Ledger	Yes. See RFP response	Yes	x		
28	Export of Payroll Direct Deposit data	Payroll	Columbia's Bank	Yes. See RFP response	Yes	x		
29	Send Positive Pay files to bank	Payroll	Columbia's Bank	Yes. See RFP response	Yes	x		
30	Import time and attendance information from FinTrac to Payroll	FinTrac	Payroll	Yes. See RFP response	Yes	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
31	If the POSS system is not replaced with the new ERP solution, then hours worked (from POSS to Time & Attendance or Payroll) will need to be imported and scheduling & accrual information will need to be exported (from HR/Payroll to POSS).	POSS / HR & Payroll or Time & Attendance	HR & Payroll / POSS	Yes. See RFP response	Plan to use Kronos for T&A	x		
32	Import/export employee demographic and benefit election information to/from the benefit providers and to/from human resource module.	Benefit Providers/ERP HR	HR/Benefit Providers	Yes. See RFP response	Yes	x		
33	Import from two different testing sites employee test result information to the Human Resource module	Critical & PreEvaluate	Human Resource	Yes. See RFP response	Yes	x		
34	Import risk management/claim information from PRISM to the Human Resource module.	PRISM	Human Resource	Not proposed.	Yes	x		
35	Integrate Identipass Client & IVIS 2000 with the Human Resource module when there are new hires and/or terminations	Identipass Client & IVIS	Human Resource	Yes. See RFP response	Yes, planning to replace IVIS system	x		
36	Integrate the Human Resource module with the E-Verify system verifying social security numbers or passport ids for I-9 compliance.	Human Resource	E-Verify	Resolved. Will be included in 10.4.	Yes	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
37	Integrate with an integrated voice response system (Teleworks) to allow customers to be able to inquire on account and bill information via phone.	IVR Teleworks software	Business License, Misc. Billing/AR, Permitting, Inspections & Code Enforcement	Energov: Estimated. Further scoping required.	Yes		x	3
38	Export a file containing delinquents to a collection agency.	Munis Receivables	Collection Agency	Yes. See RFP response	Yes	x		
39	Integration from the IVR/Outage Management Systems (OMS) to CRM to alert citizens where outages occur	Outage Management System (OMS)	CRM	More information needed	Yes		x	3
40	Integration with LoadRite to the Inventory module to update inventory quantities based on weighed bulk material	LoadRite	Inventory	Modification required. More information needed to quote.	Yes	X		
	Integration with Quatred Barcoding with the inventory module for tracking items.	Quatred Barcoding/Inventory	Inventory/Quatred Barcoding	Not proposed. Tyler has proposed and recommends the use of BMI for Inventory and Fixed Assets barcoding.	Planning BMI for inventory barcoding	x		
41	Import fuel usage data – vehicle ID, driver, date, fuel type, gallons, pump ID, tank ID to the fleet management system	PetroVend	Fleet and Equipment Management	Yes. See RFP response	Yes		x	4
43	Interface information entered in Bank Of America's Works for fuel purchases processed using a procurement card to Fleet and Equipment Management (e.g. date, mileage, vehicle number, and number of gallons).	Bank of America Works	Fleet and Equipment Management	Yes. See RFP response	Yes	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
44	Central cashiering for intergrated master customer data	All customer database files	Munis Cashiering	Added by Ron B	Yes, centralized cashiering function	x		
45	Intergrated work order system between Munis and Advanced	Advanced Utility Work Orders	Munis Work Orders	Added by Ron B	Yes, for seamless functionality between Advanced and Munis	x		
46	CRM Master Customer database	Advanced Utility and Munis A/R	CRM	Added by Ron B	Yes, for master customer integration	x		
47	Permitting systems	EnerGov	Advanced Utility	Added by Ron B	Yes, integration between Advanced Utility and EnerGov inspection and permitting systems. Per disussion with Jason 9/18 Standard interfaces provided between Advanced and Inspections/Permitting	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
48	Parks and Rec Systems	Vermont Systems	Munis	Added by Roger R.	Provide Real-time Integration with Tyler Cashiering to the Vermont Systems Rec software. Assumes web service compatible (or similar) system. Scope include similar functionality as seen in the demonstration relative to Cashiering working with Munis-based items; Namely, the ability to lookup items in this system, make payment on them, do voids, and accommodate end-of-day processes. The scope would not include functions that are specific/inherent to the base parks system (e.g. print bills, reserve facilities, etc) Payments will be processed manually through Tyler Cashiering as summary misc. receipts to be posted through Munis AR system to the General Ledger		x	3

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
49	Parking Systems	Clancy	Munis	Added by Roger R.	Provide Real-time Integration with Tyler Cashiering to the Clancy Parking System software. Assumes web service compatible (or similar) system. Scope include similar functionality as seen in the demonstration relative to Cashiering working with Munis-based items; Namely, the ability to lookup items in this system, make payment on them, do voids, and accommodate end-of-day processes. The scope would not include functions that are specific/inherent to the base parking system (e.g. print tickets, scofflaw lists, handhelds, etc)			
50	Advanced Utility Systems	Advanced	Tyler Cashiering	Added by Roger R.	Provide Real-time Integration with Tyler Cashiering to the Advanced Utilities software. Assumes web service compatible (or similar) system. Scope include similar functionality as seen in the demonstration		x	4

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
					<p>relative to Cashiering working with Munis-based items; Namely, the ability to lookup items in this system, make payment on them, do voids, and accommodate end-of-day processes. The scope would not include functions that are specific/inherent to the base parking system (e.g. print bills, cut-offs, etc)</p> <p>Per conversation with Laurie and Greg from Advanced Utilities, the proposed integration will utilize Advanced's existing API to allow for the following:</p> <ol style="list-style-type: none"> 1. Real-time lookup of customer's utility accounts. 2. Payment processing and ability to void payments 3. Processing of deposit payments against accounts prior to billing 4. Close batch functionality 5. Hyperlink from Tyler Cashiering to launch Advanced for customer 			

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
					or account lookup			
50	Advanced Utility Systems	Advanced	Tyler Incident Management	Added by Roger R.	Create new web service-based integration with Advanced Utilities, to allow for service work orders to be relayed from CRM to Advanced		x	3
52	Energov	EnerGov	Munis	Added by Roger R.	Create new web service-based integration with Energov Code Enforcement, to allow for requests to be relayed from CRM to Energov	x		
51	Advanced Utility Systems	Advanced	Munis Work Orders	Added by Roger R.	Tyler will create Work Order web services to enable a third party system to add a work order into Munis and query its status.		x	3
54	Employee file updates	Munis HR	Kronos		standard interface provided (Ron B 9/17/13)	x		
55	Creating and closing out work orders	Munis Work Orders	Kronos		standard interface provided	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
56	Payroll data with accruals	Munis Payroll	Kronos		standard interface provided	x		
57	Time entered against a work order	Kronos	Munis Work Orders		standard interface provided	x		
58	Export of business, location and license data programatically	Community Development	Excel/SQL Server Tables for sunshine requests (Tribune) and web apps		via Standard export to excel	x		
59	Prevent licenses from being printed if business has delinquent sales tax	External table holding business identifier and sales tax numbers	Community Development		believe this can be addressed through existing functionality. Researching.	X		
60	Programmatic extraction of Hotel/Motel tax data.	Community Development	Excel (used by CVB)		Via standard export to excel	x		
61	Import and post monthly phone billing journal entries programatically	External Database	General Ledger		via standard import.	x		
62	Programmatic export of chart of accounts, departments and divisions (including codes)	General Ledger	Data warehouse and external databases for phone billing, parking and other systems		via standard export to excel.	x		
63	Programmatic export of fleet vehicles	Fleet	External database (parking)		via standard export to excel.	x		

Data Flow Item #	Data Flow Description	Source Application	Target Application	Comments by Tyler in Proposal 1/11/2013	Interface Needed for Munis, Energov, Advanced	Standard interface	Custom Interface	Phase for Custom Delivery
64	Programmatic export of employee data (position, status, SSN, id, department, division etc)	HR/Payroll	External databases used for Phone Billing, data warehouse (Help Desk Tracker), Parking Tag System, Online Phone Directory, Boards and Commissions (City Clerk) and other web and standalone programs		via standard export to excel.	x		
65	Job openings and descriptions	HR/Payroll	HRWEB		via standard export to excel.	x		
66	Programmatic extraction of receivable customers	Receivables	Parking		via standard export to excel	x		
67	Extract and report on active vehicles	Asset Management	Reports for insurance		via standard export to excel.	x		
68	We have an interface similar to #20 for "ACI/Online Resources" payments.	ACI/Online Resources	Cash Receipting (apply payments to all applicable module)		via existing import routine.	x		
69	We have an interface similar to #20 for "FIS/MetaVante" payments.	FIS/MetaVante	Cash Receipting (apply payments to all applicable module)		via existing import routine.	x		

A.4.3.8 Data Conversion

Phase 2	Functional Area
AC Standard - COA - H	Financials
AC Opt 1 – Actuals - H	Financials
AC Opt 2 – Budgets - H	Financials
AP Standard Master - H	Financials
AP Opt 1 – Checks - H	Financials
AP Opt 2 – Invoice - H	Financials
FA Std Master – H	Financials
FA Opt 1 – History - H	Financials
IN Std Master - H	Financials
IN Opt 1 – Commodity Codes - H	Financials
PGA Standard – H	Financials
PG Opt 1 – Actuals - H	Financials
PG Opt 2 – Budgets - H	Financials
Purchase Orders Standard– H	Financials
Tyler Content Manager EE – AC Opt 2 – Budgets (total balances only up to 3 yrs.) - H	Financials
Tyler Content Manager EE – AP Standard Master - H	Financials
Tyler Content Manager EE – AP Opt 1 – Checks - H	Financials
Tyler Content Manager EE – FA Standard Master (GL Accounts, Purchase History) - H	Financials
Tyler Content Manager EE – Purchase Orders Standard (Open POs) - H	Financials
Phase 3	Functional Area
PR Payroll– Standard - D	PR/HR
PR Payroll Option 1 – Deductions - D	PR/HR
PR Payroll Option 2 – Accrual Balances - D	PR/HR
PR Payroll Option 3 – Accumulators - D	PR/HR
PR Payroll Option 4 – Check History - D	PR/HR
PR Payroll Option 5 – Earning/Deduction Hist- D	PR/HR
PR Payroll Option 7 – PM Action History – D	PR/HR
PR Payroll Option 8 – Position Control – D	PR/HR
PR Payroll Option 9 – State Retirement Tables - D	PR/HR
Tyler Content Manager EE – Payroll Standard (Employee, Address) – D	PR/HR
Tyler Content Manager EE – Option 1 – Deductions - D	PR/HR
Tyler Content Manager EE – Option 4 – Check History - D	PR/HR
Tyler Content Manager EE – Option 7 – PM Action History - D	PR/HR
Tyler Content Manager EE – Option 8 – Position Control - D	PR/HR

GB Std CID – H	Revenue
GB Opt 1 – Recurring Invoices – H	Revenue
GB Opt 2 – Bills – H	Revenue
Tyler Content Manager EE – GB Standard – CID - H	Revenue
Tyler Content Manager EE – GB Option 2 – Bills (Header, Detail) Payment History, Invoices – H	Revenue
UB Special Assessments	Revenue
TCM EE Conversions for Non-Munis Content	Productivity
Phase 4	Functional Area
WO Opt 1 – Work Order Asset – H	Financials
WO Opt 2 – Closed WO History No Cost Data - H	Financials
WO Opt 3 – WO History with Cost Data - H (Fleet)	Financials
Tyler Content Manager EE – Work Order Option 1 – Work Order Asset - H	Financials
Phase 5	Functional Area
Business License - Businesses, licenses and permits, charges and receipts, and classification codes	Community Development
Inspections & Code: All active cases, case actions, case violation information, generic inspections information, case cash receipts information, user setup and code files	Community Development
Inspections & Code: All completed cases, case actions, case violation information, generic inspections information, case cash receipts information, user setup and code files	Community Development
Permitting: All active building permits with associated information including general permit information, application names, miscellaneous information, structure setup, application tracking, permit setup, cash receipts & charges, application fees, application documents, inspection results	Community Development
-Permitting: All completed building permits with associated information including general permit information, application names, miscellaneous information, structure setup, application tracking, permit setup, cash receipts & charges, application fees, application documents, inspection results	Community Development
Tyler Content Manager EE – Permits and Code Enforcement Option 1 – Applications - E	Community Development
Tyler Content Manager EE – Permits and Code Enforcement Option 2 – Violations - E	Community Development
Tyler Content Manager EE – Permits and Code Enforcement Option 3 – Inspections - E	Community Development
Tyler Content Manager EE – BL – Standard Master – Customer Accounts - H	Community Development
Tyler Content Manager EE – BL – Option 1 – Bills (Header, Detail) - H	Community Development

A.4.3.9 Forms

Phase 2	Functional Area
Tyler Forms Library – Financials <ul style="list-style-type: none"> • (1) A/P Check • (1) EFT/ACH • (1) Purchase Order • (1) Contract • (1) 1099M • (1) 1099G • (1) 1099S – Year End Release • (1) 1099-INT – Year End Release 	Financials
Phase 3	Functional Area
Tyler Forms Library – General Billing <ul style="list-style-type: none"> • (1) Invoice • (1) Statement • (1) General Billing Receipt • (1) Miscellaneous Receipt 	Revenue
Tyler Forms Library – Payroll <ul style="list-style-type: none"> • (1) Payroll Check • (1) Direct Deposit • (1) Vendor from Payroll Check • (1) Vendor from Payroll Direct Deposit • (1) W2 • (1) W2c • (1) 1099R 	PR/HR
Tyler Forms Library – Personnel Actions <ul style="list-style-type: none"> • (2) Personnel Actions 	PR/HR
Phase 5	Functional Area
Tyler EnerGov Forms - All EnerGov forms are products of Crystal Reports. 44 hours have been included for the development of the below listed forms. The City may elect to use the budgeted hours for Tyler to develop the below noted forms or leverage City resources to copy and modify the base form. <ul style="list-style-type: none"> • (1) Building Permit • (1) Trade Permit • (1) Demolition Permit • (1) Fire System Permit • (1) Sign Permit • (1) Tent Permit • (1) Land Disturbance Permit • (1) Floodplain Development Permit • (1) Right of Way Permit • (1) Business License • (1) Business License Renewal Application • (1) Liquor License 	Community Development

A.4.4 Third Party Services

Phase 2	Functional Area
BMI AssetTrak PPC for Munis, Collect IT Installation – Remote (1 hour)	Financials
BMI AssetTrak PPC for Munis, Collect IT Consultation, set up and training – Remote (4 hours)	Financials
Phase 3	Functional Area
Sympro Cash Management Implementation Services (70 hours)	Financials
Sympro Cash Management Training (30 hours)	Financials
Sympro Debt Service Implementation Services (100 hours)	Financials
Sympro Debt Service Management Training (24 hours)	Financials
Emphasys Desktop Management Training (24 hours)	Financials
Sympro Project Manager – 33 hours	Project Management

A.5 Technology Architecture

A.5.1 Server Requirements

A.5.1.1 Overview

The following section includes various options for the server infrastructure required for use with the applications purchased as part of this project. The primary metric in sizing server specifications for the purchased software is the number of estimated concurrent 'power' users.

Tyler supports several server environment deployment types including high availability configurations, virtualized environments and separate testing environments. The following outlines a "standard production" server environment only. Train and Test environments are also installed on production hardware, unless otherwise specified by the client.

Hard disk space specifications include a combination of internal hard drives and SAN storage device for many servers. "Storage" has been included for each server for capacity planning purposes. A Fiber controller is strongly recommended for dedicated database servers and virtualized environments connecting to the SAN device for performance and redundancy reasons; iSCSI is sufficient for all other servers. For larger SQL installations, configuring the TEMPDB files on dedicated solid state drives can significantly improve SQL performance.

Operating system, database and application software is included for *reference only*. Typically it is the responsibility of our clients to properly license Microsoft software as these products are often governed by an Enterprise agreement in conjunction with other infrastructure.

Server memory note: Optimized memory in the latest Intel servers are added in 6GB allocations per processor socket. Common memory sizes for 2 socket / CPU servers are: 12GB, 24GB, 36GB, 48GB, 96GB, etc. Recommended memory sizes for the servers below follow this convention.

A.5.1.2 High Availability

Tyler supports a variety of high availability (HA) configurations. Recommended configurations include a virtualized environment used in conjunction with replication products such as VMware Site Recovery Manager and Veeam Backup and Replication. For “large environments” requiring dedicated SQL Server environments, SQL Server Database Mirroring configured with a SQL Mirroring Witness is recommended for SQL Server 2008 R2 and AlwaysOn Availability Groups for SQL Server 2012 (note, AlwaysOn requires SQL Server 2012 Enterprise Edition).

Tyler will work with every client to help determine the best configuration to meet their infrastructure needs, however it is typically the responsibility of the client (or their hardware vendor) to configure advanced HA environments.

A.5.1.3 Virtualization

Tyler Technologies supports both VMware Infrastructure and Microsoft Hyper-V for virtualizing Windows servers. It is a requirement that a Storage Area Network (SAN) must be used when configuring a virtualized solution and the system should be configured such that virtualized guests are given dedicated memory.

Most virtualized installations will require customized hardware configurations. Please contact your sales representative to be directed to the appropriate Tyler technical resource that will be able to assist in hardware selection.

Tyler Technologies currently does not offer any training or installation services for the VMware or Microsoft Hyper-V virtualization products.

A.5.1.4 Production Server Environment

The following outlines server infrastructure required for the Production Environment sized for 400 concurrent users.

Function	Qty	Type	CPU	Memory	Storage	Software
SQL Database	2	Physical	(2) Intel quad core 2.0Ghz+	48 to 64 GB	2+ TB	Windows Server 2012 Standard SQL Server 2012 Enterprise
Munis Application	2	Virtual	4 to 6 Virtual CPUs	32GB	500GB	Windows Server 2012 Standard
EnerGov Application	2	Virtual	4 Virtual CPUs	24GB	125GB	Windows Server 2012 Standard

External Web	1	Virtual	4 Virtual CPUs	16GB	100GB	Windows Server 2012 Standard
Content Management	1	Virtual	4 to 6 Virtual CPUs	24 to 32 GB	150GB	Windows Server 2012 Standard
File Server	1	Existing	N/A	N/A	500 GB to 1 TB	N/A

CPU (V): Minimum virtual CPU allocation for virtual configuration only. Tyler recommends VMware vSphere for server virtualization.

A.5.1.5 Test / Dev Server Environment

The following outlines server infrastructure required for the Test / Dev Environment sized for up to 50 concurrent Tyler ERP users.

Function	Qty	Type	CPU	Memory	Storage	Software
SQL Database	1	Virtual	4 Virtual CPUs	24 to 32GB	2+ TB	Windows Server 2012 Standard SQL Server 2012 Enterprise
Munis & EnerGov Application	1	Virtual	2 to 4 Virtual CPUs	24 to 32GB	1TB	Windows Server 2012 Standard
Content Management	1	Virtual	2 to 4 Virtual CPUs	18 to 24GB	150GB	Windows Server 2012 Standard

CPU (V): Minimum virtual CPU allocation for virtual configuration only. Tyler recommends VMware vSphere for server virtualization.

A.5.1.6 Consolidated Microsoft licensing

Product	Version	Total # of Licenses
Windows Server	2012 Standard	11
SQL Server	2012 Enterprise	20 CPU Cores

A.5.2 Munis Client Workstation Recommendations

This section outlines the minimum and recommended system requirements for client workstations accessing the Tyler ERP system.

A.5.2.1 Microsoft Windows Workstations

- 32-bit or 64-bit Microsoft Windows 7 or 8
- Between 2 GB and 4+GB RAM
- 1280 x 800 Display Resolution (*recommended*), 1024x768 (*minimum*)
- Microsoft .NET Framework v3.5 SP1
- Microsoft .NET Framework v4.0 (*used with Tyler Cashiering*)
- Microsoft Silverlight 5.1
- Java Runtime Edition (*only used with Tyler Content Manager and not needed with web client*)
 - Version 7 update 11 (or later)

A.5.2.2 Supported Windows Workstation Web Browsers

- 32-bit Microsoft Internet Explorer 9, or 10
- 32-bit Mozilla Firefox (supported with Munis Self Service only)

A.5.2.3 Supported Microsoft Office for Windows

- 32-bit Microsoft Office 2013
- 32-bit Microsoft Office 2010
- 32-bit Microsoft Office 2007 **

** Office plug-ins are not available for Office 2007, but export to Excel and other functionality is still available

A.5.2.4 Apple Mac Workstations

- Mac OS X 10.6 or Max OS X 10.8
- 1.8 Ghz Intel (minimum) / 2.5+ Ghz Intel (recommended)
- 2GB to 4+ GB RAM
- 1280 x 800 Display Resolution (*recommended*), 1024x768 (*minimum*)
- Microsoft Silverlight 5.1

A.5.2.5 Supported Mac Workstation Web Browsers

- 32-bit Apple Safari 6.0.5 or higher (with auto-updates enabled)
- 32-bit Mozilla Firefox (supported with Munis Self Service only)

A.5.2.6 Supported Microsoft Office for Mac

- 32-bit Microsoft Office for Mac 2011 **

**** NOTE: Microsoft Office 2011 for MAC does not support any connections to SQL OLAP cubes. Due to this Microsoft limitation, MAC users will not be able to access our Tyler Cubes.**

A.5.3 EnerGov Client Workstation Requirements

End User / Desktop Hardware	
Recommended Desktop Hardware/Software: <ul style="list-style-type: none">• 4GB Dual Channel DDR3 SDRAM at 1066MHz• Intel Pentium Dual-Core or better• Microsoft Windows 7 (64-bit)<ul style="list-style-type: none">◦ Windows XP SP2• Internet Explorer 8+ (IE9 recommended)<ul style="list-style-type: none">◦ NOTE: Performance improves with IE8 and IE9 but IE7 is supported.◦ Safari, Chrome, Firefox also supported	Monitor Recommendations - Office Desktop User: Front Counter / Data Entry Users : 22" Widescreen LCD Monitor - (1680x1050 native) Back Office Users/ GIS / Light ePlans Review (Typical User): 25" Monitor (1920 x 1080 native) Heavy Electronic Plans Review Users (Primarily ePlans Review): 30" Widescreen LCD Monitor (2560x1600 native). *Typically requires dual link dvi video card/output *Alternate: 1080p HDTV 32 " + (1920x1080 native resolution)

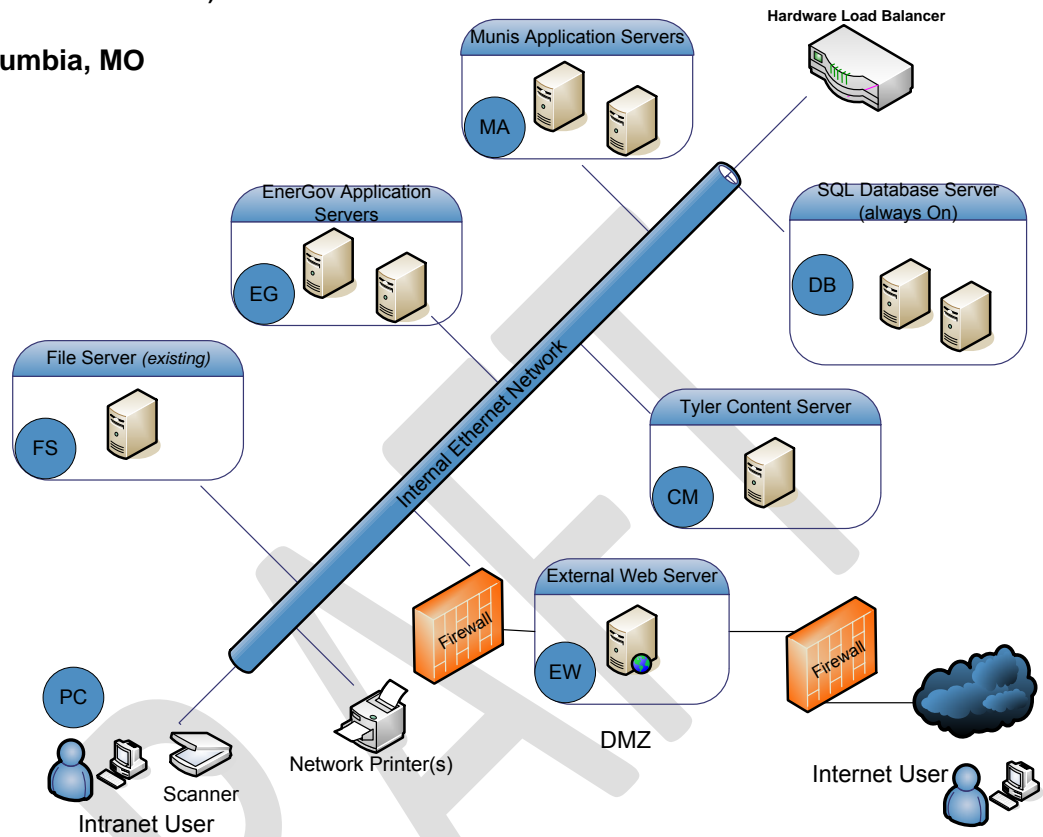
A.5.4 Environments

As part of the project, Tyler will assist the City in establishing the following environments at a minimum. All hardware specifications, requirements, and required staffing will support development of all listed environments.

- Testing
- Training
- Production/Live

Tyler Technologies
Production / LIVE Hardware Recommendations
Munis v10.4
 (For up to 400 concurrent ERP users)

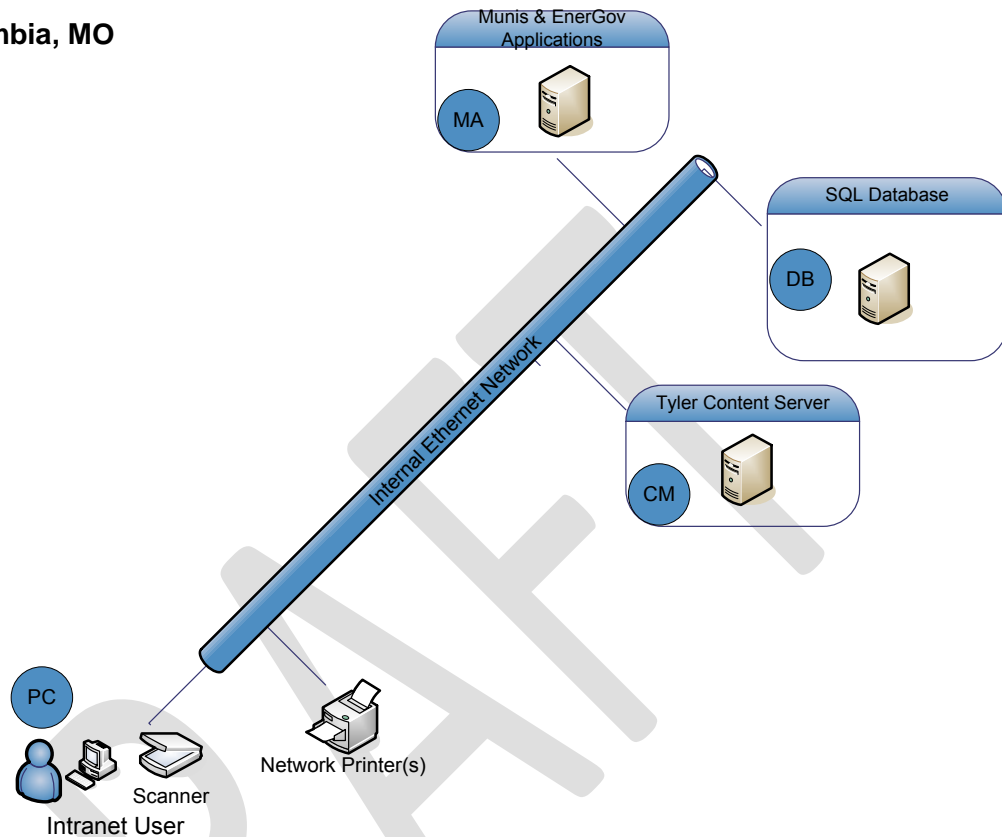
City of Columbia, MO



Rev. 3 09-27-2013

**Tyler Technologies
TEST / DEV Hardware Recommendations
Munis v10.4**

City of Columbia, MO



Rev. 3 09-27-2013

A.5.5 Minimum Requirements for Start Up

See Munis Server Environment above for minimum requirements.

A.5.6 Networking Requirements

Tyler applications communicate over TCP/IP and a network infrastructure of 10/100 Mbps between workstation and server and gigabit (1000 Mbps) connections between servers is highly recommended.

Tyler also recommends all “external web servers” reside in a Firewall DMZ and are configured with a 128-bit SSL certificate to encrypt all traffic over HTTPS between end user and web server.

A.5.7 Bandwidth Requirements

Bandwidth usage can vary depending on application user type and their daily functions. Based on benchmarks through Tyler’s SaaS data center and Test Lab, Tyler recommends 20-25 kilobits per second (Kbps) per concurrent user session of the Munis ERP system. The Munis framework includes Quality of Service that will attempt to maintain slow and unreliable connections, such as cellular broadband and

other low bandwidth scenarios and gracefully close these connections when they cannot be maintained.

Tyler highly recommends sites with many anticipated remote users request a bandwidth utilization report for at least 1 month of recent usage from their ISP to ensure they have sufficient bandwidth available to meet these requirements, especially those considering Tyler SaaS Hosting.

Client to Server:

- Minimum: Mobile broadband connection
- Recommended: 10/100 Mbps network connection
- 20-25 Kbps per concurrent user session

Server to Server:

- Application Servers: 1GBps network connection
- Server to Disk Subsystem (i.e. SAN):
 - Application Servers: iSCSI
 - Database Servers: Fiber

A.5.8 Active Directory

Microsoft Active Directory is required for authentication with Tyler back office applications. All Tyler servers must be a member of a domain that includes Active Directory user accounts for all back office users. Tyler also highly recommends all workstations used to access back office applications are a member of the same domain to ensure an optimum end-user experience with Single Sign-On capability. Active Directory configuration and administration is the sole responsibility of the client and must be configured prior to installation of Tyler servers.

Users of Munis Self Service only do not require Active Directory accounts or access from workstations that are members of the domain.

Please consult Tyler's Installation Department to discuss using Tyler applications in advanced Active Directory environments.

A.5.9 Network Load Balancing

A hardware-based network load balance appliance is strongly recommended for multiple application servers. Tyler has tested the Barracuda Load Balancer (recommended model 340 or 440) and BigIP's F5 network load balancer.

The appliance would provide network address translation to the servers in the cluster using virtual IP/DNS addresses assigned to each set of application servers. The appliance also provides health monitoring to each server and balance the user requests across the cluster. Server affinity is turned on so that application state is maintained by routing persistent user requests to the same server in the cluster.

A.5.10 Printer Requirements for Tyler Forms

The Tyler Software Product “Tyler Forms Processing” must be used in conjunction with a Hewlett Packard printer supported by Tyler for printing checks. See “Comments” section of Tyler’s Investment Summary for additional details.

A.5.11 Sympro Requirements

SymPro applications can be installed on a network file server or a workstation. The cash management solution is a SaaS offering that requires a standard web browser for access. To use SymPro applications the following minimum system requirements are needed:

A.5.11.1 Network File Server

Microsoft Windows Operating System (2005, 2008)
2GB RAM
2GB available disk space

A.5.11.2 Client/Stand-Alone Workstation

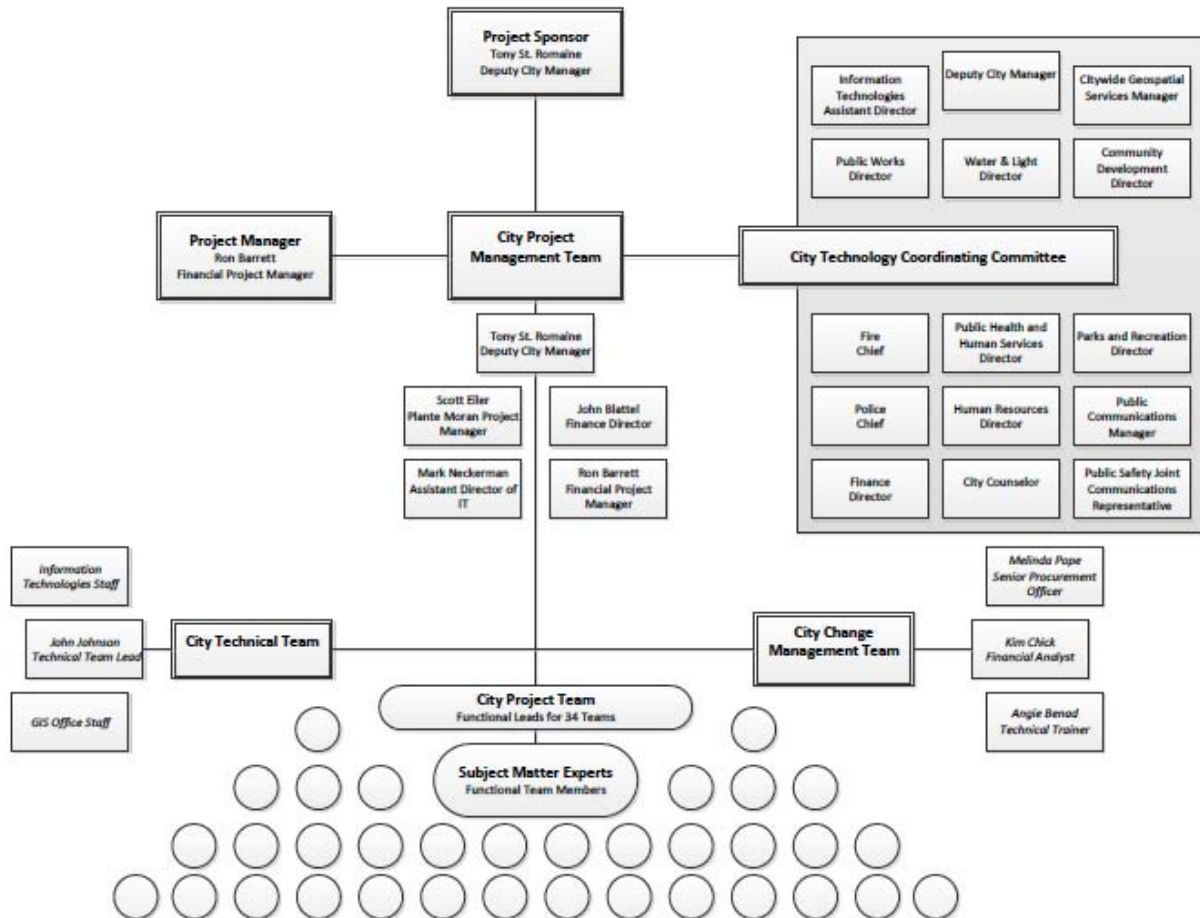
Microsoft Windows Operating System (XP, Vista, 7)
1GB RAM
1GB available disk space
SQL Server (2005,2008)
1GB disk space

Additional items or services required to use certain features:

Cash Management Product and Market Pricing module require:
An Internet connection with DSL speeds or greater
Recommend Internet Explorer 9.0
Microsoft Excel 2008 or later

Section B: Project Governance

B.1 City Project Structure



B.1.1 City Project Roles and Responsibilities

This section presents the anticipated roles and responsibilities for the key staff positions for the project. The joint team of the City and Tyler will ultimately be responsible for designing, developing and delivering the final products of this project.

The City defines its resources as follows:

B.1.1.1 Project Sponsor

The Project Sponsor provides support to the project by allocating resources, providing strategic direction, communicating key issues about the project and the project's overall importance to the organization; and when called upon acting as the final authorities on all project decisions. Project sponsor will be involved in the project as needed to provide necessary support, oversight, and guidance,

but will not participate in day-to-day activities. The project sponsor will empower the Executive Team to make critical business decisions for the City.

Resource	Title	Expected Commitment
Tony St. Romaine	Deputy City Manager	As Needed Executive Support

B.1.1.2 Executive Team

The Executive Team will be made up of members of the Technology Coordinating Committee of the from City of Columbia. The Executive Team will understand and support the cultural change necessary for the project and foster throughout the organization an appreciation of the value of an integrated ERP system. The Executive Team oversees the project team and the project as a whole. Through participation in regular meetings the Executive Team will remain updated on all project progress, project decisions, and achievement of project milestones. The Executive Team will also provide support to the project team by communicating the importance of the project to each member's department along with other department directors in City. The Executive Team is responsible for ensuring that the project has appropriate resources, providing strategic direction to the project team, and is responsible for making timely decisions on critical project or policy issues. The Executive Team also serves as primary level of issue resolution for the project.

The Executive Team will meet on a regularly scheduled basis for approximately one hour every two weeks. The meeting schedule, time and location will be set as a recurring meeting. Additional meetings may be scheduled as necessary. The City Project Manager will be responsible for providing progress updates, and leading discussion. Meeting notes will be taken and then approved at the following regularly scheduled meeting.

The City Executive Team Members are part of the escalation process for all issues not resolved at the City Project Manager level. The Executive Team has active project participation on a limited basis, primarily participating in Executive Team Meetings and the project review that occurs as part of the meetings.

Executive Team Members will be responsible for:

- Attending all scheduled Executive Team meetings
- Providing support for the project
- Assisting with communicating key project messages throughout the organization
- Making the project a priority within the organization
- Providing management support for the project to ensure it is staffed appropriately and that staff have necessary resources
- Monitoring project progress including progress towards agreed upon goals and objectives
- Making all decisions related to impacts on the following
 - Cost
 - Scope
 - Schedule
 - Project Goals
 - City Policies

Resource	Title	Expected Commitment
Tony St. Romaine	Deputy City Manager	As needed
John Blattel	Finance Director	As needed
Scott Eiler	Plante Moran Engagement Director	As needed
Chris Blough	Plante Moran Project Manager	As needed
Mark Neckerman	Assistant Director of IT	As needed
Stephanie Browning	Health & Human Services Director	As needed
Margrace Buckler	Human Resources Director	As needed
Ken Burton	Police Chief	As needed
John Glascock	Public Works Director	As needed
Mike Griggs	Parks and Recreation Director	As needed
Tad Johnsen	Water & Light Director	As needed
Tim Teddy	Community Development Director	As needed
Chuck Witt	Fire Chief	As needed
Matt Gerike	GIS Manager	As needed

B.1.1.3 Project Manager

The City's Project Manager will coordinate project team members, subject matter experts, and the overall implementation schedule. The City's Project Manager will be responsible for reporting to the Executive Team and providing the majority of the City's change management communications and coaching.

The project manager will be responsible for:

- Working with the Tyler Dedicated Project Manager to manage and make updates to the overall MS Project Plan
- Working with the part time Tyler Project Managers on focused functional areas as needed once the Dedicated Project Manager term expires
- Reviewing and approving all project deliverables
- Managing project risks and issues
- Managing and updating City tasks on the project plan
- Acting as liaison between project team and Executive Team
- Making regular updates/refinements to the SharePoint project site repository
- Scheduling City resources for implementation tasks and training days. This includes but is not limited to personnel, equipment and training rooms (may be done with the assistance of administrative staff)
- Maintaining team contact numbers, email lists, and regular communications
- Acting as point of contact for Tyler for staffing and delivery matters
- Escalating issues per the approved Issue Resolution Plan

Resource	Title	Expected Commitment
Ron Barrett	City Project Manager	1.0 FTE

B.1.1.4 Project Team

Project team members will be the functional leads for each area in the system. The project team members have detailed subject matter expertise and are empowered to make appropriate business process and configuration decisions in their respective areas.

The Project Team is tasked with carrying out all project tasks described in the Statement of Work and further elaborated on in the roles and responsibilities sections of this document including planning, business process analysis, configuration, documentation, testing, training, and all other required City tasks. The Project Team will be responsible for and empowered to implement the new system in the best interests of the City consistent with the project goals, project vision, and direction from the Project Manager and Executive Team.

The City Project Team will be responsible for:

- Making business process change decisions under time sensitive conditions.
- Identifying business process changes that may require escalation.
- Attending and contributing business process expertise for As-Is, To-Be and Static Environment Testing sessions.
- Identifying and including necessary subject matter experts to participate in As-Is, To-Be and the Static Environment Testing sessions.
- Providing business process change support during Core User and End User training.
- Completing security templates for all Core and End users.
- Completing Performance Tracking review with City Project Manager on End User competency on trained topics.
- Providing Core and End users with dedicated time to complete required homework tasks.
- Acting as supervisor/cheerleader for the new process.
- Identifying and communicating to City Project Manager any additional training needs or scheduling conflicts.
- Actively participating in all aspects of the implementation, including, but not limited to, the following key activities:
 - Completing homework assignments
 - Kick-Off Planning and Coordination
 - Project Management Plan Development
 - Schedule Development
 - Maintaining and Monitoring Risk Register
 - Escalating Issues as needed
 - Communicating with Tyler Project Team
 - City Resource Coordination
 - As-Is/To-Be sessions
 - New Process Decision-making
 - Static Environment Testing (SET)
 - Change Management Activities
 - Analysis, Table Building, Security and Workflow Maintenance
 - Process Training
 - Conversion Analysis and Verification
 - End User Training
 - Parallel Testing and/or Trial Run Testing

- Forms Design, Testing, and Approval
- User Acceptance and Stress Testing

Resource	Function	Expected Commitment
Aaron Ray	Inventory	As needed
Bette Wordelman	Cash Management, Cash Receipting	As needed
Carol Rhodes	CRM (Tyler Incident Management)	As needed
Dave Nichols	Facilities Management	As needed
Diane Walls	Bank Reconciliation, Accounts Receivable	As needed
Eric Evans	Fleet & Equipment	As needed
Janice Finley	Business License	As needed
Jackie Lowrey	Human Resources	As needed
Janet Frazier	Debt Management, Fixed Assets, General Ledger, Payroll	As needed
Jim Windsor	Asset Management, Work Orders	As needed
John Johnson	Technical Team	As needed
Julie Hickey	Accounts Payable, Project & Grant Accounting	As needed
Kim Chick	Readiness Team	As needed
Laura Peveler	Budgeting	As needed
Leigh Britt	Inspections & Code Enforcement	As needed
Lynn Cannon	Document Management, Investment Management	As needed
Matt Gerike	Master Address	As needed
Pat Bollmann	Utility Billing	As needed
Pat Zenner	Electronic Plan Review, Planning & Engineering	As needed
Shane Creech	Electronic Plan Review, Planning & Engineering	As needed
Phillip Teeple	Permits	As needed
Randy Cole	Housing Management	As needed
Ron Barrett	Time and Attendance	As needed
Rose Wibbenmeyer	Contract Management	As needed
Will Hobart	Purchasing	As needed

B.1.1.5 Subject Matter Experts

Subject matter experts (SME's) will play an important role in the project to provide necessary expertise not found on the project team and to support project team activities. However, subject matter experts will likely have a primary responsibility to their "home" department and may not be available for significant periods of time on the project.

SMEs will be the City's primary interface to its End Users. The City's End Users will ultimately be the users of the system in all areas through the City. End User's proactive adoption of the system is vital to the City realizing success in this project. End Users will be consulted throughout the process to provide feedback on business processes decisions, configuration decisions, training, documentation, and testing.

The City Subject Matter Experts will be responsible for:

- Participating in project activities as required by the project team and project manager
- Providing subject matter expertise on both City business processes and requirements
- Act as SME and attend As-Is, To-Be and the Static Environment Testing sessions if needed
- Attend all scheduled training sessions
- Practicing all processes following training and as needed throughout project
- Assisting in Conversion Validation as needed
- Becoming application experts
- Participating in Trial Runs and/or Parallel Processing testing
- Participating in SET processes and provide feedback to the project team on the SET results
- Adopting and supporting changed procedures
- Practicing and completing all homework on an acceptable time line
- Demonstrating competency with Munis processing prior to GO LIVE

Resource	Function	Expected Commitment
Aaron Ray	Purchasing	As needed
Allison Anderson	Electronic Plan Review	As needed
Amanda Hawkins	Payroll	As needed
Amanda Johnson	Bank reconciliation, Debt Mgmt, Fixed Assets, General Ledger, Inventory, Misc. Billing & AR, Payroll, Utility Billing	As needed
Andrea Greer	Bank Reconciliation, Cash Mgmt, Cash Receipting,	As needed
Angie Benad	CRM	As needed
Becky Stidham	Accounts Payable, Budgeting, Purchasing Work Orders	As needed
Bette Wordelman	Investment Mgmt	As needed
Brad Fraizer	Electronic Plan Review, Inspections & Code Enforcement, Planning & Engineering	As needed
Brenda Broxton	Time & Attendance	As needed
Brian Davison	Electronic Plan Review, Inspections & Code Enforcement, Planning & Engineering	As needed
Bruce Martin	Inspections & Code Enforcement	As needed
Calvin Patterson	Master Address	As needed
Carol Schafer	Contract Management	As needed
Carol Wilson	Human Resources	As needed
Cassidy Mathews	Electronic Plan Review	As needed
Cavanaugh Noce	Contract Management	As needed
Cheryl Johnson	Permits	As needed
Cynthia Mitchell	Utility Billing	As needed
Dalynne Holly	Accounts Payable	As needed
Dan Schneiderjohn	Inspections & Code Enforcement, Master Address	As needed
Dana Dixon	Time & Attendance	As needed
Darrell Anderson	Fleet & Equipment	As needed
Daryl Brown	Permits	As needed

Dave Nichols	Asset Mgmt, Planning & Engineering	As needed
Dave Storvick	Electronic Plan Review, Planning & Engineering	As needed
Dawn Ettleman	Time & Attendance	As needed
Debbie Spry	Bank Reconciliation, Misc Billing & AR	As needed
Debbie Tophinke	Bank Reconciliation	As needed
DeeAnn Bradshaw	Project & Grant Accting	As needed
Denise Clark	Business License, Master Address, Permits, Planning & Engineering	As needed
Denise Nichols	CRM	As needed
Diane Walls	Accounts Payable, Debt Mgmt, Fleet & Equipment, General Ledger, Inventory, AR, Payroll, Project & Grant Accting	As needed
Dianne Bernhard	Time & Attendance	As needed
Donnie Nicholson	Electronic Plan Review	As needed
Doug Kenney	Master Address	As needed
Eric Evans	Fixed Assets, Inventory, Purchasing	As needed
Erica Peters	Budgeting	As needed
Gabe Huffington	Asset Mgmt, Facilities Mgmt,	As needed
Greg Slinkard	Contract Mgmt, Project & Grant Accting	As needed
Heather Guess	Accounts Payable, Budgeting, Contract Mgmt, Document Mgmt, Facilities Mgmt, Project & Grant Accting, Utility Billing, Work Orders	As needed
Jackie Lowrey	Payroll	As needed
Jackie Wagner	Document Management	As needed
Janet Frazier	Accounts Payable, Asset Mgmt, Budgeting, Cash Mgmt, Cash Receipting, Contract Mgmt, Document Mgmt, Investment Mgmt, Master Address, Project & Grant Accting, Purchasing Time & Attendance, Work Orders	As needed
Janice Finley	Human Resources, Inspections & Code Enforcement	As needed
Jeff Hamilton	CRM	As needed
Jenna Gunnell	General Ledger, Investment Mgmt	As needed
Jennifer Yelton	Debt Mgmt, Facilities Mgmt, Fixed Assets, General Ledger, Inventory, Master Address, Project & Grant Accting, Work Orders	As needed
Jim Windsor	Budgeting, CRM Facilities Mgmt,	As needed

	Utility Billing	
Joan Smith	Cash Receipting, Time & Attendance	As needed
John Blattel	Budgeting, Debt Mgmt, Investment Mgmt, Project & Grant Accting,	As needed
John Glascock	CRM	As needed
John Simon	Electronic Plan Review	As needed
Julie Giboney	Business License	As needed
Julie Hickey	Business License, Contract Mgmt, General Ledger, Permits	As needed
Julie Lundsted	Electronic Plan Review, Human Resources, Inspections & Code Enforcement, Permits, Planning & Engineering	As needed
Kala Gunier	Inspections & Code Enforcement	As needed
Kate Bryant	CRM	As needed
Kathy Baker	Human Resources, Time & Attendance,	As needed
Ken Booth	Cash Receipting	As needed
Kent Branson	Facilities Mgmt	As needed
Kim Chick	Budgeting, Human Resources,	As needed
Kim McCulloch	Contract Mgmt, Project & Grant Accting, Purchasing	As needed
Kristine Vellema	Electronic Plan Review	As needed
Laura Peveler	Accounts Payable, Fleet & Equipment, General Ledger, Human Resources, Project & Grant Accting, Purchasing	As needed
Lee White	Electronic Plan Review	As needed
Leigh Britt	Human Resources	As needed
Lisa Roland	Accounts Payable, Budgeting Cash Receipting, Payroll, Project & Grant Accting, Purchasing, Time & Attendance	As needed
Lisa Salter	Utility Billing	As needed
Lynn Cannon	Bank Reconciliation, Business License, Cash Mgmt, Cash Receipting, CRM Document Mgmt, General Ledger, Master Address, Utility Billing	As needed
Marcia Martin	Master Address, Misc Billing,& AR	As needed
Marsha Perkins	Inspections & Code Enforcement	As needed
Matt Gerike	Asset Mgmt, CRM, Work Orders	As needed
Melinda Pope	Contract Mgmt, Purchasing	As needed
Michala Wekenborg	Business License	As needed
Michanne Mattson	Master Address	As needed
Michele Holmes	Business License	As needed
Mike Griggs	Asset Mgmt,	As needed
Mike Lang	Document Mgmt, General	As needed

	Ledger, Human Resources, Master Address, Misc Billing & AR, Payroll, Time & Attendance	
Mindy Barnes	Accounts Payable	As needed
Mitzi Faisca	Payroll	As needed
Morgan Long	Utility Billing	As needed
Nadine Davis	Permits	As needed
Nathan Mattox	Master Address	As needed
Pat Bollmann	Master Address	As needed
Penny Reniker	Contract Mgmt	As needed
Randy Cole	Project & Grant Accting	As needed
Randy White	Asset Mgmt, Facilities Mgmt, Fleet & Equipment, Master Address,	As needed
Renee Graham	CRM	As needed
Richard Stone	Inventory	As needed
Rick Kaufmann	Planning & Engineering	As needed
Rose Wibbenmeyer	CRM Document Management, Inspections & Code Enforcement	As needed
Ruby Ray	Utility Billing	As needed
Sam Thomas	Inventory, Work Orders	As needed
Sarah Perry	Human Resources	As needed
Sarah Talbert	Budgeting	As needed
Scott Bitterman	Asset Mgmt, Planning & Engineering	As needed
Shane Creech	Inspections & Code Enforcement, Master Address	As needed
Shara Meyer	Cash Receipting	As needed
Sheela Amin	Contract Mgmt, Document Mgmt	As needed
Shelley Hey	Accounts Payable, Fleet & Equipment, Inventory, Project & Grant Accting, Utility Billing, Work Orders	As needed
Sophie Dubbels	Document Mgmt	As needed
Stephanie Brown	Contract Mgmt	As needed
Steve Jerrett	Business License	As needed
Steve MacIntyre	Electronic Plan Review	As needed
Sylvia Martin	Utility Billing	As needed
Tammy Dowling	Utility Billing	As needed
Todd Guess	Document Mgmt	As needed
Toni Messina	Document Mgmt	As needed
Tony Cunningham	Asset Mgmt, Time & Attendance,	As needed
Tony St. Romaine	Contract Mgmt	As needed
Will Hobart	Accounts Payable, Contract Mgmt, Fixed Assets, Inventory	As needed

B.1.1.6 Technical Team

The City's technical team will be primarily responsible for overall system administration, security, and workflow. The Technical Team will also handle all City data conversion tasks, interfaces, and reporting

for the City. It is expected that the Technical team will be responsible for overall system administration post go-live. Because the Technical Team is tasked with maintaining the City's customized current system, technical team members also possess functional knowledge and are expected to be key resources not only for technical tasks, but also functional tasks.

The City's technical team will be responsible for all technical aspects of the project. Technical resources will also be responsible for coordinating with Tyler's installation team to support the implementation.

The City Technical Team will be responsible for:

- Coordinating and communicating with OSDBA (for all Tyler Products)
- Coordinating and communicating with Tyler Disaster Recovery (for all Tyler Products)
- Loading updates and releases according to the Update and Release Plan or coordinating with OSDBA
- Copying source databases to training/testing databases as needed for training days
- Extracting and transmitting conversion data and control reports following conversion schedule
- Adding new users and printers
- Performing basic server system maintenance
- Ensuring all users understand log-on process and have necessary permissions for all training sessions
- Coordinating IT functions such as system backups, loading releases and software updates, hardware installation and operating system setup
- Providing remote access for Tyler support personnel upon need / request

Resource	Title	Expected Commitment
John Johnson	Technical Lead	As needed
Adam Woods	Team member	As needed
Calvin Patterson	Team member	As needed
Claude Jacobs	Team member	As needed
Jeff Hamilton	Team member	As needed
John Hiley	Team member	As needed
Julie Lundsted	Team member	As needed
Ken Booth	Team member	As needed
Mark Neckerman	Team member	As needed
Matt Gerike	Team member	As needed
Mike Lang	Team member	As needed
Nathan Mattox	Team member	As needed
Sam Shelby	Team member	As needed
Steve Jerrett	Team member	As needed
Tammy Dowling	Team member	As needed

B.1.1.7 City Change Management Team

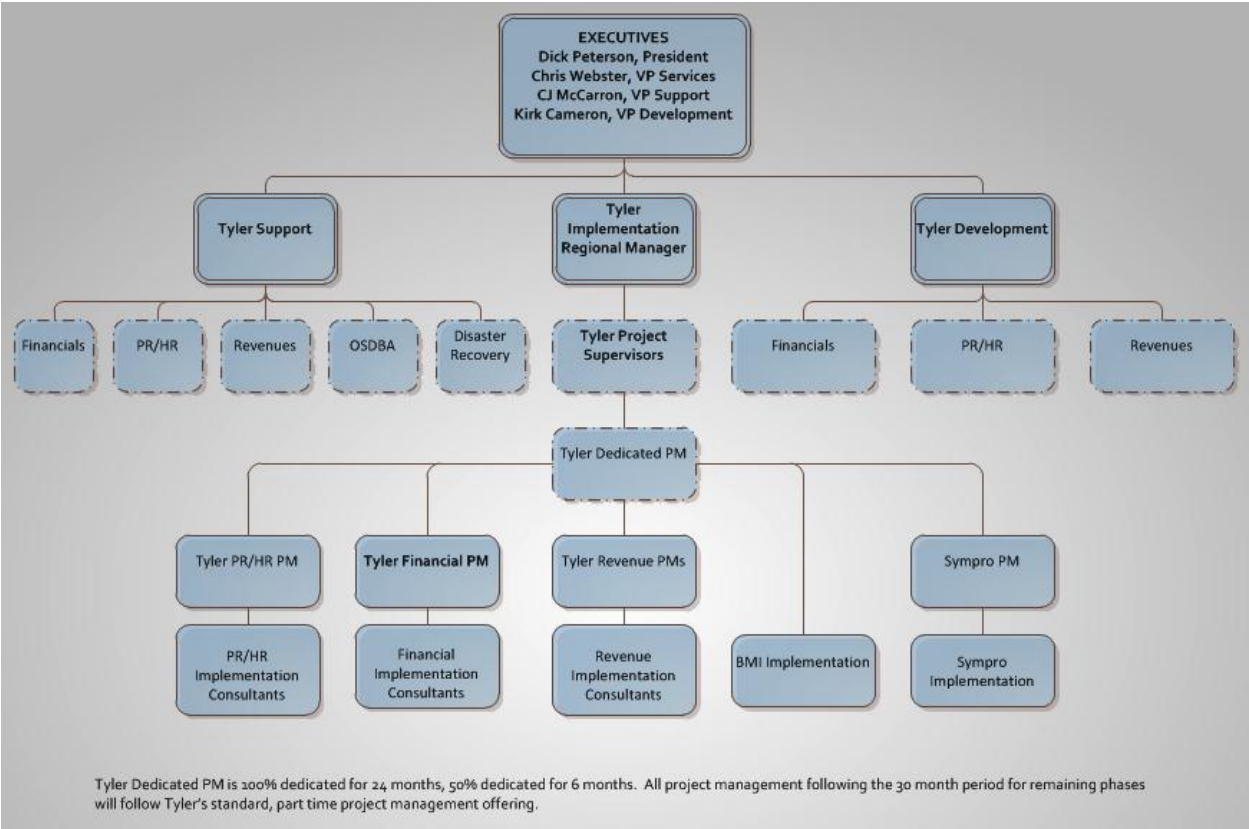
The City's change management team is responsible for maintaining regular and effective project communications between project stakeholders and supporting overall change efforts in the City. While it is expected that all City project team members and Executive Team members will have a change management role, the following individuals will be tasked with coordinating that effort. Responsibilities will include:

- Leading change management portion of process
- Executing the change management plan
- Directing City-wide communications
- Assisting with obtaining adoption of new business processes
- Coordinating department readiness for new system
- Managing development of training and providing training oversight
- Ensuring that City end users are receiving appropriate training
- Providing a place for City employees to voice concerns over the project
- Resolving change management issues
- Assisting with post implementation support planning

Resource	Title	Expected Commitment
Kim Chick	Financial Analyst	As needed
Angie Benad	Technical Trainer	As needed
Melinda Pope	Senior Procurement Officer	As needed

B.2 Tyler Project Structure

Below is a description of the roles and responsibilities of each member of the Tyler project structure with a level of commitment for both overall work and on-site presence for the City’s project. Additionally, key personnel resources are identified. Key personnel are subject to key personnel requirements included in the master agreement.



B.2.1 Tyler Roles and Responsibilities

Tyler plans to leverage the strengths, skills and knowledge of our blended team members. In the table that follows, a description of the various roles and responsibilities associated with the overall project team is provided.

B.2.2 Tyler Executive Oversight

The Tyler Vice President of Implementation has indirect involvement with the project and is part of the Tyler escalation process. This team member offers additional support to the project team and is able to work with other Tyler department managers in order to escalate and facilitate implementation project tasks and decisions. Tyler Project Managers or Regional Manager will apprise the Vice President of Implementation of known issues that may require assistance or impede project performance. The communication path for issue escalation at this level is typically with the Project Sponsor and/or Executive Team.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Chris Webster	Vice President - Implementation	As needed	As needed	No

B.2.3 Tyler Regional Manager

This team member has indirect involvement with the project and is part of the Tyler escalation process. Tyler Project Managers may consult the Regional Manager with issues and decisions regarding the project. The Tyler Regional Manager is responsible for:

- Assisting Tyler Project Managers with resolution of issues outside of the scope of the project impacting budget, scope or schedule
- Providing proactive personal communication with City Executive Sponsor and/or City Project Manager as needed for critical project risks and success factors

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
Cheryl Polymeros	Regional Manager	As needed	As needed	No

B.2.4 Tyler Project Supervisors

These team members have indirect involvement with the project and are part of the Tyler escalation process. Tyler Project Managers may consult the Project Supervisors with issues and decisions regarding the project. The Project Supervisors are responsible for:

- Tyler project team staffing decisions
- Assisting Tyler Project Managers with resolution of issues outside of the scope of the project impacting budget, scope or schedule
- Monitoring progress of the implementation and ensuring the project is on target to meet the desired objectives
- Performing quality standards reviews to ensure implementation deliverables are meeting requirements
- Providing proactive personal communication with City Executive Sponsor and/or City Project Manager as needed for critical project risks and success factors

Resource	Title	Expected Commitment	On-Site	Key Personnel
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Commitment				
Jane Grant	Project Supervisor	As needed	As needed	No
Michael Gross	Project Supervisor	As needed	As needed	No

B.2.5 Tyler Full Time Dedicated Project Manager (May 1, 2014 through December 31, 2015)

The Tyler Dedicated Project Manager is empowered to make all Tyler decisions regarding the project in order to keep the project on task. The Project Manager initiates Change Orders on all approved decisions impacting the scope of the contract, as agreed upon by the City and Tyler Project Teams. They escalate outstanding tasks and issues within Tyler and to the City Project Manager, as applicable. They work with the Tyler and City Project Team Members to ensure tasks are completed and decisions are made in a timely fashion, coordinate Tyler activities across modules and phases, facilitate bi-weekly project status meetings based on agendas to be provided not less than two (2) business days prior to the date of the scheduled meeting, prepare bi-weekly project status reports, and develop the Project Management Plans, with the assistance of the City Project Manager, in order to effectively manage the scope of the project and all changes that occur throughout the life of the project or project phase.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
TBD	Project Manager	100%	60%	Yes

B.2.6 Tyler Part Time Dedicated Project Manager (January 1, 2016 through September 30, 2016)

The Tyler Part Time Dedicated Project Manager is empowered to make all Tyler decisions regarding the project in order to keep the project on task. The Project Manager initiates Change Orders on all approved decisions impacting the scope of the contract, as agreed upon by the City and Tyler Project Teams. They escalate outstanding tasks and issues within Tyler and to the City Project Manager, as applicable. They work with the Tyler and City Project Team Members to ensure tasks are completed and decisions are made in a timely fashion, coordinate Tyler activities across modules and phases, and develop the Project Management Plans, with the assistance of the City Project Manager, in order to effectively manage the scope of the project and all changes that occur throughout the life of the project or project phase. This position is initiated upon the completion of the Tyler Full Time Dedicated Project Manager deliverable.

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
See above	Project Manager	50%	60%	Yes

B.3 Scope Change Process

If the City requires the performance of services that are not then being performed, or requires a change to the existing services, the City's Project Manager shall deliver to the Tyler's Project Managers a scope change request specifying the proposed work with sufficient detail to enable Tyler to evaluate it. Tyler, within ten (10) business days, or longer as may be mutually agreed between the parties, following the

date of receipt of such change request, shall provide City with a written scope change proposal containing the following:

- Detailed description of resources (both Tyler and City) required to perform the change
- Specifications
- Implementation Plans
- Schedule for completion
- Acceptance criteria
- Impact on current milestones and payment schedule
- Impact on project goals and objectives
- Price

All scope change requests and scope change proposals will be approved first by the City Project Manager and Tyler Project Managers. Scope change requests will also be identified on the issues log and elevated to the City Executive Team for review at the next Executive Team meeting.

Within the reasonable timeframe specified in Tyler's scope change proposal, which timeframe shall not be less than ten (10) business days from the City Project Manager's receipt of such scope change proposal (the "Response Period"), the City shall notify Tyler in writing if the City elects to proceed with the change proposal. If, within the Response Period, the City gives notice to Tyler not to proceed, or fails to give any notice to Tyler, then the scope change proposal shall be deemed withdrawn and Tyler shall take no further action with respect to it. Tyler shall promptly commence performing the Services described in the scope change proposal upon Tyler's receipt of an approved scope change proposal during the Response Period, subject to the availability of Tyler personnel unless otherwise mutually agreed. Tyler acknowledges that any scope change proposal that affects the total cost of the project is subject to the City's policies and that the Response Period must provide adequate time for City's consideration. City acknowledges that such scope change proposals may affect the implementation schedule and Go-Live Dates, which will be changed by mutual agreement. All scope change proposals shall be governed by the terms and conditions of the Master Agreement, including the daily rates for services, unless mutually agreed in writing otherwise.

Section C: Tyler Section

C.1 Project Personnel

C.1.1 Tyler Functional Project Managers

Tyler Functional Project Managers work with the Tyler and City Project Team Members to schedule Tyler resources to deliver specific module analysis, training, testing and go live activities. All activities are coordinated with the Dedicated Project Manager including:

- Escalate outstanding tasks and issues for assigned modules within Tyler and to City Project Manager, as applicable.
- Work with the Tyler and City Project Team Members to ensure tasks are completed and decisions are made in a timely fashion for assigned modules
- Develop implementation schedule for assigned modules
- Manage resources for implementation deliverables for assigned modules

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
TBD	Financials Project Manager(s)	Part Time	As needed	No
TBD	PR/HR Project Manager	Part Time	As needed	No
TBD	Revenue Project Manager(s)	Part Time	As needed	No

C.1.2 Tyler Implementation Consultants

The Tyler Implementation Consultants will be responsible for:

- Reviewing module-specific configuration plans and desired processing options
- Assisting in configuration of module design plans and options
- Providing conversion analysis and crosswalk assistance
- Participating in to-be Static Environment Testing
- Conducting training (process, conversion validation, parallel processing)
- Testing functionality with City (base, customizations, interfaces)
- Performing problem solving and troubleshooting
- Following up on issues
- Completing daily site reports detailing activities for each implementation day
- Keeping functional project manager apprised of any and all issues that may result in the need for additional training needs, slip in schedule, change in process decisions, or that could adversely impact the success of the project

Resource	Title	Expected Commitment	On-Site Commitment	Key Personnel
TBD	Implementation Consultant - Financials	Varies - per contracted days	TBD	No
TBD	Implementation Consultant - Financials	Varies - per contracted days	TBD	No
TBD	Implementation Consultant -	Varies - per	TBD	No

	Payroll/HR	contracted days		
TBD	Implementation Consultant - Payroll/HR	Varies - per contracted days	TBD	No
TBD	Implementation Consultant - Revenue	Varies - per contracted days	TBD	No
TBD	Implementation Consultant - Revenue	Varies - per contracted days	TBD	No
TBD	Implementation Consultant - Revenue	Varies - per contracted days	TBD	No

C.2 Project Plan & Reporting

C.2.1 Tyler Project SharePoint

Tyler understands that current, accurate and easily accessible information is a key component in an ERP Implementation Project. As part of Implementation, Tyler will provide and host a SharePoint Web site. The purpose of this site is to furnish the City and Tyler staff with a central location to plan, store and access pertinent documentation and information relating to the City's implementation project. The ERP Implementation SharePoint site will ensure that all project stakeholders have an easy-to-use tool that will provide an integrated location to inquire, review and update any and all project information.

It is Tyler's goal to have the site available for introduction to the City during the Phase 1 Project Manager's remote Kick-Off meeting. At this meeting, the PM will provide an overview of the site and distribute documentation that further explains the site and its available tools. It will be a central location to maintain control of the project and provide team members with a formal method of managing tasks, owners and due dates throughout the project. Subsequent to the introduction to the site, the City will submit users' names and passwords to the Tyler SharePoint site administrator so that key project members can access critical project information.

The project information on the site will be jointly maintained by the Tyler and City Project Teams for the duration of the implementation. Tyler will upload project plans, site reports, status reports, contract documents, and other relevant materials. Both Tyler and the City will update the percentage of completion on tasks assigned to them, respectively and will enter and maintain the issues list. Each City SharePoint site will utilize standards and defaults set by Microsoft SharePoint software. The site will be easy to navigate and provide text "breadcrumbs" for backtracking and/or return to the home page. Tools of the site will include, but are not limited to: Documents & Links; Announcements; Calendar; Project Task List; Issues & Action Items; Project Plan; Modifications & Enhancements; Versioning; Alerts.

C.2.2 Tyler Project Plan

Tyler will create and maintain a baseline Project Work Plan throughout the project life cycle that represents the project's scope of work and responsibilities as defined in this SOW and those dependent work efforts that affect the project's schedule or budget. The initial project plan is established with the City's approval of this SOW as the approved budget, schedule, and scope of the project. The Tyler Project Manager will present the working project plan to the Project Team at the kickoff or a subsequent project meeting. The project team will ask for modifications or will accept the Tyler project plan. Once the project plan is approved by the project team, the project baseline will be set by the Tyler Project

Manager. Tyler will prepare and maintain a Microsoft Project Gantt Chart to provide a visual method for viewing the status of all Project Tasks, Milestones and Phases throughout all phases of the project.

The baseline Project Work Plan will contain:

- Project's activities with tasks
- Specific resources assigned to project tasks
- Detailed Project schedule / Work Break Down Structure (WBS) featuring phases, deliverables, and work packages

All project tasks will be assigned owners and due dates which correspond with the overall project schedule and be reconciled to the homework (Post-consulting day project tasks & follow-up) described in each training session agenda. Due dates in the project plan will represent a necessary completion date for each activity and project tasks that are not completed by the due date may adversely affect the project schedule and live dates.

Decisions must be made in a timely fashion in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the project schedule as each analysis and implementation session builds on the decisions made in prior sessions.

C.2.3 Tyler Project Status Reports

Tyler will develop a Communications Management Plan, at the onset of the project that will define the frequency and recipients for project status reports. Project status reports are intended for the Project Manager and the City Executive Team and provide the following key elements:

- Project Status
- Summary of accomplishments
- Status of key milestones deliverables
- Project timeline
- Issues/Risks
- Planned risk mitigation strategy
- Progress towards City project goals / criteria of project success
- Summary of change requests

Tyler Project Managers will also review project progress and status with the project leads and team members for both Tyler and the City on a bi-weekly basis, or more often if deemed necessary by either the Tyler Project Manager or the City Project Manager. The project team will meet to communicate activities occurring across sub-teams and to communicate any issues that are impeding progress.

C.3 Issue Tracking & Reporting

C.3.1 Tyler Issue Tracking

Upon identification of project issues, risks, and key project decisions both Tyler and City team members are responsible for adding the issue to the SharePoint Issue Log. For each identified issue, the following information will be captured:

- Issue Number
- Reported by/date

- Status (i.e. new, open, closed, pending)
- Module/Business Process
- Priority
- Issue
- Comments
- Findings
- Recommendations
- Resolution Assignment
- Date Tested
- Date Closed

The City and Tyler project managers will review the Issues Log on a bi-weekly basis during project team meetings, more frequently if needed. The City and Tyler project Managers will collaboratively assign a priority to each issue and identify the individual(s) responsible for facilitating its resolution. During the critical phases of the project, the City and Tyler project managers will review the issues log on a daily basis.

Issues identified through the Issues Log will be resolved by the implementation team or the Tyler implementation team will coordinate as necessary with Tyler's internal resources. The City will not be responsible for making direct contact with Tyler support for issues identified on the issues log unless a critical issue is encountered while Tyler implementation staff is not onsite and the issue prevents City staff from making appropriate progress.

C.3.2 Tyler Issue Resolution

The following issue resolution processes will be used during the Project for all issues identified on the issues log.

Within two (2) business days following the scheduled status meeting, the City Project Manager and Tyler Project Managers will prioritize all new issues, provide an estimated due date for decision, assign the issue to an appropriate team member(s) and enter the detail in the Issues & Actions list on SharePoint.

Step 1: Once the issue has been assigned, the appropriate team member(s) are responsible for completing the assigned follow-up tasks and resolving the issue by the assigned due date. Assigned resources could include both the Tyler or City project team members. The goal timeframes for resolving an issue are outlined in the Goal Issue Resolution Response Matrix below. In the event that the issue is not resolved by the project team during the time allotted, the issue will be escalated to step 2.

Step 2: If issues are not resolved by the project team and/or the City Project Manager and the Tyler Project Managers, the issue will be referred to the City Executive Team and/or Tyler Regional Manager for decision at the next scheduled meeting. For critical decisions, the Tyler project managers and City project manager can agree to schedule a special Executive Team meeting to discuss the issue. In the event the issue is not resolved by Tyler and the City Executive Team, the issue will be referred to Step 3.

Step 3: If issues are not resolved by the City Executive Team and/or Tyler Regional Manager, the issue will be referred to the City Project Sponsor and/or the Tyler Executive Oversight for the Project. The City Project Manager and Tyler Project Managers will request a meeting of the City Project Sponsor and/or

Tyler Executive Oversight to be held within ten (10) business days. Meetings may need to occur sooner for critical issues. Prior to each meeting, both Tyler and the City will prepare a written analysis of the issue with recommendations for discussion. The City Project Sponsor and Tyler Executive Oversight will agree on a final resolution to the issue. It is expected that any decision impacting one of the following may also require a scope change approval as described in a later section of this statement of work. It is also expected that one or more of the following will apply:

- Have a significant impact on the Project or the organization
- Have a significant impact on Project scope
- May result in additional cost to Tyler or the City
- May cause the Project or the delivery of a Deliverable to become delayed

At any time during the project, if the City is not satisfied with the level of response from any of the Tyler project managers or Tyler Regional Manager, or if the Tyler project manager or Tyler Regional Manager do not have the ability to make key decisions or resolve potential issues, the City will reserve the right to escalate the issue to the Tyler Executive Oversight Team. Tyler's Executive Oversight Team will have responsibility for overall project delivery.

C.3.3 Goal Issue Resolution Response Matrix

Issue Group – Application		Goal Resolution Response				Notes
	Critical (Priority 1)	High (Priority 2)	Medium (Priority 3)	Low (Priority 4)		
Base software product is not functioning as designed.	<=1 day	<=10 days	<=30 days	<=60 days		See Tyler Support Policy for definition.
Software customization is not functioning as specified.	<=1 day	<=10 days	<=30 days	<=60 days		See Tyler Support Policy for definition.
Interface customization is not functioning as specified.	<=1 day	<=10 days	<=30 days	<=60 days		See Tyler Support Policy for definition.
Forms Issues	<=1 day	<=10 days	<=30 days	<=60 days		See Tyler Support Policy for definition.
System Configuration Issues	<=1 day	<=10 days	<=30 days	<=60 days		See Tyler Support Policy for definition.
System Performance Issues	<=1 day	<=10 days	<=30 days	<=60 days		See Tyler Support Policy for definition.
Issue Group – Project		Goal Resolution Response				Notes
Scope Change Request Response	<=1 day	<=10 days	<=30 days	<=60 days		See below for priority definitions.
Project Implementation Issues Response	<=1 day	<=7 days	<=30 days	<=45 days		See below for priority definitions.
Decision Making Delays Response	<=1 day	<=7 days	<=30 days	<=45 days		See below for priority definitions.
Personnel Issues	<=1 day	<=15 days	<=30 days	<=45 days		See below for priority definitions.
Conversion Issues	<=1 day	<=7 days	<=30 days	<=45 days		See below for priority definitions.
Critical (Priority 1):	Issue is critical to the City and has significant impact on live processing or time sensitive training.					
High (Priority 2):	Issue is severe, but there is a work around or intermediary action the City can take.					
Medium (Priority 3):	Issue is a non-severe but requires follow up from Tyler.					

Low (Priority 4):	Issue is non-critical for the City and they would like to work with applicable Tyler resource as time permits.
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C.4 Munis Installation

C.4.1 Key Dates for Hardware Availability

To prevent delays in the implementation schedule, it is the responsibility of the City to have procured and installed all applicable hardware within 60 days after the effective date of the agreement. Failure to have necessary hardware within 60 days may result in delay in installing the Tyler software on the City's hardware and may require changes to the implementation schedule.

C.4.2 Pre-Installation Conference Call

A conference call will be scheduled to discuss hardware needs and offer recommendations for hardware configurations. The Installation Team will work with you to recommend and review your hardware quotes to ensure they meet our requirements. Once an estimated delivery date is received from your hardware vendor, a date can be scheduled for the On-Site Installation.

C.4.3 Software Delivery

Approximately two weeks prior to your installation, the Installation Coordinator will prepare an Electronic Delivery Package of your software. You will receive an e-mail including a Packing List for your software, a Licensing Worksheet and a link to the Tyler Technologies Electronic Delivery System. You are required to download the software packages available to you, and store them in an accessible location for the Installation Engineer.

C.4.4 Installation Activities

A usual Tyler Installation is on-site work. On average, it takes three days of on-site to complete an Installation (depending on the number of servers and/or Special Products involved). Occasionally, certain extenuating circumstances might require that the install be completed remotely. One of the most critical aspects of the Installation process is the Installation Review. This review is intended for your technical staff. Please note that this review is not end-user training and will only cover IT related functions for the purpose of setup, configuration, and maintenance. This review is important and requires a minimum of four hours from your technical staff. During training, we encourage staff to ask plenty of questions to help familiarize themselves with the new Tyler Infrastructure.

C.4.4.1 Administration Training

The following items are addressed during the Administration Training:

- File Systems and Installation Locations
- Critical Services and Accounts
- Backup Plans, Restore Options and Client Requirements
- Refreshing Databases
- Security Concerns (Domain, Local and SQL Accounts)
- Printer Setup and Print to PDF Output Options

- MUNIS User Preparation
- Location and Functionality of Special Products (Dashboard, Central, MSS, TCM, CAFR, etc.)
- Using Remote Assistance
- Installing Client Software
- Technical Product Functionality

C.4.4.2 Munis Installation Checklist

- **MUNIS APPLICATION**
 - **AD ACCOUNTS CREATED**
 - MUNIS – SUPER USER WITHIN MUNIS USED BY MUNIS SUPPORT
 - TYLERSERVICE – SERVER ADMIN ACCOUNT USED TO RUN SERVICES FOR MUNIS
 - MUNISLDAP – ACCOUNT SPECIFICALLY USED TO MUNIS LDAP UTILITY
 - MUNISUSERS GROUP – GROUP FOR ALL MUNIS AD USERS
 - **MUNIS USERNAMES AND ACTIVE DIRECTORY COMPATIBILITY (LOCAL VS. DOMAIN, PASSWORDS, ETC...)**
 - CREATE AD USER AND ADD THEM TO MUNISUSERS GROUP
 - CREATE EXACT SAME ACCOUNT IN MUNIS WITH THE EXACT SAME USERNAME.
 - **LDAP UTILITY**
 - **MUNIS INSTALLATION DIRECTORIES**
 - MU_ROOT
 - GENMUNIS VS. GENTEST
 - MUSYS
 - INETPUB
 - **MANAGING BACKUPS (CODE AND DB EXPORTS)**
 - DBEXPORT (THIS IS LOCATED ON THE SQL SERVER)
 - MUSYS
 - FORMUNIS
 - CMD
 - GENMUNIS
 - **MUNIS TRAIN AND TEST REFRESH SCRIPTS**
 - REFRESHTRAIN
 - REFRESH TEST
 - **MUNIS INTERNET UPDATE UTILITY**
 - **PRINTING IN MUNIS**
 - LOCAL
 - MUNIS PRINTER
 - .PDF
 - **WINDOWS SERVICES**
 - **VANDYKE VSHELL MANAGEMENT**
 - VSHELL IS A SSH2 SERVICE THAT ALLOWS USERS TO LOG INTO MUNIS VIA THE DESKTOP CLIENT.
 - TYPING 'WHO' IN THE COMMAND LINE WILL SHOW YOU USERS ACCESSING MUNIS VIA THE DESKTOP CLIENT.
 - **MUNIS SCHEDULER INSTALLATION**
 - SCHEDULER RUNS AS A SERVICE ON THE MUNIS APPLICATION SERVER.
 - INSTALLED FOR ALL ENVS, CAN DISABLE TRAIN/TEST IF NEEDED.
 - **IIS GAS ON APPLICATION SERVER**
 - GENERO APPLICATION SERVICES (GAS) ALLOW MUNIS SPECIAL PRODUCTS SUCH AS DASHBOARD AND MUNIS SELF SERVICE TO BE ABLE TO COMMUNICATE WITH MUNIS.

- **GENERO DESKTOP CLIENT INSTALLATION**
- **DASHBOARD**
 - **DASHBOARD BASICS**
 - DASHBOARD IS THE MUNIS WEB FRONT END BUILT OFF OF SHAREPOINT FOUNDATION 2010
 - **DASHBOARD URL'S**
 - HTTP://[SERVERNAME]:5500X
 - **DASHBOARD BACKUPS**
 - **ADDING USERS TO DASHBOARD**
 - USERS WHO ARE MEMBERS OF THE 'MUNISUSERS' AD GROUP HAVE ACCESS TO DASHBOARD.
 - **SITE COLLECTION ADMINISTRATORS**
 - THE MUNIS AND TYLERSERVICE ACCOUNT ARE SITE COLLECTION ADMINISTRATORS IN SHAREPOINT AND CAN CREATE SHARED WEB PARTS IN DASHBOARD.
 - **ACTIVEX INSTALL AND GWC SILVERLIGHT**
- **DASHBOARD CENTRAL PROGRAMS**
 - **CENTRAL BASICS**
 - DASHBOARD CENTRAL PROGRAMS INTERFACE WITH DASHBOARD TO GIVE A TOP DOWN VIEW OF MUNIS.
 - **CENTRAL URL'S**
 - HTTP://[SERVERNAME]/CENTRAL_____
 - **ADMIN ACCOUNT AND GROUP**
 - LOCAL CENTRALADMIN USER
 - LOCAL CENTRALADMINS GROUP
 - **LAUNCHING CENTRAL VIA DASHBOARD**
- **TYLER CONTENT MANAGER**
 - **TCM BASICS**
 - TCM IS A DOCUMENT REPOSITORY DESIGNED FOR MUNIS.
 - **TCM Server Side Administration URLs**
 - http://[servername]:8090/tylercm_____
 - **Managing TCM Backups (DB Exports)**
 - **Synchronizing Users in MUNIS after MUNIS DB Refresh Requirements**
 - System Administration > General Administration > TylerCM for MUNIS Settings...
 - **Java Requirements**
- **MUNIS SELF SERVICE**
 - **MSS BASICS**
 - MUNIS SELF SERVICE ENCOMPASSES EMPLOYEE, CITIZEN, BUSINESS AND VENDOR SELF SERVICES.
 - **MSS URL'S**
 - HTTP://[SERVERNAME]/MSS_____
 - **ADMIN ACCOUNT AND GROUP**
 - LOCAL MSSADMIN USER
 - LOCAL MSSADMINS GROUP
 - **MSS HOSTING VS. MSS CLIENT**
 - **MSS BACKUPS**
 - MSSCUSTOM

- SSO IF APPLICABLE
- SSL CERT RECOMMENDATION EXTERNAL WEB SITES
- **TYLER REPORTING SERVICES**
 - TYLER REPORTING SERVICE BASICS
 - TRS URLS
 - HTTP://[SERVERNAME]/REPORTS
 - MANAGING TRS BACKUPS (DB EXPORTS)
 - INSTALLING BIDS ON CLIENT WORKSTATION
- **MUNIS CUBES**
 - MUNIS CUBES BASICS
 - PROCESSED NIGHTLY
 - ACCESS CUBES VIA MICROSOFT OFFICE EXCEL
 - DATA > FROM OTHER SOURCES > FROM ANALYSIS SERVICES
- **CAFR STATEMENT BUILDER**
 - CAFR BASICS
 - DB CONFIGURATION & SQL SECURITY SETTINGS
 - MANAGING CAFR BACKUPS (DB EXPORT)

C.4.5 Technical Roles and Responsibilities

This section defines technical activities, roles and responsibilities using the key defined below.

- Own (O): The party is solely responsible for the task
- Lead (L): The party responsible for the task and may manage other resources
- Participate (P): The party is involved in, but does not lead the task
- Share (S): Both parties are mutually responsible for completing the task. Both parties assume individual responsibility to ensure task is completed
- Review (R): The party is responsible for reviewing work products after task is completed
- None (N): The party is not involved in the task

INSTALLATION		Responsibility	
Task	Description	TYLER	CITY
Installation Timeframe	Discuss installation time frame and customer needs	Lead	Participate
Database Configuration	Determine database configuration and specification, i.e. cluster vs. mirror	Lead	Participate
Server Specifications	Provide server specifications and consultation	Lead	Review
Hardware Quote	Obtain hardware quote from vendor	Review	Lead
Quote Review	Provide quote for review and approval	Review	Lead
Hardware Order	Order hardware and notify of arrival date	Review	Lead
Installation Confirmation	Arrange and confirm onsite installation	Lead	Participate
Hardware Notification	Notify Tyler when hardware arrives	None	Lead
Pre-Installation Conference Call	Installation Eng. to arrange conference call to discuss and finalize installation process	Lead	Participate
Hardware Configuration Confirmation	Confirm hardware is configured and meets Tyler recommended specifications and system software at necessary service pack	Participate	Lead

	and patch levels..		
Onsite Work	Arrive onsite and begin Tyler software installation	Lead	Participate
Installation Review	Review overall installation process with customer	Lead	Participate
Installation Resources	Provide necessary resources for installation, includes: Network Admin, Active Directory Admin, Server Admin, and any other required personnel	Review	Lead
Munis Installation	Install Tyler applications	Lead	Participate
SQL Database	Install and configure SQL database	Lead	Participate
Administration Training	Conduct administration training to review all server configurations	Lead	Participate
End User Software Installation Training	Conduct training to install end user software	Lead	Participate
Installation sign-offs	Provide system installation report.	Leads	None
Onsite Installation Acceptance	Complete installation sign offs	None	Owns
Schedule Remote Work	Arrange for items that will completed remotely	Lead	Participate
Remote Connectivity	Provide connectivity assistance for remote items	Participate	Lead
Remote Installation Acceptance	Complete remote installation sign offs	None	Owns

C.5 EnerGov Installation

The City will be responsible for deploying, with EnerGov advisement, the pre-production hardware/software environment (to support the EnerGov software) as defined and reviewed by the City and the EnerGov project team during the EnerGov project initiation phase. EnerGov will then take the lead, with City participation, to install and begin the configuration of the EnerGov software based upon the definitions established in the assess/define phase.

C.5.1 EnerGov System Requirements

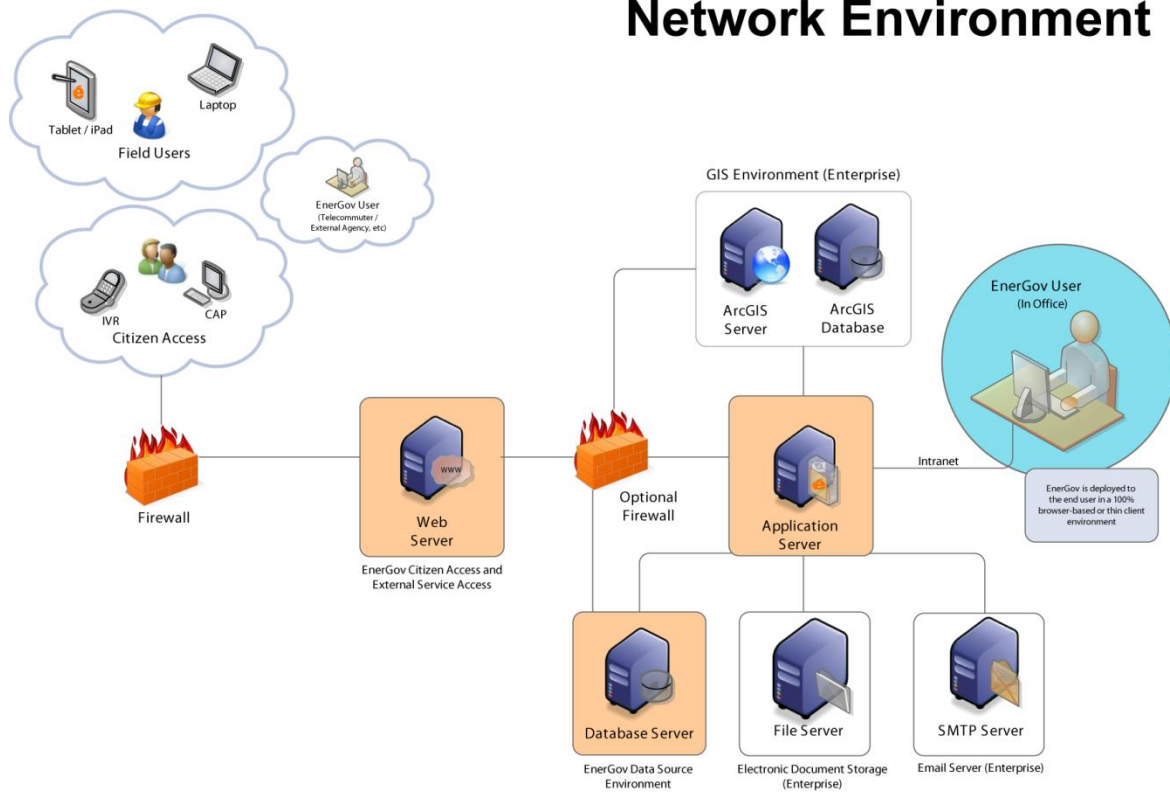
Tyler Technologies' EnerGov is designed to operate on networks and operating systems that meet certain requirements. Systems that do not meet the required specifications may not provide reliable or adequate performance, and Tyler cannot guarantee acceptable results.

C.5.1.1 Network Diagram

Typical Enterprise Environment

(The following is a general recommendation of a typical EnerGov environment. Recommendations may change from time to time and may not apply to any individual configuration. EnerGov and Customer should work together to determine optimum environment based on the needs of the agency.)

Network Environment



C.5.1.2 Server Specifications


C.5.1.2.1 Hardware and Software Recommendations

(The following hardware is a general recommendation of a typical EnerGov environment. Recommendations may change from time to time and may not apply to any individual configuration. EnerGov and Customer should work together to determine optimum configuration.)

Component/System		
EnerGov Database Server The EnerGov Database Server houses the RDBMS environment (SQL Server) where the EnerGov database will be stored and managed.	<ul style="list-style-type: none"> 1x Quad Core Xeon Processor w/2.2 GHz or higher 16GB 1066 MHz Quad Ranked RDIMMs 75GB 15K RPM NOTE: The EnerGov database footprint may range between 5 and 25GB depending on the volume of imported data and project transaction volume over a 3 year period with appropriate DB maintenance. The remaining space is just recommended for OS and other server level applications. Microsoft Windows Server 2008 R2 Standard & IIS 7.5 SQL Server 2008 R2 Standard 	<ul style="list-style-type: none"> <i>A Dedicated RDBMS Server is not required</i> <i>Virtualized Deployments are Supported</i>
EnerGov Application Server <i>(Recommend Load Balancing)</i> The EnerGov Application Server will host the in-house accessible EnerGov system as well as the Business Objects for the externally accessible systems from EnerGov Web Server.	<ul style="list-style-type: none"> 1x Quad Core Xeon Processor w/2.2 GHz or higher 16GB 1066 MHz Quad Ranked RDIMMs 75GB 15K RPM NOTE: The EnerGov application's footprint is only ~500MB. The remaining space is just recommended for OS and other server level applications. Microsoft Windows Server 2008 R2 Standard 	<ul style="list-style-type: none"> <i>The Application Server is where the vast majority of the EnerGov application's resource demands will be shouldered.</i> <i>Virtualized Deployments are Supported</i> <i>EnerGov authentication to Active Directory for security</i>
EnerGov Web Server The EnerGov Web Server will host all the externally accessible EnerGov systems such as Citizen Access Portal (CAP) EnerGov IVR, eReview Portal and Mobile Web Services. In instances where the client has users who need full access to the EnerGov system, another instance of it will be hosted and accessible on this box.	<ul style="list-style-type: none"> 1x Quad Core Xeon Processor w/2.2 GHz or higher 4GB 1066 MHz Quad Ranked RDIMMs NOTE: Would recommend 8GB if deploying EnerGov's iG Workforce applications for Inspections, Plan Review and Code Enforcement 75GB 15K RPM Microsoft Windows Server 2008 R2 Standard & IIS 7.5 	<ul style="list-style-type: none"> <i>Virtualized Deployments are Supported</i> <i>NOTE: The EnerGov public facing application footprints make up only ~500MB. The remaining space is just recommended for OS and other server level applications</i>
File Server The file server will be utilized by both the EnerGov application for standard documents/attachments and electronic plan files submitted via eReviews; stored in separate file directories. The respective file directories should each be made available to the	<ul style="list-style-type: none"> 500GB 15K RPM Serial-Attach SCSI 6 Gbps HotPlug HardDrive(s) * Integrated SAS RAID 1/RAID 5 <p>* (if eReviews then 1TB)</p>	

<p>EnerGov Application Server as a virtual directory for use by the respective systems. EnerGov recommends leveraging a SAN environment for File Server management</p>		
<p>Exchange Server Through the use of Windows Services, EnerGov will regularly communicate with a client's Exchange (2007 or higher) to send automated or user generated email communication originating from within the EnerGov application.</p>	<p>EnerGov requires an Exchange account created for use as the "sending" account from which all automated and user-generated emails come OR the Exchange Server should allow emails sent from "anonymous" accounts. *EnerGov asks clients to remain current with all published Microsoft products.</p>	
<p>GIS / ArcSDE Database Server This box houses the GIS database in an RDBMS environment (Oracle or SQL Server) and ESRI's ArcSDE software. EnerGov tightly integrates and establishes a "Live-Link" with SDE (Esri geodatabase) which ensures real-time spatial integration.</p>	<p>ArcGIS Server (ArcSDE) 10 / 10.1 Please communicate with your regional Esri representative to ensure your hardware and software is up to date.</p>	
<p>GIS / ArcGIS Server This server hosts Esri's ArcGIS software and is used to host map services that enable EnerGov's GeoRules Engine as well as rendering the GIS map views available to end users within the EnerGov ecosystem of applications.</p>	<p>ArcGIS Server 10 / 10.1 Please communicate with your regional Esri representative to ensure your hardware and software is up to date. EnerGov recommends that if a single ArcGIS Server is used, then it should be located outside the firewall in order that it be utilized for external and internal purposes.</p>	

C.5.1.3 Mobile Applications

Mobile Options / Hardware		
<p>Overview:</p> <p>EnerGov's mobile solutions are built for the Apple iPad as well as Windows-based Laptops. EnerGov generally recommends the Apple iPad / Tablet environment because of the ease of use, integrated features as well as the availability of a variety of EnerGov iOS apps for inspections, electronic plans review on the go and mobile code case mgmt.</p> <p>It is highly recommended that these devices be outfitted in ruggedized cases. 3G/4G and/or Wifi enablement is recommended. Additionally, field printing systems are recommended for on-the-spot printing of inspection notices, violations and other relevant documents in the field. It is best suited that these field units communicate via Bluetooth for simple wireless printing functionality.</p> <p>Available Mobile Apps: iG Workforce / iOS (Win 8 coming soon)</p> <ul style="list-style-type: none"> o iG Inspect app o iG Enforce app o iG Reviews app <p>MobileGov (Win 7 Laptop)</p>	<p>Tablet Environment:</p>  <p>EnerGov iG Workforce platform and apps available on:</p> <ul style="list-style-type: none"> • Apple iPad / iOS <ul style="list-style-type: none"> o 4G/3G enabled o Retina Display compatible o iPad2+ recommended • Windows 8 (Coming soon!) 	<p>Mobile Laptop Environment:</p> <p>EnerGov's MobileGov available on:</p> <ul style="list-style-type: none"> • Windows 7 Laptops <p>Recommended Laptop Hardware: Panasonic Toughbook 30 or similar AirCard or Gobi Mobile Broadband (or readily available Wi-Fi) HP Officejet H470 Mobile Printer</p> <p>Tablet PC Option: Panasonic Toughbook H1 Field Motion F5v Tablet (4G/3G enabled)</p> <p>Apple iPad 2+ (iG Inspect App ONLY) 16 GB min. (4G/3G enabled)</p>

Scanner Compatibility

Scanner Brand	Scanner Model ¹⁴
Canon	▪ DR-M140
	▪ DR-M160
Fujitsu	▪ Fi-6140Z
	▪ Fi-6230Z
	▪ Fi-6240Z
	▪ Fi-6130Z

¹⁴TWAIN compatible scanners are supported.

C.5.1.4 Recommended Backup Procedures

Developing a consistent backup strategy is a vital part of any organization's business continuity plan. A good backup plan ensures that you do not lose the hard work and time you invested in data entry if a hardware failure or natural disaster occurs. A plan such as this is easy to develop and usually easy to implement. This section outlines the steps you should take to properly back up your data.

C.5.1.4.1 Assessing Your Backup Needs

Backups occur differently, depending on the size of the database being used. The differences directly impact how quickly you can resolve problems and how much effort you must expend. Tyler recommends that you implement a backup plan based on the point values determined in your initial Site Assessment.

C.5.1.4.2 Rotating Tapes

First, establish a good tape rotation for your backups. Tyler recommends that you use, at a minimum, the following 6-tape rotation:

Week 1				
M	T	W	Th	F1
Week 2				
M	T	W	Th	F2

This rotation is sufficient for most customers because you can go back a few business days to find files. However, if you feel you need a little more protection, you can use a different set of tapes for Mon-Thurs of Week 2, and/or you can keep a Fri 3 and Fri 4 tape so that you have a month's worth of Friday backups. We also recommend that you periodically (monthly, quarterly, etc.) pull a tape permanently out of rotation to store off site.

C.5.1.4.3 Backing Up Your SQL Database

For EnerGov, the default databases should consist of at least FY databases, Base, Sec and State database.

There are a few different methods for backing up your SQL database.

- **SQL Backup Function:** The Microsoft SQL Server 2008 R2 Management Studio has built-in backup tools that can cause SQL to dump the EnerGov database to a backup file in the SQL default backup folder while the SQL services are running. This location is:

C:\Program Files\Microsoft SQL Server\MSSQL\Backup\

- **Third-Party Backup Agent:** This method requires that you have some sort of third-party backup program (e.g., Symantec Backup Exec, Brightstor ARC Serve, etc.) which uses a SQL backup agent. These special backup agents allow the Microsoft SQL databases to be backed up while they are online.
- The Microsoft SQL Server installation path may vary slightly per installation.

C.5.1.5 Other Directories in EnerGov

Even though program files and run times can be replaced by Tyler, Tyler strongly recommends that you back up the entire C:\Web and/or C:\iVisions folder be backed up on the web server.

C.5.1.5.1 Watching for Signs of Failure

Monitor your backup status every morning. If there is a noticeable problem, such as an error light blinking on your tape drive, a tape being ejected without your knowledge, or an error message displaying about your backup, please contact us or your IT staff so that the problem can be resolved quickly.

C.6 OSDBA

The following services apply to all Tyler products:

C.6.1 Standard Services

C.6.1.1.1 Server Support

- Server tuning
- New user setup & Active Directory integration
- Printer installation & configuration
- Service pack & security patch installations
- Microsoft IIS configuration & troubleshooting
- Microsoft SharePoint Foundation configuration & troubleshooting

C.6.1.1.2 Database Software Support

- Database administration
- Software upgrade & installation assistance
- Data recovery
- Database tuning
- Database refreshes, imports and exports
- Database mirroring and highly available solutions

C.6.1.1.3 PC Support

- Windows XP®, Windows Vista® & Windows 7®
- Macintosh® OS X Lion
- Client installations
- Crystal Reports & Microsoft Business Intelligence Development Studio installations

C.6.1.1.4 Installation Services

- Free Tyler release upgrades (including Munis, EnerGov, Dashboard, Content Manager, Self Service, Cashiering, CAFR Statement Builder, District Pulse, Business Objects, Tyler Reporting Services, Tyler Notify, and any future Tyler products)
- Free server transfers available every two years

C.6.2 System Maintenance

- OSDBA Check Script
 - With installation of our OSDBA check script we monitor vital information on your Tyler servers (disk space, database backups, server uptime and database engine availability and disk integrity via Microsoft Check Disk). If the check script detects a problem it automatically opens a Priority 1 support call for Tyler to address.
- No Downtime for most tasks
- Includes:
 - Operating system review and maintenance (O/S patches & service packs)
 - File system cleanup
 - Database refreshes
 - Printer & user cleanup
 - Database analysis
 - Database backup verifications

C.6.3 Remote System Administrator Training

- System Review and Analysis
- Adding printers and users
- Printing custom forms, duplex printing, tray selection
- Database refreshes
- LDAP Synchronization
- What and how to backup critical data
- Client installation, configuration and troubleshooting

C.7 Disaster Recovery

The following services apply to all Tyler products with the exception of Tyler Content Management Enterprise:

C.7.1 Disaster Recovery Services – Electronic Transfer

The electronic transfer solution provides nightly transfer and archiving of Client's Tyler data. The specific Services that Tyler will provide under this Statement of Work are described in the following sections:

C.7.2 Disaster Recovery Plan

Tyler's Responsibilities:

Tyler will coordinate all activities associated with transfer of data to Tyler's Falmouth data center and will:

- Identify critical users
- Identify critical processes
- Document Disaster recovery ("DR") strategy for critical processes
- Review the plan with Client
- Provide guidance for DR policies and procedures
- Review / schedule annual test of DR service

Client's Responsibilities:

Client agrees to:

- Provide remote access to Client's Tyler database server for analysis and configuration of data transfer
- Provide network support if required to enable FTP transfer of data from Client's server to the Tyler data center.
- Identify critical users
- Identify critical processes
- Provide PCs and high-speed modems for access from Client's alternate processing location, if required.
- Provide technical resources to configure remote access PCs, including Tyler supplied application software, if required.
- Complete chain of command document for communication during a disaster
- Integrate this plan with Client's comprehensive DR plan.

C.7.3 Estimated Schedule

The implementation Services will be performed consistent with the estimated schedule mutually agreed to by Tyler and Client. Tyler and Client agree to make reasonable efforts to carry out their respective responsibilities according to such schedule.

C.7.4 Tyler's Other Responsibilities

Project management services are provided as part of the Disaster Recovery service. Tyler will designate a Project Manager who will be Tyler's contact for all communications with Client and will have the authority to act on Tyler's behalf in matters regarding this Statement of Work. Tyler's project manager will perform the following tasks:

- Review Statement of Work with Client's project manager
- Review current project status
- Recommend changes or additions to the project as appropriate
- Administer the change control procedure; and
- Review and evaluate the progress of the project with Client's project manager to resolve any necessary changes.

C.7.5 Client's Other Responsibilities

Tyler's performance is predicated upon the following responsibilities being fulfilled by Client:

Prior to the start of the Statement of Work, Client will designate, in writing, a person who will be Client's Project Manager. All of Tyler's communications will be addressed to the Project Manager who has the authority to act for Client in all aspects of the Statement of Work. The Project Manager will perform the following activities:

- Interface between Tyler's Project Manager and Client's organization
- Administer project change control with Tyler's project manager
- Arrange reasonable access to Client's data for project personnel, as required
- Conduct any communication through Tyler's Project Manager
- Help resolve and escalate project issues within Client's organization as required
- Obtain and provide project requirements, data, decisions and approvals within five (5) business days of request. If such requirements, data, decisions or approvals are delayed beyond the time specified, Client agrees to relieve Tyler of its responsibility for the affected Service until Client performs that obligation.
- Accept responsibility for the data files, selection and implementation of controls for Client's location, and security of the stored data.

Client acknowledge that it is Client's responsibility to identify and make the interpretation of any applicable federal, state and local laws, regulations and statutes.

C.7.6 Project Change Control Procedure

When Tyler and Client agree to a change in this Statement of Work, Tyler will prepare a written description of the agreed change which both Tyler and Client must sign. The Change Order will describe the change, the rationale for the change, and specify any change in the charges, estimated schedule, or other terms. Depending on the extent and complexity of the requested change, Tyler may charge for Tyler's effort required to analyze it. When charges are necessary in order for Tyler to analyze a change, Tyler will give Client a written estimate and begin the analysis on Client's written authorization. The

terms of the agreed upon Change Order will prevail over those in this Statement of Work or any previous Change Order.

C.8 Implementation

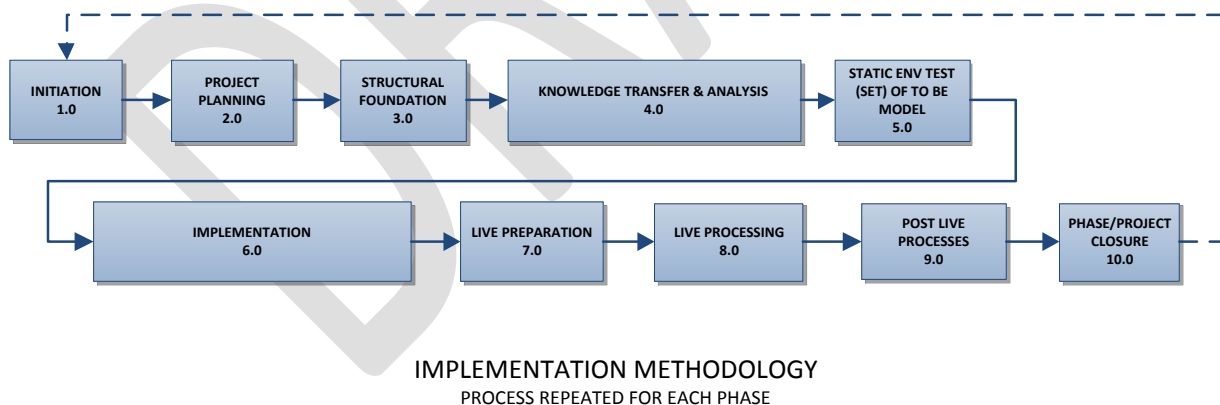
This section covers implementation services performed for Tyler software products only and does not include any third party services. Third Party services covered under this agreement are described in Sections D and E.

C.8.1 Tyler Implementation Methodology Overview

Tyler's methodology is straightforward. We've taken the successful approach to implementation we've used for over 25 years and integrated it with the principles of the Project Management Institute (PMI), a globally recognized organization dedicated to the project management profession. As a result, our clients receive an implementation method tailored to meet their specific needs.

PMI's PMBOK® (Project Management Body of Knowledge Third Edition) Guide proposes that there are five process groups to every project: Initiating, Planning, Executing, Controlling, and Closing. As part of Tyler's commitment to incorporating the PMI principles into our implementation process, we have integrated these proven technologies of the PMI process with Tyler's implementation experience, to yield a proven approach that is tailored to the public sector.

Throughout a project, we establish control points (critical review points) to ensure an organization fully understands and accepts the project. It is at these check points that organizational stakeholders monitoring the overall project must formally accept the project to date. Once there is formal acceptance, the project will proceed to the next phase.



C.8.2 Implementation Schedule

The implementation schedule outlining specific tasks and activities required to meet the schedule outlined in Phases 1-5 outlined in Section A of this SOW will be defined in the project plan developed by Tyler.

C.8.3 Implementation Roles and Responsibilities

This section defines implementation activities and responsibilities for the major phases of the Tyler Implementation Methodology using the key defined below.

- Owns (O): The party is solely responsible for the task
- Leads (L): The party responsible for the task and may manage other resources
- Assists (A): The party is actively involved in the task, but does not lead the task
- Participates (P): The party is passively involved in the task, but does not lead the task
- Shared (S): Both parties are mutually responsible for completing the task. Both parties assume individual responsibility to ensure task is completed
- Reviews (R): The party is responsible for reviewing work products after task is completed
- None (N) : The party is not involved in the task

IMPLEMENTATION			Responsibility	
Process Group	Task		TYLER	CITY
Initiation	Contract Signing	Contract signed by City and Tyler, takes place prior to scheduling the Project Kick-off Meeting.	Shared	Shared
	Project Kick-Off	Kick-Off meeting to introduce the City project team, Tyler and provide an overview of activities. Opportunity for the City Executive to deliver expectations for participation and change.	Shared	Shared
	Authorization to Proceed with Planning	City Project Manager authorizes the beginning of the Planning Phase.	None	Owns
Project Planning	Complete Baseline Scope Management Plan	Define scope of project; develop a plan for maintaining scope and managing change in scope.	Leads	Assists
	Complete Baseline Schedule Management Plan	Define project scheduling guidelines, establish clear live dates, determine black-out dates.	Leads	Assists
	Complete Baseline Quality Management Plan	Define quality and test plan and activities for project.	Leads	Assists
	Complete Baseline Communication Management Plan	Define communications for project; develop a plan for communications between team members and all other stakeholders.	Leads	Assists
	Complete Baseline Risk Management Plan	Assess risks of project; develop a plan for prioritizing and managing risks.	Leads	Assists
	Develop Change Management Plan	Develop Plan based on interviews with City Executive and Functional Leads.	Leads	Participates
	Complete Baseline Resource Management Plan	Establishes and includes the processes that organize and manage the project team and the necessary physical resources for the project tasks.	Leads	Assists

IMPLEMENTATION			Responsibility	
Process Group	Task		TYLER	CITY
	Complete Baseline Education Management Plan	Lay out the process of transferring knowledge between the City and Tyler, define measurement criteria.	Leads	Assists
	Review Conversion Plan	Review purchased conversions and determine timelines, tasks and methods for validation.	Leads	Assists
	Review Tyler Forms Process	Introduce the Tyler Forms team, review purchased forms, discuss equipment requirements.	Leads	Assists
	Discuss Phase Schedule	Identify schedule constraints, critical deadlines, preferred implementation order.	Leads	Assists
	Coordinate 3rd Party Implementations	Develop plan with 3rd Party Vendor to integrate deliverables with Tyler timeline and requirements.	Leads	Participates
	Deliver initial Phase Project Plan	Develop task list and schedule, assign ownership, post on City Project SharePoint site.	Leads	Assists
	Acceptance of Baseline Implementation Management Plans	Tyler PM records decisions made during the planning session, makes edits to Implementation Management Plans and sends to City PM within two (2) weeks. City PM accepts as baseline.	None	Owns
	Maintain Implementation Management Plans	As changes are authorized to Management Plans accepted baseline plans will be updated.	Shared	Shared
	Acceptance of Phase Project Schedule	City authorizes proceeding with Project Schedule.	None	Owns
Structural Foundation	Chart of Accounts Analysis	Discuss COA needs, Munis set up and options, determine structure for COA.	Leads	Participates
	Build Chart Spreadsheet	Build Excel COA spreadsheet with new structure.	Participates	Leads
	Convert Chart Spreadsheet	Write and execute program to convert COA spreadsheet into Munis GL.	Owns	None
	Load COA Conversion in Test DB (if OSDBA)	Load converted COA into test database for validation.	Leads	Participates
	Validate Converted Chart	Confirm that the COA details in the spreadsheet match the converted data in Munis.	Assists	Leads
	Authorize COA to be loaded in Live DB	City acceptance of COA.	None	Owns
	Load COA in Live DB (with OSDBA)	The new COA becomes part of the live database.	Leads	Participates
	Perform Software Installation & System Admin Training	Installer trains City on system setup, configuration and maintenance.	Leads	Participates
	Acceptance of Installation	City acceptance of installation and training.	None	Owns

IMPLEMENTATION			Responsibility	
Process Group	Task		TYLER	CITY
	Perform Verification Test	Tyler performs scripted test to validate baseline software performance.	Leads	Participates
	Acceptance of Verification Test	City acceptance of baseline test.	None	Owns
	Munis System Admin Training	Train City on User ID's, permissions, etc.	Leads	Participates
	Build Munis System Admin Tables	City adds Users, builds permissions, etc.	Assists	Leads
Knowledge Transfer	Perform As-Is Analysis	Conduct analysis of City's current business practices.	Leads	Assists
	Perform To-Be Analysis	Conduct analysis of desired process changes and reviews available Munis options.	Leads	Assists
	Facilitate To-Be Sessions	Change Management Lead facilitates discussions of business process change.	Leads	Participates
	Develop Business Process Recommendations for purchased modules	Using information from As-Is and To-Be Sessions, develop Business Process Recommendations spreadsheet.	Owns	None
	Review Business Process Recommendations for purchased modules	Conduct in depth BPR spreadsheet review session, note initial decisions.	Leads	Participates
	Facilitate Business Process Recommendations Review for purchased modules	Change Management Lead facilitates discussions of business process change.	Leads	Participates
	Conduct Internal City Review of BPRs for purchased modules	Conduct internal meetings to review BPRs and finalize decisions.	Participates	Leads
	Perform Interface Analysis	Analyze custom interfaces identified in contract.	Leads	Assists
	Perform Modifications Analysis	Analyze modifications identified in contract.	Leads	Assists
	Perform Reporting Analysis	Analyze reporting requirements as identified in contract.	Leads	Assists
	Perform Set Up Table Analysis	Conduct analysis of set up tables codes and parameters.	Leads	Participates
	Perform Tyler Forms Analysis	Review purchased Tyler Forms mock-up kits and layout options.	Leads	Participates
	Complete Tyler Forms Kits	Complete mock-up of selected form designs and submit to Tyler Forms.	Assists	Leads
	Perform Conversion Analysis	Review and develop initial crosswalk for purchased conversions.	Leads	Assists
	Perform Workflow Analysis	Discuss options for workflow settings and desired process flow.	Leads	Participates
	Perform Security Analysis	Discuss options for security settings within Munis.	Leads	Participates

IMPLEMENTATION			Responsibility	
Process Group	Task		TYLER	CITY
	Establish To-Be Test Plan	Compile information gathered during analysis and prepare settings for To-Be Test (Static Environment Test).	Owens	None
To-Be Test (Static Environment Test)	Perform To-Be Test (Static Environment Test)	Conduct demonstration of To-Be decisions in Munis with hand-keyed data.	Leads	Participates
	Validate New Process Flow	Perform representational City transactions to test overall process flow design.	Leads	Assists
	Finalize To-Be Decisions	City validates To-Be decisions.	None	Owens
	Create Sample Data File	Produce sample data files for applicable forms.	Leads	Participates
	Authorization to Proceed	City acceptance of To-Be Test and authorization to proceed with training and data population.	None	Owens
Customizations	Develop Custom Interface Specifications	Create written specifications outlining details of custom interfaces.	Owens	None
	Develop Modifications Specifications	Create written specifications outlining details of program modifications.	Owens	None
	Develop Reporting Specifications	Create written specifications outlining details of custom reports.	Owens	None
	Sign Specifications and Authorize Development to Proceed	Validate accuracy of specifications and authorize Tyler to begin development.	None	Owens
	Develop Customizations	Develop customizations according to sign specifications.	Owens	None
	Demonstrate Customizations	Provide remote demonstration of each customization according to specification.	Leads	Participates
	Test Customizations	Perform testing to validate that customizations perform as specified.	Leads	Assists
	Accept Customizations	Accept performance of customizations.	None	Owens
	Authorize Loading of Customizations in Live	Authorize custom code to be loaded in the live database.	None	Owens
Implementation - Forms	Create Form Designs	Tyler Forms creates form designs from City mock-ups.	Owens	None
	Merge Sample Data Files	Tyler Forms merges data from To-Be Test with Form designs.	Owens	None
	Review Data Proofs	City validates form design, content and layout.	Participates	Leads
	Accept Form Design	City accepts form design and authorizes installation.	None	Owens
	Install Forms	Tyler Forms installs final forms on City server.	Leads	Participates
	Test Forms	Perform test of Tyler Forms through process testing and training.	Shared	Shared
	Secure Bank Acceptance	Submit forms to bank for approval.	None	Owens
Implementation - Data Population	Set Up Table Training	Train City on completion of Set Up Tables according to analysis sessions.	Leads	Participates

IMPLEMENTATION			Responsibility	
Process Group	Task		TYLER	CITY
	Complete Set Up Tables	City builds Set Up tables.	Participates	Leads
	Workflow Training	Train City on Workflow completion.	Leads	Participates
	Workflow Completion	City builds Workflow.	Participates	Leads
	Identify HTE source tables for conversions	Tyler Conversions will provide guidance on which tables to pull data from in HTE if Tyler has performed previous conversions in these areas.	Shared	Shared
	Submit Conversion Data & Produce Balancing Reports	City pulls data from legacy system and submits to Tyler, produces balancing reports.	None	Owns
	Run Conversion Program	Write and execute program to convert submitted data according to crosswalk.	Owns	None
	Train Conversion Validation Process	Train City on methods for validating converted data in Munis.	Leads	Participates
	Validate Data Conversions	City validates converted data using error reports, balancing reports, etc.	None	Owns
	Submit Conversion Corrections	City documents and submits needed corrections to conversion.	Participates	Leads
	Accept Conversions	City acceptance of data conversions and authorization to load.	None	Owns
Implementation - Training & Testing	Train City Change Coaches	Train City Coaches to facilitate change within the organization.	Leads	Participates
	Train Functional Leads/Core Users	Train Functional Leads/Core Users on applicable Munis processing.	Leads	Participates
	Train-the-Trainer	Train City's Trainer on End User processes.	Leads	Participates
	Train End Users	Train City's End Users	None	Owns
	Train and Perform 1st Trial Run/Parallel Process	Train City on completing Trial Run/Parallel processes.	Leads	Participates
	Perform Additional Trial Run/Parallel Processes	Complete Trial Run/Parallel process steps, identify discrepancies and correct.	Participates	Leads
	Perform Stress Test	Complete Stress Test	Participates	Leads
	Perform User Acceptance Test	Complete User Acceptance Test	Participates	Leads
Live Preparation & Live Processing	Pre-Live Planning	City and Tyler meet to outline go-live steps, requirements and assignments.	Leads	Assists
	Perform Go-Live Readiness Assessment	Evaluate readiness of City staff to perform live process from a training and change management prospective.	Shared	Shared
	Cut Off Legacy System	City ceases activities in applicable legacy applications.	None	Owns
	Submit Final Conversion Data & Produce Balancing Reports	City pulls Final Conversion data and submits to Tyler.	None	Owns
	Run Final Conversion Program	Execute program to convert submitted final data according to crosswalk.	Owns	None

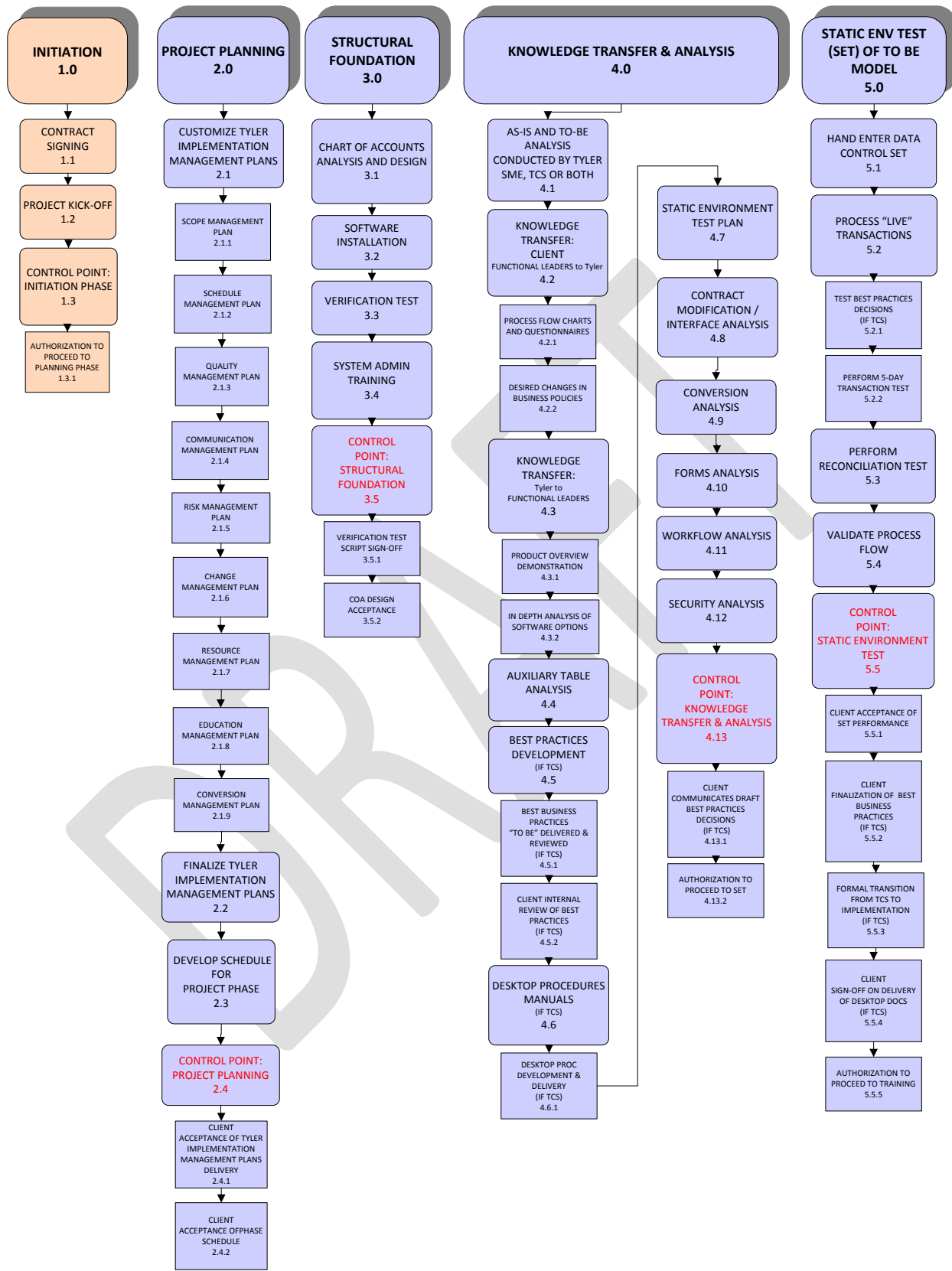
IMPLEMENTATION			Responsibility	
Process Group	Task		TYLER	CITY
	Validate Final Data Conversions	City validates converted data using error reports, balancing reports, etc.	None	Owens
	Accept Conversions & Authorize Load to Live	City accepts final conversions and authorizes them to be loaded in Live Database	None	Owens
	Authorize Live Processing	City authorizes City users to begin live processing.	None	Owens
	Live Processing	City begins live processing in Munis.	Assists	Leads
Post Live	Train Reconciliation Processes	Review Reconciliation Process training	Leads	Participates
	Provide Post Live Support	Provide assistance to City's users while performing live processes. Work to resolve any outstanding issues.	Leads	Assists
	Complete Outstanding Training	Identify and complete any outstanding training on live applications.	Leads	Participates
Closure	Transition to Support	Conference call to introduce Transition Project Manager and Support.	Leads	Participates
	Document Lessons Learned	City and Tyler discuss Lessons Learned for future phases, if applicable.	Shared	Shared
	Final Acceptance	City accepts Phase Closure.	None	Owens

C.8.4 Implementation Process Per Phase

The following implementation process will be repeated for each phase of the project listed in Section A.

C.8.4.1 Planning and Analysis

This portion of the implementation process commences once a contract has been signed. Project team members from the organization are identified. The City's project team will be responsible for monitoring the project and providing formal acceptance of each phase. Once team members have been determined, functional leaders are chosen for the project. Management plans are formed regarding the scope, schedule, quality/testing, communication, and risk of the project. This is accomplished in cooperation with the organization's management. The process of transferring knowledge to and from the functional leaders begins. Tyler consultants then review policies and procedures related to software functionality. Finally, basic scripts are tested based on decisions made and formal acceptance from the City's project team is obtained before moving to the next phase.



C.8.4.2 Initiation (1.0)

Contract Signing		Roles & Responsibilities	
Task		TYLER	CITY
(1.1) Contract Signing	<ul style="list-style-type: none"> Contract signed by City and Tyler, takes place prior to scheduling the Project Kick-off Meeting. 	Share	Share

Kick Off		Roles & Responsibilities	
Task		TYLER	CITY
(1.2) Project Kick-Off	<ul style="list-style-type: none"> Kick-Off meeting to introduce the City project team, the Tyler project team. Provide an overview of project activities. Opportunity for the City Executive to deliver expectations for participation and change. 	Share	Share

Control Point		Roles & Responsibilities	
Task		TYLER	CITY
(1.3) Control Point	<ul style="list-style-type: none"> Implementation Phase Control Point 		
(1.3.1) Authorization to Proceed to Planning Phase	<ul style="list-style-type: none"> City confirms readiness to start project planning 	Share	Share

C.8.4.3 Project Planning (2.0)

Management Plans		Roles & Responsibilities	
Task		TYLER	CITY
(2.1.1) Complete Scope Management Plan	<ul style="list-style-type: none"> Define scope of project 	Lead	Participate
(2.1.2) Complete Baseline Schedule Management Plan	<ul style="list-style-type: none"> Define project-scheduling guidelines Validate go-live dates Determine blackout dates 	Lead	Participate
(2.1.3) Complete Baseline Quality Management Plan	<ul style="list-style-type: none"> Define quality and test plan and activities for project 	Lead	Participate
(2.1.4) Complete Baseline Communication Management Plan	<ul style="list-style-type: none"> Define communications for project Develop a plan for communications between team members and all other stakeholders 	Lead	Participate
(2.1.5) Complete Baseline Risk Management Plan	<ul style="list-style-type: none"> Assess risks of project Develop a plan for prioritizing and managing risks 	Lead	Participate
(2.1.6) Develop Change Management Plan	<ul style="list-style-type: none"> Develop Plan based on interviews with City Project Team and Functional Leads 	Participate	Lead

(2.1.7) Complete Baseline Resource Management Plan	<ul style="list-style-type: none"> Establishes and includes the processes that organize and manage the project team and the necessary physical resources for the project tasks 	Lead	Participate
(2.1.8) Complete Baseline Training Management Plan	<ul style="list-style-type: none"> Lay out the process of transferring knowledge between the City and Tyler Define measurement criteria 	Lead	Participate

Conversion & Tyler Forms Planning		Roles & Responsibilities	
Task		TYLER	CITY
(2.1.9) Review Conversion Plan	<ul style="list-style-type: none"> Review purchased conversions Determine timelines, tasks and methods for validation 	Lead	Participate
Review Tyler Forms Process	<ul style="list-style-type: none"> Introduce the Tyler Forms team Review purchased forms Discuss equipment requirements 	Lead	Participate

Project Plan Development		Roles & Responsibilities	
Task		TYLER	CITY
Discuss Phase Schedule	<ul style="list-style-type: none"> Identify schedule constraints, critical deadlines 	Lead	Participate
Coordinate non-contracted 3rd Party Implementations	<ul style="list-style-type: none"> Develop plan with 3rd Party Vendor to integrate deliverables with Tyler timeline and requirements 	None	Own
Deliver initial Phase Project Plan	<ul style="list-style-type: none"> Develop task list and schedule. Assign ownership Post on City Project SharePoint site. 	Lead	Review
(2.2) Finalize Implementation Management Plans	<ul style="list-style-type: none"> Update Implementation Planning document with Planning Session results 	Lead	Participate
(2.3) Develop Schedule for Project Phase	<ul style="list-style-type: none"> Tyler PM will create a proposed schedule for the project phase 	Lead	Participate
(2.4) Control Point Project Planning	<ul style="list-style-type: none"> Project Planning Control Point 		
(2.4.1) City Acceptance of Tyler Implementation Management Plans Delivery	<ul style="list-style-type: none"> City signs-off to accept receipt of the Implementation Management Plans 	Participate	Lead
(2.4.2) City Acceptance of Phase Schedule	<ul style="list-style-type: none"> City accepts the Phase Schedule 	Participate	Lead

C.8.4.4 Structural Foundation (3.0)

Chart of Accounts		Roles & Responsibilities	
Task		TYLER	CITY
(3.1) Chart of Accounts Analysis	<ul style="list-style-type: none"> Discuss COA needs, Munis set up and options Determine structure for COA 	Lead	Participate

Build Chart Spreadsheet	<ul style="list-style-type: none"> Build Excel COA spreadsheet with new structure 	Participate	Lead
Convert Chart Spreadsheet	<ul style="list-style-type: none"> Write and execute program to convert COA spreadsheet into Munis GL 	Own	None
Load COA Conversion in Test DB	<ul style="list-style-type: none"> Load converted COA into test database for validation 	Participate	Lead
Validate Converted Chart	<ul style="list-style-type: none"> Confirm that the COA details in the spreadsheet match the converted data in Munis 	Participate	Lead
(3.5.2) Authorize COA to be loaded in Live DB	<ul style="list-style-type: none"> City acceptance of COA 	None	Own
Load COA in Live DB	<ul style="list-style-type: none"> The new COA becomes part of the live database 	Lead	Participate

Hardware & Software Installation		Roles & Responsibilities	
Task		TYLER	CITY
(3.2) Perform Software Installation & System Admin Training	<ul style="list-style-type: none"> Install server(s) Install purchased software Train City on system setup, configuration and maintenance 	Lead	Participate
Acceptance of Installation	<ul style="list-style-type: none"> City acceptance of installation and training 	None	Own
(3.3) Perform Verification Test	<ul style="list-style-type: none"> Perform scripted test to validate baseline software performance 	Lead	Participate
(3.5.1) Acceptance of Verification Test	<ul style="list-style-type: none"> City acceptance of baseline test 	None	Own

Munis System Administration		Roles & Responsibilities	
Task		TYLER	CITY
(3.4) Munis System Admin Training	<ul style="list-style-type: none"> Train City on User ID's, permissions, etc. 	Lead	Participate
Build Munis System Admin Tables	<ul style="list-style-type: none"> City adds Users, builds permissions, etc. 	Participate	Lead

Control Point		Roles & Responsibilities	
Task		TYLER	CITY
(3.5) Control Point for Structural Foundation	<ul style="list-style-type: none"> (3.5.1) Verification Test Script Sign-Off (3.5.2) COA Design Acceptance 	Participate	Lead

C.8.4.5 Knowledge Transfer and Analysis (4.0)

As-Is & To-Be Analysis		Roles & Responsibilities	
Task		TYLER	CITY
(4.1) Perform As-Is Analysis	<ul style="list-style-type: none"> Conduct analysis of City's current business processes 	Lead	Participate
(4.1) Perform To-Be Analysis	<ul style="list-style-type: none"> Conduct analysis of desired process changes Review available Munis options 	Lead	Participate

Knowledge Transfer		Roles & Responsibilities	
Task		TYLER	CITY
(4.2) Knowledge Transfer: City	<ul style="list-style-type: none"> As-Is Analysis – City provides information to Tyler about current business processes 	Lead	Participate
(4.2.2) Desired Changes in Business Process	<ul style="list-style-type: none"> Review desired changes in business processes and data flows 	Lead	Participate
(4.3) Knowledge Transfer: Tyler to Functional Leads	<ul style="list-style-type: none"> To-Be Analysis – Tyler provides information to City about module with discussion of desired process changes 	Lead	Participate
(4.3.1) Product Overview Demonstration	<ul style="list-style-type: none"> Review module organization and processing flow 	Lead	Participate
(4.3.2) Analysis of Software Options	<ul style="list-style-type: none"> Review module parameters, code configurations and work flow options 	Lead	Participate
(4.4) Perform Set Up Table Analysis	<ul style="list-style-type: none"> Conduct analysis of set up tables codes and parameters 	Lead	Participate

Static Environment Test Plan		Roles & Responsibilities	
Task		TYLER	CITY
(4.7) Static Environment Test Plans	<ul style="list-style-type: none"> Compile information gathered during analysis and prepare scripts for To-Be Test (Static Environment Test) 	Own	None

Custom Interface & Modification Analysis and Spec Development		Roles & Responsibilities	
Task		TYLER	CITY
(4.8) Perform Custom Interface Analysis (if purchased)	<ul style="list-style-type: none"> Perform detailed analysis of custom interfaces identified in contract Validate requirement and interaction with process decisions 	Lead	Participate
(4.8) Perform Custom Modifications Analysis (if purchased)	<ul style="list-style-type: none"> Perform detailed analysis of custom modifications identified in contract Validate requirement and interaction with process decisions 	Lead	Participate

Data Conversion Analysis		Roles & Responsibilities	
Task		TYLER	CITY
(4.9) Perform Conversion Analysis	<ul style="list-style-type: none"> Review and develop initial crosswalk for purchased conversions 	Lead	Participate

Forms Analysis		Roles & Responsibilities	
Task		TYLER	CITY
(4.10) Perform Tyler Forms Analysis	<ul style="list-style-type: none"> Review purchased Tyler Forms mock-up kits and layout options 	Lead	Participate
Complete Tyler Forms Kits	<ul style="list-style-type: none"> Complete mock-up of selected form designs and submit to Tyler Forms 	Participate	Lead

Workflow Analysis		Roles & Responsibilities	
Task		TYLER	CITY

(4.11) Perform Workflow Analysis	<ul style="list-style-type: none"> Discuss options for workflow settings and desired process flow Develop matrix for workflow settings 	Lead	Participate
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Security Analysis		Roles & Responsibilities	
Task		TYLER	CITY
(4.12) Perform Security Analysis	<ul style="list-style-type: none"> Discuss options for security settings within applications Develop matrix for security settings 	Lead	Participate

Control Point		Roles & Responsibilities	
Task		TYLER	CITY
(4.13) Control Point for Knowledge Transfer & Analysis	<ul style="list-style-type: none"> N/A 		
(4.13.2) Authorization to Proceed to SET	<ul style="list-style-type: none"> City signs-off to accept Knowledge Transfer & Analysis to proceed to SET 	Participate	Lead

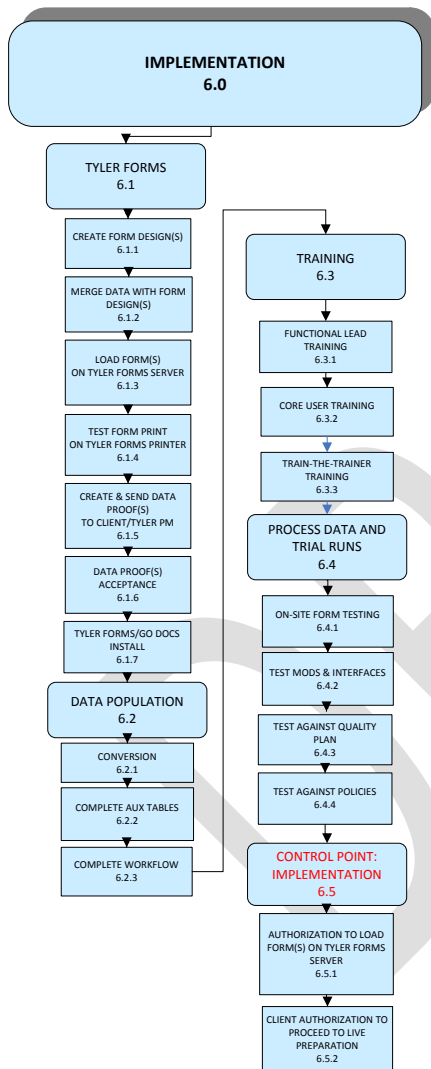
C.8.4.6 Static Environment Test of To-Be Model (5.0)

Create Data Set		Roles & Responsibilities	
Task		TYLER	CITY
(5.1) Create Data Set	<ul style="list-style-type: none"> Hand Key representational data using actual City records 	Lead	Participate

Validate Process Flow & Procedural Decisions		Roles & Responsibilities	
Task		TYLER	CITY
(5.2) Perform To-Be Test (Static Environment Test) Process "Live" Transactions	<ul style="list-style-type: none"> Conduct demonstration of To-Be decisions in Munis with hand-keyed data 	Lead	Participate
Validate New Process Flow	<ul style="list-style-type: none"> Perform representational City transactions to test overall process flow design 	Lead	Assist
Finalize To-Be Decisions	<ul style="list-style-type: none"> City validates To-Be decisions 	None	Owns
Create Sample Data File	<ul style="list-style-type: none"> Produce sample data files for applicable forms 	Lead	Participate
(5.5) Control Point: Static Environment Test	<ul style="list-style-type: none"> N/A 		
(5.5.1) City Acceptance of SET performance	<ul style="list-style-type: none"> City signs-off to accept results of the SET testing 	Participate	Lead
(5.5.5) Authorization to Proceed to Training	<ul style="list-style-type: none"> City signs-off on entire SET process to authorize readiness to proceed to training 	Participate	Lead

C.8.4.7 Setup, Training and Conversion

This portion of the implementation begins with data conversion, forms design, table and preference setup, and primary-user training. This training phase is also used as a means of identifying system, program and data issues prior to moving to final training and testing. It should be expected that issues will arise during these sessions as many components for the system will be configured uniquely to meet the requirements of the City. All issues will be handled through the defined Goal Issue Resolution Matrix and published Support guideline. Once issues have been resolved or workarounds provided, system testing follows and determines the success of the knowledge transfer to Core users. Formal acceptance from the City's project team is required before advancing to the next phase.



C.8.4.8 Implementation (6.0)

Tyler Forms		Roles & Responsibilities	
(6.1.1) Create Form Designs	<ul style="list-style-type: none"> Tyler Forms creates form designs from City mock-ups 	Own	None
(6.1.2) Merge Sample Data Files	<ul style="list-style-type: none"> Tyler Forms merges data from To-Be Test with Form designs 	Own	None
Review Data Proofs	<ul style="list-style-type: none"> City validates form design, content and layout 	Participate	Lead
(6.5.1) Accept Form Design	<ul style="list-style-type: none"> City accepts form design and authorizes installation 	None	Own
(6.1.3) Install Forms	<ul style="list-style-type: none"> Tyler Forms installs Forms on City server 	Lead	Participate
(6.1.4) Test Forms	<ul style="list-style-type: none"> Perform test of Tyler Forms through process testing and training 	Shared	Shared
Secure Bank Acceptance	<ul style="list-style-type: none"> Submit forms to bank for approval. 	None	Owns
(6.1.5) Create and Send Data Proofs to City/Tyler PM	<ul style="list-style-type: none"> Tyler sends form design proofs for review and acceptance 	Lead	Participate
(6.1.7) Install Tyler Forms Library	<ul style="list-style-type: none"> Tyler installs Forms Library on City server 	Lead	Participate

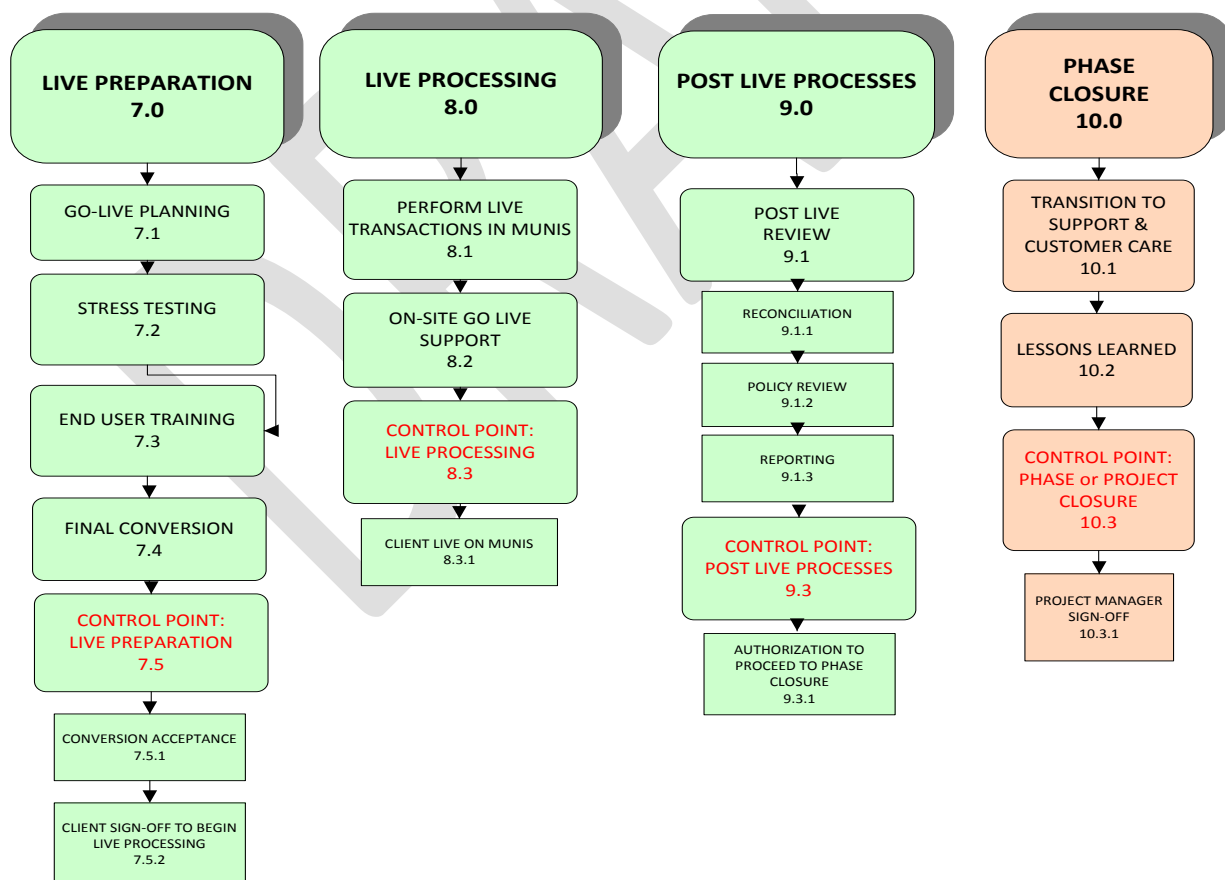
Data Population		Roles & Responsibilities	
Task		TYLER	CITY
(6.2) Conversion & Set Up Tables	<ul style="list-style-type: none"> Prepare system parameters and codes to align with data mapping 	Lead	Participate
Set Up Table Training	<ul style="list-style-type: none"> Train City on completion of Set Up Tables according to analysis sessions 	Lead	Participate
Workflow Training	<ul style="list-style-type: none"> Train City on Workflow completion 	Leads	Participate
(6.2.2) Complete Set Up Tables	<ul style="list-style-type: none"> City builds Set Up tables 	Participate	Lead
(6.2.3) Workflow Completion	<ul style="list-style-type: none"> City builds Workflow 	Participate	Lead
Identify HTE source tables for conversions	<ul style="list-style-type: none"> Tyler Conversions will provide guidance on which tables to pull data from in HTE if Tyler has performed previous conversions in these areas. 	Shared	Shared
Submit Conversion Data & Produce Balancing Reports	<ul style="list-style-type: none"> City pulls data from legacy system and submits to Tyler, produces balancing reports 	None	Own
(6.2.1) Run Conversion Program	<ul style="list-style-type: none"> Write and execute program to convert submitted data according to crosswalk 	Own	None
Train Conversion Validation Process	<ul style="list-style-type: none"> Train City on methods for validating converted data in Munis 	Lead	Participate
Validate Data Conversions	<ul style="list-style-type: none"> City validates converted data using error reports, balancing reports, etc. 	None	Own
Submit Conversion Corrections	<ul style="list-style-type: none"> City documents and submits needed corrections to conversion 	Participate	Lead
Accept Conversions	<ul style="list-style-type: none"> City acceptance of data conversions and authorization to load 	None	Own

Training & Testing		Roles & Responsibilities	
Task		TYLER	CITY
(6.3.1) Train Functional Leads/Subject Matter Experts and Core Users	<ul style="list-style-type: none"> Train Functional Leads/Subject Matter Experts and Core Users on applicable Munis processing 	Lead	Participate
(6.3.3) Train-the-Trainer	<ul style="list-style-type: none"> Train City's Trainer on End User processes 	Lead	Participate
Train End Users	<ul style="list-style-type: none"> Train City's End Users 	None	Own

(6.4) Train and Perform 1st Trial Run/Parallel Process	<ul style="list-style-type: none"> Train City on completing Trial Run/Parallel processes 	Lead	Participate
(6.4.1) On-Site Form Testing	<ul style="list-style-type: none"> Train City on process of printing and testing forms 	Lead	Participate
(6.4.2) Test Mods and Interfaces	<ul style="list-style-type: none"> Train City on process of testing modification and interface programs 	Lead	Participate
(6.4.3) Test Against Quality Plan	<ul style="list-style-type: none"> Verify programs work according to definition in quality plan 	Lead	Assist
(6.4.4) Test Against Policies	<ul style="list-style-type: none"> Verify process meets policy decisions 	Participate	Lead
Perform Additional Trial Run/Parallel Processes	<ul style="list-style-type: none"> Complete Trial Run/Parallel process steps, identify discrepancies and correct 	Participate	Lead
(6.5) Control Point: Implementation	<ul style="list-style-type: none"> N/A 		
(6.5.2) City Authorization to Proceed to Live Preparation	<ul style="list-style-type: none"> City sign-off on Training – acknowledging readiness for go-live 	Participate	Lead

C.8.4.9 Live Preparation, Go-Live and Phase Closure

This portion of the implementation begins with a pre-live process review, proceeds to final training and conversion to be followed by quality assurance testing. The phase closes with a transition to the product Support organization and formal acceptance from the City's project team.



C.8.4.10 Live Preparation (7.0)

Pre-LiveTasks		Roles & Responsibilities	
Task		TYLER	CITY
(7.1) Pre-Live Planning	<ul style="list-style-type: none"> City and Tyler meet to outline go-live steps, requirements and assignments 	Lead	Participate
Perform Go-Live Readiness Assessment	<ul style="list-style-type: none"> Evaluate readiness of City staff to perform live process from training and change management prospective 	Share	Share
Cut Off Legacy System	<ul style="list-style-type: none"> City ceases activities in applicable legacy applications 	None	Own
Submit Final Conversion Data & Produce Balancing Reports	<ul style="list-style-type: none"> City pulls Final Conversion data and submits to Tyler 	None	Own
(7.2) Stress Testing	<ul style="list-style-type: none"> City performs any desired stress testing 	None	Own
(7.3) End User Training	<ul style="list-style-type: none"> City trains end users 	None	Own
(7.4) Run Final Conversion Program	<ul style="list-style-type: none"> Execute program to convert submitted final data according to crosswalk 	Own	None
Validate Final Data Conversions	<ul style="list-style-type: none"> City validates converted data using error reports, balancing reports, etc. 	None	Own
(7.5.1) Accept Conversions & Authorize Load to Live	<ul style="list-style-type: none"> City accepts final conversions and authorizes them to be loaded in Live Database 	None	Own
Live data load	<ul style="list-style-type: none"> Load data into Live environment 	Share	Share
(7.5.2) Authorize Live Processing	<ul style="list-style-type: none"> City authorizes City users to begin live processing 	None	Own

C.8.4.11 Live Processing (8.0)

Live Activities		Roles & Responsibilities	
Task		TYLER	CITY
(8.0) Live Processing	<ul style="list-style-type: none"> City begin live processing in system 	Participate	Lead
(8.1) Perform Live Transactions in Munis	<ul style="list-style-type: none"> City begins live processing in system 	Participate	Lead
(8.2) On-Site Go Live Support	<ul style="list-style-type: none"> Tyler is on-site to support go-live processing 	Lead	Participate
(8.3) Control Point: Live Processing	<ul style="list-style-type: none"> N/A 		
(8.3.1) City Live on Munis	<ul style="list-style-type: none"> City is Processing in Munis System 	Participate	Lead

C.8.4.12 Post-Live Process (9.0)

Post Live Activities		Roles & Responsibilities	
Task		TYLER	CITY
(9.1.1) Train Reconciliation Processes	<ul style="list-style-type: none"> Review Reconciliation Process training 	Lead	Participate
Provide Post Live Support	<ul style="list-style-type: none"> Provide assistance to City's users while performing live processes Work to resolve any outstanding issues 	Lead	Participate
Complete Outstanding Training	<ul style="list-style-type: none"> Identify and complete any outstanding training on live applications 	Lead	Participate
(9.1.2) Policy Review	<ul style="list-style-type: none"> Review Policy and Procedure decisions 	Participate	Lead

(9.1.3) Reporting	<ul style="list-style-type: none"> Train City on SSRS Reporting functionality 	Lead	Participate
(9.3.1) Authorization to proceed to phase closure	<ul style="list-style-type: none"> City authorizes post-live process and proceeds to phase closure 	Participate	Lead

C.8.4.13 Phase Closure (10.0)

Phase or Project Closure		Roles & Responsibilities	
Task		TYLER	CITY
(10.1) Transition to Support	<ul style="list-style-type: none"> Conference call to introduce Support 	Lead	Participate
(10.2) Document Lessons Learned	<ul style="list-style-type: none"> City and Tyler discuss Lessons Learned for future phases, if applicable 	Share	Share
10.3.1) Final Acceptance	<ul style="list-style-type: none"> City accepts Phase Closure 	None	Own

C.9 Business Process Consulting

The Business Process Consulting (BPC) service is comprised of three phases: As-Is Analysis, To-Be Analysis, and Static Environment Testing. The output of these phases is the Business Solution Design Document that will also serve as a 'roadmap' and guide for the Implementation team. Final decisions related to Business Solution Design are then used to create the Customized Core User Procedural Documents. The purpose of this service is not to analyze all aspects of the City's business practices, but to focus on activities that will take place in Tyler products. Understanding data that comes into Tyler products and is exported from Tyler products is important and will be part of the information covered, but Tyler Consultants will not discuss what happens outside of Munis to either generate or absorb exchanged data. During the following services, Tyler Implementation Consultants will provide support to BPC Consultants to ensure both information capture and knowledge transfer.

The following service will be performed by Tyler's BPC Consultants:

C.9.1 Business Process Review

Tyler's BPC consultants utilize the following tools to learn the as-is environment:

- An analysis and questionnaire system containing an inventory of criteria and questions that accumulate our knowledge of our clients' standard operating procedures as relate to Tyler applications.
- Interview functional leads and/or department managers in order to understand current practices, procedures and policies to understand the as-is environment of the client.

Tyler BPC consultants perform onsite analysis of how to improve and gain new efficiencies offered by Tyler's software functionality.

C.9.2 Business Solution Design

Prior to starting Business Solution Design, Tyler has found it invaluable to conduct Functional Lead/SME process training. Tyler Implementation Consultants will deliver this training in preparation for the Business Solution Design sessions.

BPC Consultants evaluate the analysis from the *Business Process Review* and develop recommendations for the usage and implementation of Tyler's software, maximizing inherent functional opportunities through:

- Setup table options analysis, recommended decisions, table design, and product utilization.
- Detailed module configuration plans.
- Identifying local policy and/or procedural areas that may be impacted and require client action.
- Leveraging client-specific goals and objectives to distinguish and document when specific workflows would enhance efficiency for related Tyler workflows.
- Cross-module functionality sessions to provide an overview on the integration touch points within the Tyler solution as well as any 3rd party systems that may interface with Tyler's applications.

At the conclusion of the Business Solution Design process, Tyler BPC consultants deliver and present a configuration document with line-item analysis citing recommendations for best use of Tyler software options and clearly identify client adoption decision requirements (i.e. key dates and potential implementation impacts).

C.9.3 Static Environment Testing

Prior to converting legacy system data, a Static Environment Test (SET) will be conducted to confirm that the decisions made during the analysis process will meet the client's needs. Testing will be conducted with a customized script, to be provided not less than five (5) business days prior to the test, which will allow review and discussions of the decisions being tested. Once the testing and decision discussions are complete, clients have the opportunity to test processes a 'hands-on' approach on the Tyler system. While this is not meant to be a training session, Tyler's consultants will walk the City through the script in order to provide a visual demonstration of process decisions in action in Munis.

C.9.4 Customized Core User Procedural Documents

Procedure manuals document client-specific, step-by-step processes for the day-to-day use of Tyler's solution. The manuals are specific and customized for each client, with the exception of general system navigation. Setup table maintenance is not documented within these documents unless the maintenance of such is required on a regular basis (i.e. one-time setup tables are not part of procedural documentation).

Tyler's consultants author, group and deliver the Customized Procedural Manuals for each respective module purchased in MS Word. Procedure manuals are only available for modules purchased as part of the Business Process Review and Business Solution Design areas. Changes to BPC delivered documents as a result custom modifications and interfaces that are part of this scope will be made by Tyler consultants once the customizations are accepted by the City.

C.9.5 Detailed Processes Covered in Business Process Consulting

Some processes below may not be included if it is determined in the analysis that the process will not be utilized.

Processes marked with DCT indicate that all or part of this document could also be used for end user training, should the City choose to do so.

- **Munis General Topics for all Modules**
 - Navigation (DCT)
 - Munis Office & Saved Reports (DCT)
 - Dashboard (DCT)
 - Tyler Content Manager (DCT)
- **General Ledger**
 - Adding a New Account
 - General Journal Entry
 - Recurring General Journal Entry
 - General Journal Approvals
 - Account Trial Balance Report
 - GL Account Inquiry (DCT)
 - YTD Budget Report (DCT)
 - Periodic Processing
 - Import GL Journals
- **Purchasing**
 - Overall Purchasing Process
 - Vendor Maintenance
 - Requisition Entry (DCT)
 - Attaching Documentation (DCT)
 - Requisition Approval (DCT)
 - Requisition Conversion to PO
 - PO Entry Proof
 - PO Approvals (DCT)
 - PO Receiving (DCT)
 - Print PO's
 - PO Maintenance
 - PO Reports (DCT)
- **Accounts Payable**
 - Overall AP Process
 - Vendor Maintenance
 - Invoice Entry /Proof (DCT)
 - Recurring Invoice Entry
 - Scanning and Attaching Invoices using Bar Codes
 - Invoice Approvals (DCT)
 - Post Invoices

- Check Run Process (Select Items to Be Paid, Print Checks, Cash Disbursement Journal)
 - EFT Processing
 - Create Positive Pay File for bank
 - Void Check Process
 - Invoice Maintenance
 - Retainage Processing
 - Check Reconciliation
 - AP Reports (DCT)
 - Vendor Central (DCT)
- **Budget**
 - Overall Budget Process
 - Define/Start Budget Projection
 - NY Budget Entry (DCT)
 - NY Budget Reports (DCT)
 - Roll/Factor/Merge Budget Projection
 - Next Year Budget Detail Approval (DCT)
 - Budget Transfer and Amendments (DCT)
 - Budget Transfer and Amendments Approvals (DCT)
- **Project/Grant Accounting**
 - Overall Project and Grant Accounting Process
 - Creation of Project and Grant
 - Reimbursement and Indirect Cost Process
 - Using Project Ledger
 - Project Reports (DCT)
- **Contract Management**
 - Overall Contract Process
 - Contract Entry (DCT)
 - Contract Maintenance
 - Attaching Documentation (DCT)
 - Contract Approvals (DCT)
- **Bid Management**
 - Overall Bid Process
 - Bid Entry (DCT)
 - Bid Maintenance
 - Attaching Documentation (DCT)
- **AR Miscellaneous Cash**
 - Overall Miscellaneous Cash Process
 - Payment Entry (DCT)
 - Applying a Payment to a General Bill (DCT)
 - Payment Post
 - Payment Reversals

- Apply NSF Fee
 - Print NSF Notices
 - AR Reports (DCT)
- **General Billing**
 - Overall GB Process
 - Customer File (DCT)
 - Invoice Processing (DCT)
 - Recurring Invoice (DCT)
 - Invoice Approval (DCT)
 - Employee Insurance Bills
 - Assess Late Fees
 - Print Bills and Statements
 - Reports (DCT)
- **Inventory**
 - Overall Inventory Process
 - Adding an Inventory Item
 - Setting up Inventory Photos
 - Transaction Entry/History
 - Requisition Entry for Pick Ticket (DCT)
 - Pick Ticket Process
 - Inventory Receiving
 - Inventory Reports
 - Periodic Processing
 - Purging Pick Tickets
- **Fixed Assets**
 - Overall Fixed Asset Process
 - Adding/Importing a new asset
 - Posting Fixed Assets
 - Adjusting, Transferring and Retiring Assets
 - Depreciating Assets
 - Periodic Processing
 - Inquiry & Reports
 - CAFR Statement Builder Process Overview
- **Munis Cash Management**
 - Interest Allocation
 - Cash Flow
 - Bank Reconciliation
 - Reports
- **Work Orders/Fleet & Facilities**
 - Overall Work Order/Fleet & Facilities Process
 - Service Requests (DCT)

- Maintenance Programs
- Work Order Processing – New
- Work Order Processing – In Progress
- Work Order Processing – Completed
- Inquiry & Reports (DCT)
- **Payroll**
 - Overall Salary & Benefit Projections Processing
 - Projection Start & Status
 - Projection Processing
 - Projection Pay Types
 - Projection Job Class
 - Projection Salary Tables
 - Projection Position Control
 - Projection Allocation Maintenance
 - Projection Employee Master
 - Projection Employee Job/Salary
 - Projection Employee Deductions/Benefits
 - Projection Contract Increases
 - Projection Step Increases
 - Projection Longevity Report
 - Projection Salary Calculate
 - Projection Benefit Calculate
 - Post Projection Data to Budget
 - Update Live Position Control
 - Overall Payroll Process
 - PR Start & Status
 - Time Entry (DCT)
 - Time Entry Approval (DCT)
 - Time Entry Import to PR
 - Void Payroll
 - Miscellaneous Payroll
 - Payroll Vendor Processing
 - Overall HR Process
 - Employee Certifications
 - Employee Evaluations
 - Case Management
 - Training Courses
 - Employee Training
 - Training Forecast Report
 - Training Hours Completed Report
 - Overall Personnel Actions Process

- Actions Entry (DCT)
 - Personnel Actions Setup
 - Rapid Entry
 - Condensed Pending Master File
 - Actions Inquiry (DCT)
- **Professional Development**
 - Overall Professional Development Process
 - PD Career Tracks
 - PD Development Status
- **Business Licenses:**
 - Overall License Process
 - Create Business
 - Business Status
 - Business Location
 - Business Type Category
 - Business Type
 - Business License Contact Type
 - Business Company Type
 - Create License Record
 - License Activity Type
 - License Classification
 - License Status
 - License Cycle Recurrence
 - License Cycle
 - License Type
 - License Classifications
 - Contact Types
 - License Rules
 - CAP File Type
 - Overall Process to Add Contacts
 - Create a Contact
 - Contact Type
 - Certifications
 - Certification Classification
 - Certification Group
 - Certification Type
 - Associate a Contact
 - Create a Professional License
 - Renew a Professional License
 - Overall Renewal Process
 - License Cycle Recurrence
 - Renewal Cycle (Daily, Weekly, etc)
 - Renewal Deadline
 - Invoice Deadline
 - License Type
 - Renewable License Option
 - Overall Payment Activity Processes
 - Manage Payments
 - Process Refunds

- Process Voids
- Manage Till Sessions
- Receipt Generation Through Document Report
- **Permits & Code Enforcement**
 - CAP – Online
 - Apply for a Permit
 - Approve a CAP Account
 - Create a Citizen Request
 - Register on CAP
 - Overall Application Process
 - Application – Setup and Order
 - Application – Status Setup
 - Application – Activity Type Setup
 - Application – Type Setup
 - Project - Create a Plan
 - Project – Create a Project
 - Project – Manage a Project
 - Intelligent Objects
 - Object Management
 - Impact Management
 - Custom Fields
 - Plan - Manage my Reviews
 - Plan – Create a Plan
 - Create a Bond
 - eReview – Complete a Review
 - eReview – Manage Files
 - eReview – Upload a File
 - Permit - Create a Permit
 - Permit - Search for a Permit
 - Create a Request
 - Manage Workflow
 - Create a Workflow Calendar
 - GIS – Map Viewer Functionality
 - GIS – Create a Spatial Collection
 - GIS – Manage GIS Viewer
 - Report – Generate a Report
 - Report – Generate a Document
 - Overall Inspection Process
 - Search for an Inspection
 - Create an Inspection
 - Schedule an Inspection
 - Manage an Inspection
 - Complete an Inspection
 - Navigate MobileGov
 - Use the My Inspection Widget
 - Overall Complaint/Violation Process
 - Search for a Code Case
 - Create a Code Case
 - Manage a Code Case
 - Modify a Code Case
 - Add an Activity to a Code Case

- Close a Code Case
- Overall Process to Add Contacts (Customers & Contractors)
 - Create a Contact
 - Associate a Contact
 - Create a Professional License
 - Renew a Professional License
- Overall Payment Activity Processes
 - Manage Payments
 - Process Refunds
 - Process Voids
 - Manage Till Sessions

C.10 Modifications

C.10.1 Definition of a Program Modification

Program customizations typically involve changes or additions in program functionality in order to affect some new, desired result within the Munis programs.

C.10.2 Definition of an Custom Interface/Import-Export

Custom interfaces typically involve creating custom layout, web services, etc. for the purpose of receiving, sending, or exchanging data between Munis and a third party system.

So long as the 3rd party system integrating with Munis can use the existing Munis formats / methods, then programming charges will not be required. However, if Tyler needs to change any of its formats to meet the needs of 3rd party products, then programming charges will be incurred at the prevailing contract rates.

C.10.3 Specification Development

Tyler provides development representatives to ensure an accurate and timely delivery of the desired functional changes. Tyler development representatives will be assigned to manage and monitor activities such as discovery calls, definition documents and delivery milestones. The development representatives work closely with the implementation team, as well as the City, to reach the goal of a successful modification/interface delivery.

C.10.4 Program Modification or Custom Interface Summary Document

The Program Modification or Custom Interface Summary Document contains descriptions and details of the desired Modification. This document identifies exactly what the City requested modification needs to accomplish and is completed as a result of Tyler development representatives reviewing contract documentation, completing discovery calls, onsite analysis visits (if necessary), and subsequent analysis. Final documentation steps should be completed and sent to City within ten (10) business days after analysis. A copy of the modification summary document is sent to City representative and project manager for review and signature. The standard signoff period is ten (10) business days, unless additional time is mutually agreed upon.

C.10.5 Program Modification or Custom Interface Specification Document

The Program Customization or Custom Interface Summary Document contains descriptions and details of the desired Customizations. This document identifies exactly what the City requested Customization needs to accomplish and is completed as a result of the Development Representative reviewing contract documentation, completing discovery calls, onsite analysis visits (if necessary), subsequent analysis. A copy of the Customization summary document is sent to City project manager for review and signature. The standard signoff period is ten (10) business days. If the City fails to provide the resources required for analysis, or fails to submit the signed specification by the documented due date, Tyler may not be able to meet the timeline initially required for modification or interface delivery.

C.10.6 Modification Signoff Document

This document completes the process, indicating the City has received the program Customization and its functions as defined in previous documents.

C.10.7 Incorporation of Modifications/Interfaces into a Munis General Release

C.10.7.1 Approval Process for Incorporation

Customizations and interfaces provided by Tyler Development staff become part of the general release of the system. Contract Customizations and interfaces as well as post-contract programming changes follow a formal Customization/Change Process. A Product Manager and the Vice-President of Development evaluate each post-contract request for development quote. A written response is submitted to the City evaluating the feasibility of the request, whether a solution is covered at no charge or involves a fee, an estimated time frame for completion and the applicable Munis General Release version. We attempt to provide a programming solution that has the ability to be used with parameters and settings to allow for subsequent use and broad appeal.

C.10.7.2 Impact of Modification/Interface Delivery on Implementation

As code changes will be delivered approximately six (6) months after applicable specification acceptance there are certain logistics that must be factored into the project plan to accommodate this process. If customizations require upgrading to a new release, plans must be made to introduce the new release into a test environment and conducting thorough cross-module testing, especially for modules already in live production. The City owns this testing and all of these activities must be carefully coordinated with other ongoing phases of implementation.

C.10.7.3 Installation

At the time of software installation, the most current product available will be installed, but will not contain the customizations ordered by the City. Customizations will be developed as part of the implementation plan as defined in this Statement of Work.

C.10.7.4 Project Release Schedule

Customizations are delivered through Tyler Munis Internet Update utility to be loaded against releases in accordance with Tyler's published release life cycle policy "Munis Life Cycle Policy" included in this document. This is done in order to predict and schedule release upgrades during the planned

implementation phases and to provide the assurance of continually operating on a fully supported release for live modules. As such, an upgrade schedule will need to be developed and followed to ensure timely delivery of agreed to go-live customizations.

C.10.8 Modifications Scope

The list of contract Modifications is detailed in section A.4.3.6. Modifications shall be delivered to the City in advance of the respectively noted phase go-live date in order to give sufficient time for testing and validation.

C.10.9 Custom Import/Export Formats Scope

- AP/PR Check Recon Import
- AP Positive Pay Export Format
- PR Positive Pay Export Format
- P-Card Import Format with Without Encumbrances

C.10.10 Custom Interfaces Scope

The list of custom Interfaces is detailed in section A.4.3.7. Custom interfaces shall be delivered to the City in advance of the respectively noted phase go-live date in order to give sufficient time for testing and validation.

C.10.11 Modifications Roles & Responsibilities

Modifications		Responsibility	
Task	Description	TYLER	CITY
Discovery of customization requirements	Through analysis, functional requirements will be defined	Lead	Participate
Requirement Validation	The City, Tyler Consultants and Tyler Development Representatives verify Customization is necessary through exploration of existing options	Lead	Participate
Create Customization Summary	Tyler Development Representative will work with the City to write a basic summary outline of customization functionality	Lead	Participate
Create Detailed Customization Specification Document	Tyler Development Representative review Customization Summary and create City Specification document that describes how and where the program changes will occur in order to accomplish functional requirements	Own	None
Specification Sign-Off, Authorization to Proceed	Tyler will deliver a written specification to City, outlining functional changes, cost, timeline and version requirements. This document must be signed prior to any work being performed by Tyler	None	Own
Development of Customization	Tyler will program changes as outlined in the signed specification document. Changes subsequent to sign-off will be considered out of scope and may require repetition of previous steps	Own	None
Customization QA	Tyler's QA team will test customization within applicable, impacted modules	Own	None

Modifications		Responsibility	
Task	Description	TYLER	CITY
Customization Delivery and Demonstration	Tyler will deliver and demonstrate customization as scheduled. Demonstration will include validating compliance with written specification	Lead	Participate
Test Customization	City will validate performance of customization through repeated unit testing as well as process testing throughout implementation	Participate	Lead
Customization Acceptance	Tyler will deliver a written Acceptance Sign-Off for the customization. Acceptance is expected within 30 days of delivery unless City notifies Tyler in writing of non-compliance with specification	None	Own

Interfaces/Imports/Exports		Responsibility	
Task	Description	Tyler	City
Provide Data Map	Data map of the 3 rd party system will be provided by the City, along with instructions or crosswalks that need to be developed	Participate	Lead
Design Data Mapping	Data will be mapped between the systems to which Tyler needs to interface and the Tyler interface format	Lead	Participate
Develop Custom Specification	A document is created describing the interface purpose, type, direction and system impacts (if any)	Own	Participate
Develop Custom Programs	Programs will be developed to import/export Tyler data in format required	Own	None
Modification Procedure Document	A document is created describing the interface and how to utilize it	Lead	Participate
Import/Export data from/to the Tyler data tables into/out of the Tyler applications	Tyler trains applicable City users to import/export data from the Tyler data tables into/out of the Tyler applications	Share	Share
Create schedule for executing imports/export	A schedule is defined to execute the imports/exports	Participate	Lead

C.11 Tyler Reporting Services (TRS) SSRS Report Development - Munis

The Tyler suite of programs contains hundreds of canned system reports, each utilizing configurable user-supplied parameters to provide hundreds of reporting variations. However, Tyler recognizes that its clients want the flexibility to create even more unique reports and queries to fit their own business needs. Tyler has included Report Writing training as part of our Proposal as well as twenty (20) days of Report Writing Assistance. The City will also have available a Report Library of over 200 reports via the Munis Support Website.

Training will be conducted during the first phase of the implementation, or within 60 days of go-live, whichever is deemed a better fit by the City. Tyler uses a “train the trainer” approach, which will provide certain individuals within the City with the tools necessary to train additional users on the subject matter as they see fit. Class size is limited to twelve (12) City users unless the City makes a City trainer available to co-manage the class.

Tyler Reporting Services utilizes an SQL report writing tool called Business Intelligence Development Studio (BIDS) to extract data from the Munis system and create custom reports. Once trained, the City will have the ability to create custom reports and modify any report from the TRS Report Library. TRS training does not include the authoring of custom reports for the City by Tyler. As the City determines what custom reports are needed, the City and Tyler Project Managers will oversee the submission of requests, specification delivery and acceptance, as well as City acceptance.

C.11.1 SSRS Report Development Roles & Responsibilities

Task	Tyler Responsibility	City Responsibility
Determine all reporting needs for all modules	None	Own
Prioritize reports by required date (must have upon go-live, quarterly reports, annual reports, sporadic/seldom used reports)	Participate	Lead
Analyze canned reports in Munis system for matching data to required reports	Participate	Lead
Determine fit / gaps of canned Munis reports to reporting requirement requests	Participate	Lead
Identify custom reporting needs	Participate	Lead
Train users on reporting tools	Lead	Participate
Develop custom reports*	Shared	Shared

* - The City has purchased twenty (20) days of Tyler Report writing assistance. Once a custom report is identified and requested, Tyler will track time spent for analysis, specification development, and report writing. Custom reports will not be developed as part of training.

C.12 Crystal Reports - EnerGov

EnerGov utilizes Crystal Reports for creating custom reports and forms. SAP Business Objects - Crystal Reports Developer Edition (SAP Crystal Reports 2011 INTL WIN NUL License) is required to develop or modify Crystal Reports.

C.12.1 Crystal Reports Roles & Responsibilities

Task	Tyler Responsibility	City Responsibility
Determine all reporting needs for all modules	None	Own
Prioritize reports by required date (must have upon go-live, quarterly reports, annual reports, sporadic/seldom used reports)	Participate	Lead
Identify custom reporting needs	Participate	Lead
Train users on reporting tools	Lead	Participate
Develop custom reports*	Shared	Shared

* - The City has purchased fifty-three (53) hours of Crystal Report writing assistance. Once a custom report is identified and requested, Tyler will track time spent for analysis, specification development, and report writing. Custom reports will not be developed as part of training.

C.13 Data Conversion

C.13.1 Data Conversion Detailed Description

Tyler delivers all conversions at a flat rate. Conversions are billed as the work is completed upon completion of agreed to milestones defined in the agreement, therefore, the City will only be charged for those data conversions that are executed in the implementation of the software.

The following conversion options are a comprehensive list that represents the quoted modules included in the Tyler proposal and considered in scope. Requests to convert data outside of the contracted conversion options or failing to adhere to the noted conversion assumptions below will be considered out of scope and will be billed at prevailing contract rates.

Conversion ID	Description
Accounting Opt 1 - Actuals	General ledger – actual account summary balances for up to 3 years, to be populated in the GL Master and GL Master Balance tables after the chart of accounts is set up, and a crosswalk is created between legacy accounts and Munis accounts
Accounting Opt 2 - Budgets	General Ledger – budgeted account balances for up to 3 years, to be populated in the Munis GL Master and GL Master Balance tables after the chart of accounts is set up, and a crosswalk is created between legacy accounts and Munis accounts. This can include the original budget, budget adjustments and revised budget
Accounting Standard COA	Chart of Accounts conversion from spreadsheet (to be provided during COA analysis), segments, objects, character codes, project codes, organizations (or long accounts), segment level control accounts, budget rollups, fund attributes, and due-to/due-from

	accounts
Accounts Payable Opt 1 - Checks	Check History - after a successful AP Vendor Master conversion, the client provides AP Check information for conversion to related Munis Check Header and Check Detail tables. Check Header holds such data as vendor, warrant, check#, check date, overall amount, GL cash account/date, and clearance information. Check Detail holds related document/invoice numbers for each check. When needed, this conversion uses a crosswalk from legacy vendors to Munis vendors, usually created during the master conversion, but sometimes augmented with client's additional entries.
Accounts Payable Opt 2 - Invoices	Invoice History - after a successful AP Vendor Master conversion, the client provides AP Invoice information for conversion to related Munis Invoice Header and Invoice Detail tables. General information for the invoice is stored in a Header record, and line-specific information stored in a Detail record. When needed, this conversion uses a crosswalk from legacy vendors to Munis vendors, usually created during the master conversion, but sometimes augmented with client's additional entries.
Accounts Payable Standard Master	The client provides master data from their legacy vendor master (names, addresses, SSN/FID, contacts, phone numbers, etc.) and this data is converted into Munis vendor master fields. If remittance addresses are provided, these are converted into the related Munis Remittance Address table. If YTD 1099 amounts are provided for vendors, these balances are converted into the related Munis Vendor 1099 balances table. This part is repeated with final data at go-live, after being run earlier for verification.
Business License	Businesses, licenses and permits, charges and receipts, and classification codes
Fixed Assets Opt 1 - History	Transaction history data (acquisitions, disposals, transfers, etc.)
Fixed Assets Standard Master	Asset description, status, acquisition quantity, date, and amount, codes for asset class, subclass, department, custodian, flags for capitalization and depreciation, estimated life, serial number, model, model year, depreciation method, life-to-date depreciation amount, last depreciation date, disposal information (if any), purchase information, if any (vendor, PO, Invoice), four GL orgs and objects, for Asset account, Contra account, Depreciation Expense account, and Accumulated Depreciation account, plus an addition org and object for purchase account (if desired), Comments.
General Billing Opt 1 – Recurring Invoices	Any GB invoices that occur on a recurring basis
General Billing Opt 2 – Bills	Invoice amounts, payments and adjustments.
General Billing Standard CID	Customer name and address information.
Inspections & Code	All active cases, case actions, case violation information, generic inspections information, case cash receipts information, user setup and code files
Inspections & Code	All completed cases, case actions, case violation information, generic inspections information, case cash receipts information, user setup and code files
Inventory Opt 1 – Commodity Codes	Commodity master information, including codes and descriptions, commodity type, acquisition type, unit of measure, vendor, buyer, approver, and various other codes and flags, some linked to the Fixed Assets module
Inventory Standard Master	Location table, fifo table if data is provided (seldom), and backorder header and detail tables if data is provided (seldom). General master data includes item, description, commodity code, purchase vendor and date, date received, GL information, hazard code, etc. Location master includes item, location, bin, various quantities (on-hand, last, committed, standard purchase, re-order), lead time;

	count, count date, and variance; GL information; plus many accumulator buckets (MTD/YTD/SOY/SOM/LY received/issued/adjusted/cost/value), etc. FIFO data includes item, location, date, qty-received, unit cost, and quantity on hand.
Permitting	All active building permits with associated information including general permit information, application names, miscellaneous information, structure setup, application tracking, permit setup, cash receipts & charges, application fees, application documents, inspection results.
Permitting	All completed building permits with associated information including general permit information, application names, miscellaneous information, structure setup, application tracking, permit setup, cash receipts & charges, application fees, application documents, inspection results.
PGA Standard	Conversion from PGA Excel spreadsheet with many tabs to fill out setup information for segments, account strings and FS Allocation table.
PG Opt 1 – Actuals	After the Project Ledger is set up, and a crosswalk created between legacy accounts and Munis accounts, balances to be populated in the Munis Project Ledger tables.
PG Opt 2 – Budgets	After the Project Ledger is set up, and a crosswalk created between legacy accounts and Munis accounts, budgeted balances, to be populated in the Munis Project Ledger tables.
PR Payroll Opt 1 - Deductions	Employee Deductions - including employee ID, deduction codes, tax information, and direct deposit information. NOTE: Unlike the conversion of any other module, payroll goes live in 2 steps. The employee master and deduction data is accepted and maintained in both legacy and MUNIS systems for 1 to several months, in order to give the client time to create MUNIS pay records for their employees and do parallel payroll runs.
PR Payroll Opt 2 – Accrual Balances	Employee Accrual Balances (Vacation, Holiday, and other Leave balances) are converted from legacy data to corresponding MUNIS tables. If provided, start-of-year, earned-to-date, and used-to-date can be converted, as well. If converted, accrual balances must be completed before the client goes Live on actual payroll runs. Accrual transaction history is not part of this option. If a client requests accrual history it needs to be quoted by the conversion department.
PR Payroll Opt 3 - Accumulators	YTD, QTD, MTD Accumulators - Employee pay and deduction amounts (and sometimes amounts paid by the employer on behalf of the employee), are converted in this option. Though it is sometimes not so in the legacy system, each amount in MUNIS must be related to a specific pay or deduction code. The deduction code crosswalk used in Option 1 is used again here and in deduction history (option 5). A pay code crosswalk is usually provided, or else a single default code for all regular pay, plus any relevant noncash pay codes. Tax and retirement grosses may be converted or may be calculated afterward through a MUNIS process. If history conversions are also purchased, there is usually no need to provide separate source data for accumulators.
PR Payroll Opt 4 – Check History	Payroll Check History - earnings and deductions in employee check history (with check# and check date), attached to a code.
PR Payroll Opt 5 – Earn/Ded History	Payroll Earnings and Deductions History - earnings and deductions in employee check history (with check# and check date), attached to a code.
PR Payroll Opt 7 – Personnel Actions History	Information on various types of personnel actions, such as job or salary changes, along with dates. These are converted into MUNIS

	personnel action records as if processed in the Munis application.
PR Payroll Opt 8 – Position Control	Position, description, status, job code, bargaining group, location, number of employees allowed for each, FTE percentage, GL account, and max/min grade and step. This conversion, when purchased, is done at the beginning with employee master and employee deductions, and taken over by the client before they can begin to create employee pay records.
PR Payroll Opt 9 – State Retirement Tables	Deals with the MUNIS screens that hold specific state-required data, plus related service years information, when appropriate.
PR Payroll Standard	Payroll Employee Master data including data such as name, address, SSN, legacy employee ID, date of birth, hire date, activity status (such as active/inactive), leave/termination code and date, phone(s), e-address, marital status, gender, race, personnel status (such as full-time, part-time, etc.), highest degree, advice-delivery (print/email/both) and check location, plus primary group, job, location, and account information. NOTE: Unlike the conversion of any other module, payroll goes live in 2 steps. The employee master and deduction data is accepted and maintained in both legacy and MUNIS systems for 1 to several months, in order to give the client time to create MUNIS pay records for their employees and do parallel payroll runs.
PO Standard	PO Header data (vendor, buyer, date, accounting information, etc.) and PO Detail (line) information is supplied by the client and converted into Munis tables.
Work Order Opt 1 – Work Order Asset	Department Parameter Maintenance, Misc. Codes, Class Codes, Activity Maintenance for Preventative Maintenance Schedules, Component Maintenance.
Work Order Opt 2 – Closed Work Order History (No cost data)	No Cost Data. Auxiliary Code Tables, Department Parameter Maintenance, Activity Maintenance, Maintenance Tables.
Work Order Opt 3 – Work Order History with Cost Data	With Cost Data. Auxiliary Code Tables, Department Parameter Maintenance, Activity Maintenance, Maintenance Tables.
TCM EE – AC Opt 2 – Budgets (total balances only up to 3 yrs.)	Budget Account Attachment, Budget Line Attachment
TCM EE – AP Standard Master	1099 for Government Payments, 1099 for Interest, 1099 for Misc. Income, 1099 for Real Estate Transactions, Vendor Attachment, Vendor W-9
TCM EE – AP Opt 1 – Checks	Accounts Payable Check, Accounts Payable Invoice
TCM EE – FA Standard Master (GL Accounts, Purchase History)	Fixed Asset Attachment
TCM EE – PO Standard Master (Open POs)	Purchase Order, Attachment, Receivable
TCM EE – Payroll Standard (Employee, Address)	Direct Deposit, HR Employee Attachment, I-9, Insurance, Leave, Payroll Employee Attachment, Service Record, SSN, W-4, 1099-R, W-2
TCM EE – Opt 1 – Deductions	Benefits, Deductions
TCM EE – Opt 4 – Check History	Payroll Check
TCM EE – Opt 7 – PM Action History	Personnel Action
TCM EE – Opt 8 – Position Control	Employee Position Form, Position Attachment
TCM EE – GB Standard – CID	AR Customer Attachment
TCM EE – Opt 2 – Bills (Header, Detail) Payment History, Invoices	General Billing Invoice, Receipt on Receipt Inquiry
TCM EE – WO Opt1 – Work Order	Work Order
TCM EE – Permits & Code Enforcement Opt 1 - Applications	Application Permits, Permit Application Attachment,
TCM EE – Permits & Code Enforcement Opt 2 - Violations	Violation Notice
TCM EE – Permits & Code Enforcement Opt 3 -	Customer Inspection Notice

Inspections	
TCM EE – Business License – Standard – BL Master, Customer Accounts	Business License Attachment
TCM EE – Business License – Opt 1 – Bills (Header, Detail)	Business License Certificate, Business License Bill
TCM EE – Conversion for non-Munis Content	Conversion of content not linked to Tyler converted data options; not to exceed 1.4 million records.

C.13.2 Tyler Data Conversion Roles & Responsibilities

Task	Description	TYLER	CITY
Data Mapping	Through analysis, fields in legacy systems and Munis will be outlined for conversion. Tyler staff will use best efforts to direct the City on the legacy source files and desired fields for conversion mapping	Share	Share
Run Validation Reports	The City is responsible for producing reports from the legacy system at the time of data extraction. These reports are critical for use during conversion validation	None	Own
Extract data	The City is responsible for extracting the data from a legacy system into the accepted Munis layout	None	Own
Develop conversion programs based on City data mapping and file submission layout.	Tyler will program conversion programs according to the accepted file submission layout. This layout must be maintained consistently for all future data submissions or additional charges may apply	Own	None
Load Data Conversion Passes	Load all conversion passes as directed by Tyler PM	Assist	Lead
Review Error Reports	Tyler will produce an error report outlining errors that result from running City's data through the conversion program. The City is responsible for reviewing the report and investigating solutions	Participate	Lead

C.13.3 Tyler Data Conversion Assumptions

Tyler makes the following assumptions in providing a fixed-price data conversion approach:

- Legacy system data to be converted is provided in a non-proprietary format, such as fixed ASCII, CSV or character-delimited
- Each legacy system data file submitted for conversion includes all associated records in a single file layout
- Each legacy system data file layout submitted for conversion remains static for all subsequent data submissions, unless mutually agreed upon in advance of the change
- Legacy system data validation and control reports are provided with each data submission to ensure data files are complete and accurate
- Accrual transaction history is not part of this option. If the City requests accrual history it needs to be quoted by the conversion department
- In the event that the City is not able to provide data in the standard flexible Employee Master and Job Salary record imports, Payroll will go live in 2 steps. This will entail the employee master and deduction data to be accepted and maintained in both legacy and Munis LIVE for several months, in order to give the City time to create Munis pay records for their employees and do parallel payroll runs.
- TCM-EE Conversions will be performed in conjunction with the associated module implementation.

C.13.4 TCM – EE Conversion Detail

Module	Program	Description	Option	Document Type	Required Information	Information Sent to TCM
Accounts Payable	Invoice Entry Modify Invoices	Accounts Payable Check	Opt 1	APCheck	Obj, Org, Proj, Check Number	Amount, Obj, Org, Proj, Check Date, Check Number, Invoice Number, Account, PO Number, Vendor Name, Vendor Number, Warrant, DBA
Accounts Payable	Invoice Entry Modify Invoices Recurring Invoices	Accounts Payable Invoice	Opt 1	APInvoice	Document Number, Vendor Number	Document Number, Invoice Date, Contract Number, Vendor Name, Department, Amount, Description, DBA, PO Number, Warrant Number, Invoice Number, Voucher Number, Vendor Number
Accounts Payable	Vendors	1099 for Government Payments	Standard	1099G	Vendor Number	Vendor Number, Year
Accounts Payable	Vendors	1099 for Interest	Standard	1099I	Vendor Number	Vendor Number, Year
Accounts Payable	Vendors	1099 for Misc. Income	Standard	1099M	Vendor Number	Vendor Number, Year
Accounts Payable	Vendors	1099 for Real Estate Transactions	Standard	1099S	Vendor Number	Vendor Number, Year
Accounts Payable	Vendors	Vendor Attachment	Standard	APVendorAttach	Vendor Number	Vendor Number, Vendor Name
Accounts Payable	Vendors	Vendor W-9	Standard	APVendorW9	Vendor Number	Vendor Number, Vendor Name
Budget	Next Year Budget Entry	Budget Account Attachment	Opt 2	BGAccountAttach	Projection Number	Account Description, Department, Proj, Org, Obj, Projection Number, Budget Level
Budget	Next Year Budget Entry	Budget Line Attachment	Opt 2	BGLineAttach	Projection Number OR Org, Obj, Proj	Account Description, Budget Level, Budget Item, Department, Obj, Org, Proj, Line, Projection Number, Sequence
Business License	Business Accounts	Business License Attachment	Standard	BLAttachment	Account	License Type, Street, Account ID, DBA, Effective Date, Location,

Module	Program	Description	Option	Document Type	Required Information	Information Sent to TCM
						City, State, Owner ID, Zip, Owner Name
Business License	Business Accounts	Business License Certificate	Opt 1	BLCertificate	Bill Number	Bill Number, BL Number, BL Reference, BL Year, Customer Number, DBA, Expiration Date, Issue Date, Issue Number, License Category, License Type, Location, Month, NAICS, Operator Name, Reference Number, Void Date, Fiscal Year
Business License	Business Accounts	Business License Bill	Opt 1	BLBill	Bill Number	Bill Date, Bill Number, BL Bill Number, BL Business ID, BL Reference Number, BL Year, Business ID, DBA, Due, Effective Date, License Category, License Type, Location, Month, NAICS, Operator Name, Original Number, Paid Amount, Reference Number, Fiscal Year
Fixed Assets	Asset Inquiry	Fixed Asset Attachment	FAAttach	Asset Number	Asset Number, Department, Fiscal Year, Date,	Asset Inquiry
General Billing/AR	Customers	AR Customer Attachment	Standard	ARCustomerAttach	Customer Number	Notes, Customer Number, Customer Name,
General Billing/AR	Invoice Inquiry	General Billing Invoice	Option 2	GBInvoice	Bill, Year	AR Code, Bill, Customer Name, Customer Number, Department, Period, Invoice Date, Invoice Year, Invoice Number, Invoice Fiscal Year
General Billing/AR	Receipt Inquiry	Receipt	Option 2	GBReceipt	Receipt Number	Invoice number, Fiscal Year, Receipt Number, AR Number
Human Resources/Payroll	Actions Inquiry	Personnel Action	Opt 7	EmpAction	Employee Number	Employee Number, Effective Date, Action Code, Department, First Name, Last Name, Middle

Module	Program	Description	Option	Document Type	Required Information	Information Sent to TCM
						Name, SSN
Human Resources/Payroll	Actions Entry	Personnel Action	Opt 7	EmpAction	Employee Number	Employee Number, Effective Date, Action Code, Department, First Name, Last Name, Middle Name, SSN
Human Resources/Payroll	Employee Master	Personnel Action	Opt 7	EmpAction	Employee Number	Employee Number, Effective Date, Action Code, Department, First Name, Last Name, Middle Name, SSN
Human Resources/Payroll	Employee Benefits	Benefits	Opt 1	EmpBenefits	Employee Number	First Name, Middle Name, Last Name, Coverage Date, SSN, Department, Deduction, Employee Number, Coverage End Date
Human Resources/Payroll	Employee Master	Benefits	Opt 1	EmpBenefits	Employee Number	First Name, Middle Name, Last Name, Coverage Date, SSN, Department, Deduction, Employee Number, Coverage End Date
Human Resources/Payroll	Employee Deductions	Deductions	Opt 1	EmpDeduction	Employee Number	First Name, Last Name, Employee Number, Deduction Code, Notes, SSN
Human Resources/Payroll	Employee Master	Deductions	Opt 1	EmpDeduction	Employee Number	First Name, Last Name, Employee Number, Deduction Code, Notes, SSN
Human Resources/Payroll	Employee Inquiry	Payroll Check	Opt 4	PayrollCheck	Employee Number, Check Number	Check Amount, Check Date, Department, First Name, Last Name, Check Number, Employee Number, Vendor Number, SSN
Human Resources/Payroll	Manual Check Reconciliation	Payroll Check	Opt 4	PayrollCheck	Employee Number, Check Number	Check Amount, Check Date, Department, First Name, Last Name, Check Number,

Module	Program	Description	Option	Document Type	Required Information	Information Sent to TCM
						Employee Number, Vendor Number, SSN
Human Resources/Payroll	Employee Master	Direct Deposit	Standard	EmpDirectDeposit	Employee Number	First Name, Last Name, SSN, Employee Number, Date, Advice
Human Resources/Payroll	Employee Master	HR Employee Attachment	Standard	EmpAttachHR	Employee Number	Employee Number, Department, Date, First Name, Last Name, SSN, Hire Date, Termination Date
Human Resources/Payroll	Employee Master	I-9	Standard	EmpI9	Employee Number	First Name, Middle Name, Last Name, Employee Number, Employee Department, SSN
Human Resources/Payroll	Employee Master	Insurance	Standard	EmpInsurance	Employee Number	First Name, Last Name, Employee Number, SSN, Notes
Human Resources/Payroll	Employee Master	Leave	Standard	EmpLeave	Employee Number	First Name, Middle Name, Last Name, Employee Number, Department, SSN, Leave Type
Human Resources/Payroll	Employee Master	Payroll Employee Attachment	Standard	EmpAttachPR	Employee Number	Employee Number, Department, Date, First Name, Last Name, SSN, Hire Date, Termination Date
Human Resources/Payroll	Employee Master	Service Record	Standard	EmpServiceRecord	Employee Number	First Name, Middle Name, Last Name, SSN, Employee Number, Applicant Number, Department, Date
Human Resources/Payroll	Employee Master	SSN	Standard	SSN	Employee Number	First Name, Last Name, Employee Number, Department, SSN
Human Resources/Payroll	Employee Master	W-4	Standard	EmpW4	Employee Number	First Name, Last Name, SSN, Employee Number, SSN
Human Resources/Payroll	Employee W-2 and 1099-R	1099-R	Standard	1099R	Employee Number	Employee Number, SSN, Year, Employee Number
Human Resources/Payroll	Employee W-2 and 1099-R	W-2	Standard	W2	Employee Number	Department, First Name, Last Name, Employee Number, Fiscal Year, SSN

Module	Program	Description	Option	Document Type	Required Information	Information Sent to TCM
Human Resources/Payroll	Position Control	Employee Position Form	Option 8	EmpPositionForm	Employee Number	First Name, Middle Name, Last Name, SSN, Employee Number, Position Description, Job Class, Position, Department Date
Human Resources/Payroll	Employee Master	Employee Position Form	Option 8	EmpPositionForm	Employee Number	First Name, Middle Name, Last Name, SSN, Employee Number, Position Description, Job Class, Position, Department Date
Human Resources/Payroll	Position Control	Position Attachment	Option 8	PositionAttach	Position Code	Position Code, Job Class, Department Location, Position Description
Permits and Code Enforcement	Application Entry	Application Permits	Opt 1	ApplicationPermit	Parcel ID	Permit Type Code, Application Date, Applicant ID, Description of Work 1, Description 2, General Contractor Name, Issued By, Issued Date, Location, Owner Name, Parcel ID, Permit Number, Permit Prefix, Permit Type Code, Permit Type Description, Project Activity Description
Permits and Code Enforcement	Application Entry	Permit Application Attachment	Opt 1	PermitAppAttach	Application Number	Description, Application Received, Contractor, Description 2, Name, Owner Number, Fees Effective, Application Number, Project, Parcel, Department
Permits and Code Enforcement	Complaint/	Violation Notice	Opt 2	ViolationNotice	Parcel	Business Name, Complaint Date, Location, Note, Owner Name, Parcel, Department, Violation Code, Violation Sequence, Notice Type
Permits and Code Enforcement	Violation Entry	Violation Notice	Opt 2	ViolationNotice	Parcel	Business Name, Complaint Date, Location, Note, Owner Name, Parcel, Department, Violation

Module	Program	Description	Option	Document Type	Required Information	Information Sent to TCM
						Code, Violation Sequence, Notice Type
Permits and Code Enforcement	Inspection Entry	Customer Inspection Notice	Opt 3	CINotice	Parcel	Reference, Sequence, Inspection Type, Application Reference, Business Name, Inspection Reference, Complete Date, Inspector, Location, Owner Name, Parcel, Inspection ID
Purchasing	Purchase Order Change Orders	Purchase Order	Standard	POAttach	PO Number, Fiscal Year	Vendor Name, PO Number, Fiscal Year, Vendor Number
Purchasing	Purchase Order Entry	Attachment	Standard	POAttach	PO Number, Fiscal Year	Vendor Name, PO Number, Fiscal Year, Vendor Number
Purchasing	Purchase Order Inquiry		Standard	POAttach	PO Number, Fiscal Year	Vendor Name, PO Number, Fiscal Year, Vendor Number
Purchasing	Purchase Order Receiving	Receivable	Standard	POReceivable	PO Number, Fiscal Year	PO Number, Fiscal Year, Date Received, Vendor Number, Vendor Name
Purchasing	Purchase Order Entry	Purchase Order	Standard	PurchaseOrder	PO Number, Fiscal Year	Amount, Fiscal Year, PO Number, Requisition Number, Department Location, Date Required, Date Ordered, Contract Number, Vendor Number, Vendor Name
Work Orders	Work Orders	Work Order	Opt 1	WorkOrder	WO Number	Activity Code, Cause, Request Number, Work Order Number, Description, Servicer, Requestor, Location, Completion Date, Start Date, Service Subject, Servicing Department, Priority, Requesting Department, Employee Number, Entered By

Module	Program	Description	Option	Document Type	Required Information	Information Sent to TCM
TCM EE – Conversion for non-Munis Content	N/A	Conversion of content not linked to Tyler converted data options; not to exceed 1 million records.				

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C.13.5 TCM – EE Conversion Specifications

Tyler Technologies standard image conversion requires images to be in one of the following formats:

- TIFF Images:
 - group IV compression
 - TIFF format (tagged image file format) and compliant with the TIFF 6.0 specification as defined at <http://partners.adobe.com/public/developer/en/tiff/TIFF6.pdf>
 - Either 200dpi or 300dpi – if using the annotation conversion the images must be 300 DPI
 - black and white
 - Single-page TIFF images should be stored in .001 - .0NN (for the page numbers) extensions. Multi-page TIFF images should be stored in TIFF extensions.
- PDF images with a .pdf extension
- Word Documents - .doc or .docx
- Excel Documents - .xls or .xlsx
- Power Point - .ppt
- Additional files type extensions supported - .csv, .txt, .jpg, .rtf, .mp3, .dwg, .rfr
- Images must be oriented correctly (right side) up
- Total attachment size can be no larger than 65 Mb

Tyler maintains tools that check some of the compatibility points listed above. If any images do not comply with the specifications a change order may be required to proceed with converting those images. Due to normal operating system limitations, a directory/folder with more than 10,000 images without subfolders may cause slowness when opening and converting items in that directory. Since the conversion must open each item to import it, this may cause unexpectedly long conversion times.

C.13.5.1 Providing Image Data

Tyler Technologies will create the file that maps the data to the images. The City is responsible for providing the definition for how the images are linked to the record as well as ensuring that the above image requirements are met. The images must be available on the file system; if they are currently stored in a database the City is responsible for extracting them to the file system.

Tyler strongly recommends providing a sample image set to Tyler to verify the convertibility of images

The images must be placed on a location that is accessible by the application server. It is strongly encouraged that this be on a drive of the server rather than a mapped network drive due to network problems that may occur when sending a large amount of data over the network.

C.13.5.2 Pipe-Delimited File

A pipe-delimited file will be used to upload the images. The image information be included with the data file. Images can be named anything and put in any structure as long as the pipe file contains the appropriate linking information.

The pipe file may also contain an optional column(s) for the document code and/or for the image title.

C.13.5.3 Image Document Code

If the image is to be a different document code from the data, you can use an optional document code column in the pipe file to specify the image's document code. For example, if the data is public but the image should be confidential, the document code column would contain a confidential document code.

This can also be used with documents with multiple attachments. For example, the first attachment may be the document image and should be available to the public, but the second attachment may be a Declaration of Value and should be confidential. In this case, the document code column would contain two values, separated by a comma – the first value being the document code for the first attachment and the second value being the document code for the second attachment. The document codes are confidential and should be used as shown in the example below.

```
1#UNIQUE DOC NUM|DOC NUM||DOC  
TYPE|IMAGEDOCCODE|IMAGEPATH|IMAGETITLE|LASTNAME|FIRSTNAME|DEPARTMENT|SSN|DATE  
1|2006022378123|EmpBenefits||/Batch1/00000001.tif  
||SMITH|JOHN|ACCOUNTING|559874451|02/23/2006 9:58:59 am  
TYL-2|2006022378123|EmpBenefits|CONFIDENTIAL|/Batch1/00000056.tif  
||MILLER|SALLY|IT|654998754|02/23/2006 10:03:37 am
```

In the first example the image will get the default document code. In the second example a Confidential document code will be applied to the attachment.

C.13.5.4 Image Title

Images, by default, will be named the same as the indexed document's title (often the document number), but you can specify a new title for the image if desired by using an optional Image Title column in the pipe file. For example, if you wanted the image title to be the DOC plus the document number, you could specify that in the properties file. Note that we will name them by document number, otherwise additional charges may be incurred

```
1245283|2006/JUN/30/1245283.*|DOC1245283
```

This can also be used with documents with multiple attachments. For example, the first attachment may be the document image and should be named the default, but the second attachment may be a Declaration of Value and should be named DOV plus the document number. In this case, the image title column would contain two values, separated by a comma – the first value being the image title for the first attachment (in this case null because it will get the default value) and the second value being the image title for the second attachment.

```
1245283|2006/JUN/30/1245283.*,PCOR/2006/JUN/30/1245283.*|,DOV1245283
```

C.13.5.5 Images Named By Document Number

Images can be named by Document Number, followed by the page number of the image as the extension.

In the following example, there are five different documents of varying length. All images are stored on the D drive in Year/Month/Day folders.

D:/2006/JUN/30/01245281.001 ---> instrument #1245281, page 1 of 7
D:/2006/JUN/30/01245281.002 ---> instrument #1245281, page 2 of 7
D:/2006/JUN/30/01245281.003 ---> instrument #1245281, page 3 of 7
D:/2006/JUN/30/01245281.004 ---> instrument #1245281, page 4 of 7
D:/2006/JUN/30/01245281.005 ---> instrument #1245281, page 5 of 7
D:/2006/JUN/30/01245281.006 ---> instrument #1245281, page 6 of 7
D:/2006/JUN/30/01245281.007 ---> instrument #1245281, page 7 of 7
D:/2006/JUN/30/01245282.001 ---> instrument #1245282, page 1 of 2
D:/2006/JUN/30/01245282.002 ---> instrument #1245282, page 2 of 2
D:/2006/JUN/30/01245283.001 ---> instrument #1245283, page 1 of 1
D:/2006/JLY/1/01245284.001 ---> instrument #1245284, page 1 of 5
D:/2006/JLY/1/01245284.002 ---> instrument #1245284, page 2 of 5
D:/2006/JLY/1/01245284.003 ---> instrument #1245284, page 3 of 5
D:/2006/JLY/1/01245284.004 ---> instrument #1245284, page 4 of 5
D:/2006/JLY/1/01245284.005 ---> instrument #1245284, page 5 of 5

For this example, the pipe file should contain the following entries:

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGEPATH|IMAGETITLE  
1|1245281|EmpBenefits||2006/JUN/30/01245281.*|  
2|1245282|EmpBenefits||2006/JUN/30/01245282.*|  
3|1245283|EmpBenefits||2006/JUN/30/01245283.*|  
4|1245284|EmpBenefits||2006/JLY/1/01245284.*|
```

C.13.5.6 Images Named By Something Other Than Identifying Number

In the following example, the same five documents are all stored in a Batch1 folder on the E drive and are not named by any identifying number.

E:/2006/Batch1/00000001.001
E:/2006/Batch1/00000002.001
E:/2006/Batch1/00000003.001
E:/2006/Batch1/00000004.001
E:/2006/Batch1/00000005.001
E:/2006/Batch1/00000006.001
E:/2006/Batch1/00000007.001
E:/2006/Batch1/00000008.001
E:/2006/Batch1/00000008.001
E:/2006/Batch1/00000009.001
E:/2006/Batch1/00000010.001
E:/2006/Batch1/00000001.001

E:/2006/Batch1/00000012.001
E:/2006/Batch1/00000013.001
E:/2006/Batch1/00000014.001
E:/2006/Batch1/00000015.001

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGEPATH|IMAGETITLE
1|1245281|EmpBenefits||2006/Batch1/00000001.tif;2006/Batch1/00000002.tif;2006/Batch1/00000003.tif;2006/Batch1/00000004.tif;2006/B
atch1/00000005.tif;2006/Batch1/00000006.tif;2006/Batch1/00000007.tif|
2|1245282|EmpBenefits||2006/Batch1/00000008.tif;2006/Batch1/00000009.tif;2006|
3|1245283|EmpBenefits||2006/Batch1/00000010.tif|
4|1245284|EmpBenefits||2006/Batch1/00000011.tif;2006/Batch1/00000012.tif;2006/Batch1/00000013.tif;2006/Batch1/00000014.tif;2006/B
atch1/00000015.tif|
```

C.13.5.7 Multi Page TIFF Images

Multi page TIFF images can also be used. All pages of the TIFF will be converted as the document's image. Multi page TIFF images should have a .tif extension.

C.13.5.8 Documents with Multiple Attachments

Commas are used to separate multiple attachments for the same document. In the following pipe file example, document 1245281 has two attachments. The images are stored in two different locations.

```
#UNIQUE DOC NUM|DOC NUM||DOC TYPE|IMAGEDOCCODE|IMAGEPATH|IMAGETITLE
1|1245281|EmpBenefits||2006/JUN/30/04440555.*;PCOR/2006/JUN/30/04440555.*|
```

C.13.6 TCM – EE Data Conversion Roles & Responsibilities

TCM CONVERSION		Responsibility	
Task	Description	TYLER	CITY
Content extraction strategy	City will coordinate a 3-way call with Tyler, OptiView (API) and City to facilitate data extraction needs for content that will be converted into TCM.	Participate	Lead
Extract data	The City is responsible for extracting the data from a legacy system in a single format from one source and transmitting it to Tyler.	Participate	Leads
Data Definition & Data File Layouts	The City is responsible for providing a complete data definition and file layouts for all submitted data at the time of submission.	None	Owns
Conversion Program Development	Create conversion programs based on information and data provided by City.	Owns	None
Legacy System Expertise	Provide Legacy System to support Tyler's analysis and conversion of data.	None	Owns
Validate Conversion Data	Validate conversion data and identify issues.	Assists	Leads

Conversion Acceptance	Tyler will present an acceptance document to the City PM for formal sign-off.	None	Owns
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C.14 Workflow

C.14.1 Workflow Scope

All existing Workflow in the installed release is considered in scope for the initial implementation of the system. Tyler consultants will work with City resources to help identify, configure, and train on included workflow processes during the appropriate module sessions.

C.14.2 Workflow Roles & Responsibilities

Task	Tyler Responsibility	City Responsibility
Analyze workflow needs and determine use within Munis for each module	Lead	Participate
Recommend areas that should implement workflow business rules to enforce internal controls, segregation of duties and provide additional audit trails for transactions	Lead	Participate
Review the workflow in each office and identify the disparities	Participate	Lead
Outline the current workflow and contrast new procedures	Participate	Lead
Implement new workflow procedures at ERP System implementation	Participate	Lead

C.15 Testing

Testing occurs throughout the project, typically in repeated patterns that align closely with other major project activities. This is a shared responsibility between the City and Tyler and will be coordinated, conducted and monitored by both parties. The City has purchased thirty (30) days of testing assistance that will be allocated as agreed to by the City and Tyler.

C.15.1 Verification Script Testing

Performed after software installation to demonstrate to the City that core product functionality is in place and use of the software can begin. This is an optional test as defined in the contract. Tyler assumes City wants to proceed with this test unless otherwise notified.

C.15.2 Static Environment Testing (SET)

This is performed once the City has made preliminary processing decisions. The purpose of the test is to provide an early opportunity to the City for validation of business process decisions in the actual application, without the complication of converted data. This pristine testing environment allows decision-makers to focus on process flow without the potential impact of converted data. A key part of the test is to conduct a “five-day” transaction test, during which all activities that take place in a standard week are duplicated and tested. This testing is a key milestone that dictates whether training and data population can begin.

C.15.3 Conversion Validation & Testing

This is performed after each pass of converted data is loaded into a testing database. Use of control reports, filtering techniques, comparison reports and visual inspection are all part of this process. The purpose is to identify all issues with data, whether due to mapping inconsistencies, source data issues, data submission content or conversion programming errors. Acceptance of conversion programming must be completed long before the pre-live period so that final conversion submissions have little or no risk of data or conversion programming issues. Final acceptance is necessary prior to live processing as the last step before data is loaded in the live database and live processing begins. This testing is part of pre-live assessment.

C.15.4 Modification Testing

This is performed in an isolated environment once modifications are delivered. The modification is unit tested first to ensure compliance with specifications and to validate the performance of the coding. Once unit testing is completed successfully, the modification is tested for integration performance as part of an overall process, paying special attention to any impact on touch points throughout the product. After successful integration testing, modifications are exposed to setup data and converted data by replicating the fully populated databases in the test environment. After successful testing, authorization is requested to load the modification into the production environment. Testing continues throughout the balance of the project to ensure the integrity of the modification. This testing is part of pre-live assessment.

C.15.5 Forms Testing

This is first performed in a test environment at Tyler, prior to delivery of forms to the City, using sample data extracted during the Static Environment Test. Once Form design has been accepted and forms are loaded on the City’s server, testing continues throughout the balance of the implementation. The goal, at a minimum, is to print forms as part of training (SME/Core User) so that both the content and process are validated repeatedly. Submission of forms to banks must be completed and acceptance received a minimum of thirty days before live processing. This testing is part of pre-live assessment.

C.15.6 System Integration Testing

Beginning with the testing that occurs during the Static Environment Test and continuing with Customizations testing (if applicable), process training (Project Team/Functional Lead, Core User and End User), parallel or trial run processing and Stress Testing, special attention is paid to the integration integrity of the system. Whether between Munis applications and the General Ledger, or 3rd party

import/exports and interfaces, all aspects of functional integrity is tested repeatedly throughout the implementation. This testing is part of pre-live assessment.

C.15.7 User Acceptance Testing (UAT)

User Acceptance testing is conducted both leading up to and following end-user training. While some recommend that UAT is all performed post end-user training, Tyler supports incremental UAT through trial run processing in Financials and parallel processing in Payroll and Human Resources. Early trial runs and parallels will most likely not involve end-users, once again isolating them from any issues that may be discovered through the process. Once processes are stabilized and can be completed without significant error, the UA testing will expand to include End Users.

C.15.8 Stress Testing

Stress Testing is completed in the pre-live timeframe and involves a large subset of City users. The City will coordinate this activity and the scheduling of the execution, monitoring and evaluation of the tests.

C.15.9 Testing Roles & Responsibilities

Testing Roles & Responsibilities		Responsibility	
Task	Description	Tyler	City
Perform Verification Test	Tyler performs scripted test to validate baseline software performance	Lead	Participate
Acceptance of Verification Test	City acceptance of baseline test	None	Own
Establish To-Be Test Plan	Compile information gathered during analysis and prepare settings for To-Be Test (Static Environment Test)	Own	None
Perform To-Be Test (Static Environment Test)	Conduct demonstration of To-Be decisions in Munis with hand-keyed data	Lead	Participate
Authorization to Proceed	City acceptance of To-Be Test and authorization to proceed with training and data population	None	Own
Test Forms	Perform test of Tyler Forms through process testing and training	Share	Share
Secure Bank Acceptance	Submit forms to bank for approval	None	Own
Perform Stress Test	Complete Stress Test	Participate	Lead
Perform User Acceptance Test	Complete User Acceptance Test	Participate	Lead
Parallel & Trial Run Testing	Replicate live processing and use tools for identifying and resolving discrepancies	Lead (on 1 st test, Participate on subsequent)	Participate (on 1 st test, Lead on subsequent)

C.16 Training

With the implementation of the new ERP system, training planning, development and delivery is critical to the overall success of the implementation to enable ease of use and user acceptance of the new processes and systems. The following training strategy will be used for the project.

C.16.1 Tyler Education Plan

An Education Plan lays out the process of transferring knowledge between Tyler and the City. Tyler refers to its plan as an Education Plan as opposed to a Training Plan for several reasons. First, the process of transferring knowledge is vital to the analysis phase of the project. During analysis Tyler: reviews the “AS IS” environment, provides Tyler demonstrations, reviews options and ultimately arrives at a “TO BE” model. The TO BE model becomes the foundation for user training. Second, training denotes a classroom setting with teacher and pupil. While training will occur, it is a piece of the overall education needed to be a proficient Munis and EnerGov user.

C.16.1.1 Purpose

The purpose of the Education Plan is to:

- Communicate the process to the City’s project team and Munis and EnerGov functional leaders
- Answer specific questions related to delivery of training to the City’s users
- Establish action items and link project personnel as owners
- Define measurement criteria to ensure the Education Plan has been successfully followed

C.16.1.2 Process

It is imperative that an Education Plan be put into practice as part of the Tyler Project. The plan should include all of the processes required to ensure that the goals for the project are fully satisfied. The overall plan will include the following:

C.16.1.3 Demonstration, Analysis, and Knowledge Transfer

Tyler employees will perform the following tasks:

- As Is / To Be review
- Product overview demonstration
- In depth analysis of Munis options

This phase will involve the functional leaders and the City’s project leaders. The goal of this phase is to transfer high level knowledge between parties. The output will be policies and procedures related to the use of Munis and EnerGov. The policies and procedures will determine the training agenda to be delivered to the end users. For example, if commodity codes are not going to be utilized within Munis Purchasing, then the training outlines for Purchasing should remove the discussion of commodity codes.

C.16.1.4 Prerequisites

Tyler has three tools that are required prerequisites prior to user training:

- Training Database - All users must have access to the Munis and EnerGov training environment. The users must have logins established and know how to access the training environment
- Navigational Videos - Videos are accessible in Tyler's Knowledge Base. The videos demonstrate basic Munis functions including: menu navigation, table/screen navigation, add/update/output, search, browse data records and the Munis toolbar
- How To Manuals - In addition to Munis on-line help, Tyler's knowledgebase provides How-To manuals depicting baseline Munis functionality and the steps required to process records. For example, the How to Enter a Requisition manual shows a beginning Munis user the steps necessary to create a requisition

Users who utilize the prerequisites learn Munis at a faster pace and retain more classroom discussion than their peers whose first exposure to Munis is their first training day.

C.16.1.5 To-Be Demonstration

This process allows the Functional Leaders to see a working Munis system with City data. Tyler will process data according to the defined policies and procedures. The intended education is an overall understanding of the integration of Munis applications, a review and understanding of security options, and workflow touch points.

C.16.1.6 Munis and EnerGov Application Training

In this phase Tyler is conducting classroom training. Classroom training will be conducted for Functional Leads, Core Users, and City End User Trainers. The City may video and audio record the training for use in City training efforts for other users or to train in the future so long as the respective Tyler Consultant is comfortable performing the session and it does not interfere with the session productivity. Tyler staff will not be responsible for providing or operating the recording equipment.

C.16.1.7 Post Live Reconciliation Training

The process of reconciling data is reviewed during pre-live training. However, hands on training with live data provides a better overall understanding of the Munis and EnerGov tables and how to reconcile daily, weekly, and monthly functions.

C.16.1.8 Post Live Output and Inquiry Training

The output and inquire routines are reviewed during pre-live training. However, hands on training with live data provides a better overall understanding of the Munis and EnerGov options related to extracting needed information.

C.16.1.9 Logistics

Tyler and the City will work together to define education logistics. The following points should be used as a starting point for defining logistics. The final logistics table will become part of the Education Plan.

C.16.1.10 Software/Hardware

- How many databases will be utilized?
- Will we establish a Financials Training environment separate from Payroll?
- Who will refresh the training database?
- Will a second server be utilized?

C.16.1.11 Facilities

- How many training rooms will be utilized?
- Where are the training rooms?
- How many workstations will be in each training room?
- How many printers will be in each training room?
- Other training room requirements (white board, phone, etc.)
- Who will schedule the training room?

C.16.1.12 Staff

- How many students per teacher?
- How many students per workstation?
- What are the hours of training?
- Who will be trained on each Munis and EnerGov application?
- Who will take attendance?
- Will management be present for each session?
- Who will train the end-users?

C.16.1.13 Schedule

- Who will determine the exact days for training?
- Who will notify staff members?
- How far in advance will the training schedule be built?

C.16.1.14 Quality Control

- How will the City determine if attendees have learned required training outcomes?
- How will follow up training be administered?

C.16.2 Functional Lead/SME Training

The Functional Leads/SMEs begin knowledge transfer at the on-set of the project, during analysis. It is through this process and subsequent hands-on set up and process training that the Functional Leaders and Subject Matter Experts build an understanding of the inner workings of the system and how parameters and tables affect the overall processing. These users should attend all applicable analysis and implementation/training sessions. To ensure that the City's project team members have adequate knowledge of the Munis and EnerGov system prior to going through as-is and to-be processes, Tyler will conduct classroom training/product overview sessions to show product features for each module/functional area. Since this training takes place early in the project, the project team and SMEs

should expect to encounter issues during training. It is critical that issues be explored, causes determined, and resolutions applied as part of the training process.

C.16.3 Technical Training Approach

Technical training begins at the time of software installation. The Installation Engineer will teach the Technical staff how the software is configured as well as basic system maintenance such as back-ups, loading releases and refreshing training and test databases. System Administration training is conducted after software installation to show users how to update users, permissions, menu security, workflow administration, etc., from within the Munis and EnerGov software. The City System Administrator should attend these sessions, as scheduled. In addition, the Functional Leaders should attend to have a thorough understanding of the permissions and options available. It is a City decision as to who will perform the Munis and EnerGov System Administration tasks. Depending on the City's resource availability, it may be a combination of Functional Leaders and IT staff.

C.16.4 Training Plan for Core Users

The Tyler Project Manager will provide a proposed training schedule based on target live dates and availability of resources (Tyler Implementation Consultants, City trainees, training room, etc.)

- The City Project Manager/Team will review the proposed schedule and approve it.
- The Tyler Project Manager or Implementation Consultant will provide training agendas prior to each session. The agenda will be placed on the SharePoint site and may be printed by the City, as needed.
- Training documents used during the Core User sessions will be referenced on the agendas and available on the SharePoint site for easy access by attendees. The City will be responsible for printing the necessary documents for the users, as needed. These documents will be the final deliverable from the Business Process Consulting engagement.
- The City Project Team members should attend all training that may have relevance to his or her functional area. For example, a Purchasing Agent may be the Functional Lead and is not directly responsible for entering Purchase Orders. However, he/she should attend PO entry training so he/she thoroughly understands all of the capabilities of the software. It is also important to have a manager or Functional Leader in every session in order to answer policy related questions and make decisions related to the set up or processing of the Munis and EnerGov system.
- Central Department (Core) Users are responsible for attending each relevant class. Each class is scheduled to be conducted one time. Rescheduling a class due to absences or interruption may cause overages in the training budget and may affect the overall training schedule.

C.16.5 Core User Training

Tyler defines Core Users as employees whose primary daily responsibilities require the use of Munis modules. Tyler will train all Core users using available implementation days outlined in the contract according to the project schedule. The Tyler Project Manager will provide a proposed training schedule based on target live dates and availability of resources (Tyler Implementation Consultants, City trainees, training room, etc.)

- The City Project Manager/Team will review the proposed schedule and approve it.

- The Munis Project Manager or Implementation Consultant will provide training agendas at least two weeks prior to each session. The agenda will be placed on the SharePoint site and may be printed by the City, as needed.
- Training documents used during the Core User sessions will be referenced on the agendas and available on the SharePoint site for easy access by attendees. The City will be responsible for printing the necessary documents for the users, as needed. These documents will be the final deliverable from the Business Process Consulting engagement.
- The City Project Team members should attend all training that may have relevance to his or her functional area. For example, a Purchasing Agent may be the Functional Lead and is not directly responsible for entering Purchase Orders. However, he/she should attend PO entry training so he/she thoroughly understands all of the capabilities of the software. It is also important to have a manager or Functional Leader in every session in order to answer policy related questions and make decisions related to the set up or processing of the Munis system.

Central Department (Core) Users are responsible for attending each relevant class. Each class is scheduled to be conducted one time. Rescheduling a class due to absences or interruption may cause overages in the training budget and may affect the overall training schedule.

C.16.6 End User Training

Tyler defines End Users as employees who use Munis and EnerGov in a limited way, primarily performing inquiries, requisition entry, or time entry. Tyler will train City trainers with Core Users so they can deliver End User training. If the City would like Tyler to complete the training for end users, rather than utilizing City trainers, the Project Managers will work together to identify how many additional training days will need to be added to the contract and use the contract change process to change the scope. The City will be responsible for notifying the users of the training schedule and coordinating the training facilities for hands-on end user training.

C.16.7 Training Materials and Documentation Development

C.16.7.1 Conversion Documentation

Tyler will provide detailed Conversion schemas as a guide to the types of data that can be converted, the specific fields available in Munis and EnerGov and other significant information. These schemas are distributed for all purchased conversions and help guide the data mapping process.

C.16.7.2 Knowledge Base

Tyler provides a knowledge base website that allows users to search and receive training materials such as videos, step by step documentation, how to documentation, etc. Documentation and Release Notes are included with every new release and are distributed with each new release. Additionally, release notes and documentation are updated within the support knowledgebase. Group Training, Internet Training and On-site Training are all options available for updating customers.

C.16.7.3 Core User Desktop Documents

Core User Documents are provided as covered under Section C.9.4

C.16.8 Training Roles and Responsibilities

Training Roles & Responsibilities	Responsibility	
	Tyler	City
Functional Lead/SME training delivery	Lead	Participate
Computer-based training delivery	Lead	Participate
Train-the-Trainer course development	Lead	Participate
Identify users for Train-the-Trainer classes	Participate	Lead
Schedule users for Train-the-Trainer classes	None	Own
Train-the-Trainer delivery	Lead	Participate
End-user training material development	None	Own
Train-the-Trainer End-user training delivery (process training, navigation, application)	None	Own
Logistics and training administration	Participate	Lead

C.17 Post Go-Live Implementation Assistance – Tyler Products

C.17.1 Overview of Post Go-Live Assistance

Tyler and the City will be responsible for working together on a Post Go-Live support plan in order to complete the conversion to Munis and EnerGov and the included third party products. Typically this is onsite functional and technical assistance in the following areas, per phase:

- Problem analysis and resolution
- Guidance and mentoring to City staff who provide Munis application support functions and user help desk support (problem resolution)
- Respond to help requests and resolve system defects
- Coaching users on use of the new system
- Support and direct assistance for business owner departments (Finance, Procurement, Benefits, Human Resources, Information Technology, etc.)
- Provide proactive support and special attention to processes and departments for functions that are run for the first time during the post go-live period and any functions that are executed for the first time after the go-live period

C.17.2 Duration of Post Go-Live Assistance

Within the proposed go-live milestone and through coordination with the City for the post-live plan, Tyler will provide post-go live support after go-live for each phase identified in this statement of work. Tyler, within the proposed go-live milestone, will also provide post-go live support for all key processes that are run for the first time outside of the initial post go-live support period.

Such events include:

- Fiscal Year End Activities
- End of Year Payroll and 1099 Activities
- Benefits Open Enrollment
- Budget Development

The City has purchased three (3) months of Post Go Live Assistance, or a total of sixty (60) implementation days. As part of the overall Project planning and each phase Pre-Live planning, the City and Tyler will determine the allocation of these days across all project phases.

Additional assistance beyond the phase/project closure will be considered out of scope and will require a change order or purchase order for additional implementation days.

C.18 Project Assumptions

C.18.1 Estimated Days

The following outlines major assumptions regarding the Contract and the commitment to Live Dates on time and within budget:

- Project will be scheduled using the purchased days in the contract, as estimated based on similarly sized projects that Tyler has implemented. Pending the City providing required commitments identified in this statement of work, Tyler believes the contracted days are adequate to successfully implement the proposed solution. Failure to provide appropriate support to the listed activities and tasks described in this statement of work may result in contract change orders. Tyler will provide reasonable availability of resources to ensure the project can be completed as scheduled.
- The City will schedule all applicable users to attend scheduled analysis, implementation and training sessions.
- Session topics are scheduled in advance. One session per topic will be covered within the scope of the project. If the City chooses to have additional sessions repeated, these are out of scope and require a change order for additional implementation days. This does not include scheduled topics that are repeated for different levels of users.
- On-site assistance during Go-Live for all phases of the implementation will be determined during project planning based on the total budget of days/hours purchased. If additional days are needed for Tyler Go-Live assistance, it may require use of some post-live assistance days purchased by the City.
- It will be the City's responsibility to train end users. Tyler will train Functional Leaders, SME/Core users and will conduct a Train-the-Trainer session in order to prepare the City's trainers to train their end users.
- The City is responsible for scheduling the end user training, extracting end user documentation from the BPC Core User Desktop documents, conducting the training, and assessing user understanding and acceptance.
- All project tasks will be assigned owners and due dates which correspond to the overall project schedule. Project Tasks that are not completed by the due date may adversely affect the project schedule and Go-Live Dates.
- Decisions must be made in a timely fashion in order to achieve scheduled due dates on tasks and prepare for subsequent training sessions. Decisions left unmade may affect the project schedule as each analysis and implementation session builds on the decisions made in prior sessions.

C.18.2 Project Initiation and Phase 1 Activities

Given the City's decision to implement Phase 1 modules prior to the Dedicated Project Manager being engaged in the project, the following outlines major assumptions and activities surrounding Project Initiation Phase 1 Activities:

- A Tyler Functional Project Manager will contact the City to schedule Phase 1 activities once an installation date is established.
- A limited project kick-off will be scheduled and conducted remotely.
- The project plan and schedule will be delivered in SharePoint.
- Project Management services will be delivered at a part-time level.

C.18.3 Project Planning and Kickoff

The following outlines major assumptions and activities surrounding the Project Planning and Kickoff phase of the Project:

- The City shall assign and authorize a Dedicated Project Manager prior to the start of this phase, which is estimated to be performed at the start of Phase 2.
- The City Project Manager, along with the Tyler Dedicated Project Manager, shall participate in the review and final revision of the Project management and planning documents, which include the Project Risk Register, and the Communications Plan.
- The Tyler Dedicated Project Manager and City Project Manager will develop the Project Plan. Tyler will be responsible for providing the initial project plan and will maintain and update the project plan throughout all phases of the project. The City's project team will approve the initial and all subsequent updates of the project plan at the regularly scheduled project meetings. The City will be involved in reviewing and providing necessary feedback and inputs as requested by the Tyler Dedicated Project Manager.
- The City project team will participate with the Tyler Dedicated Project Manager in the Project Kickoff meeting to discuss the project approach and expectations.

C.18.4 Training Facility Requirements

The following outlines major assumptions surrounding the Training Facility used for the Project:

- The City will provide a sufficient number of rooms to be used as training labs for Tyler staff to transfer knowledge to City resources as well as a place for City staff to practice what they have learned. The number of rooms will be determined based on any overlapping phase requirements.
- The room is to be set up in a classroom setting. The number of workstations in the room is to be determined by the City. It is Tyler's recommendation that every person attending a scheduled session with a Tyler Implementer have their own workstation; however, Tyler requires that there be no more than two people at a given workstation.
- A workstation is to consist of a computer that has access to the Munis and EnerGov training/test database and a printer configured to work with Munis and EnerGov.
- The City is to provide a workstation that connects to Munis and EnerGov for the Tyler trainer conducting the session. The computer must be linked to a projector so everyone attending the session is able to follow the information being communicated.
- In addition to computers and a printer, it is recommended that a phone be available in the room as well as a white board with markers and eraser.

- The City is responsible to schedule the training room for the sessions conducted by Tyler staff.
- Should phases overlap, it may be necessary to make multiple training facilities available.

C.18.5 Homework (Post-consulting day project tasks & follow-up)

The following outlines major assumptions and activities surrounding the implementation of the Munis solution:

- Tyler will inform the City of any trainee prerequisites that must be completed prior to conducting the session. Tyler will provide notice of any training prerequisites to the City Project Manager ten business days prior to the scheduled training session via the Project Plan and training agenda. The listing of prerequisites will be reconciled to ensure consistency across both files.
- Tyler will inform the City project manager what tasks that must be completed prior to Tyler personnel returning to the site via the project plan developed by the Tyler Project Manager(s). Deadlines and ownership will be included and specific dependencies for upcoming training sessions will be identified.
- Typical homework items are as follows:
 - Practice processes learned
 - Review any delivered documents prior to attending scheduled training session
 - Complete settings for specific modules
 - Build various tables for modules
- Should the City not be able to complete communicated prerequisites or tasks, then to the City project manager must bring it to the attention of the Tyler Project Manager immediately so that assistance can be offered or scheduling be revised. Schedule revisions may impact the City's planned go live date and requests for revision must occur a minimum of two (2) weeks in advance of the scheduled training

C.19 Listing of Deliverables

A description of each summary deliverable is provided below. All deliverables will be provided electronically in the format used to prepare the deliverable (example: Microsoft word, excel) to allow for updates and revisions. Deliverables will be provided to the City free of grammar/spelling/formatting errors.

Deliverable Number	Deliverable Name	Description/Objective	Scope	Assumptions
DED01	Project Kick-off	Formal presentation to key City staff members on the major project activities, expectations and high-level timeline.	Tyler project manager PowerPoint presentation to City project staff and key City staff members.	All project team members and key stakeholders will participate in the project kick-off.
DED02	Implementation Management Plans	Customized baseline management plans to reflect City project approach.	Change Management Plan, Resource Plan, Education Plan, Communication Plan, Risk Plan.	All project team members will participate in the development of these plans.

Deliverable Number	Deliverable Name	Description/Objective	Scope	Assumptions
DED03	Project SharePoint Site	City-specific MS Project SharePoint site for centralized collaboration & communications for: project announcements, managing project tasks, posting project documentation and approvals.	City-specific Project SharePoint, hosted by Tyler, accessible by named City users and Tyler staff. SharePoint site is created from a baseline template and then customized with project-specific details.	Tyler will supply SharePoint site navigation and use; the City will provide users and permissions for account creation.
DED04	Project Plan/Schedule	Project Plan developed in MS Project	Task list with owners and due dates, project on-site and training schedule, meeting schedule. The plan will include Tyler provided services only.	City will make information available to appropriate staff in a timely manner.
DED05	COA Analysis and Spreadsheet	Provide analysis and spreadsheet as structured outline for building the new Chart of Accounts.	Examination of the impact of the COA on each module purchased. Emphasis will be placed on the City's business requirements in creating a new chart of accounts that will meet the budgeting, reporting and inquiry needs of the City.	Participants will have in-depth knowledge of internal and external financial reporting at all levels, i.e., within Local, State and/or Federal.
DED06	Business Process Design Recommendation Spreadsheet	Excel spreadsheet defining current and recommended business practices for optimizing MUNIS functionality and use of MUNIS functionality to support goals of the City. The decisions made will be utilized in the creation of the Procedural Documents and be the basis configuring and training functional processing in the Munis system.	Business Process Consulting modules outlined in the Investment Summary.	Tyler's consultants will conduct needs assessment interviews within each of the core departments to identify current and future needs within each area. The City's functional departments will be responsible for providing all the necessary documents, reports, and information related to current business practices to the Tyler Consultants. Tyler's consultants will offer recommendations to the City in utilizing the functionalities in Munis modules to the fullest extent possible in order to realize the efficiencies that an integrated database system can provide. The City is responsible for evaluating these suggestions and

Deliverable Number	Deliverable Name	Description/Objective	Scope	Assumptions
				recommendations and deciding which of them will be implemented. The City will make prompt decisions on process changes, or communicate the need for additional time on particular processes.
DED07	Final Business Process Design Decisions	Excel spreadsheet outlining final decisions that have been made and accepted by the City for optimizing MUNIS functionality and use of MUNIS functionality to support goals of the City.	Business Process Consulting modules outlined in the Investment Summary.	The City will make final decisions in a timely manner as identified in the project plan. Decisions will be communicated to staff and reinforced throughout the Implementation process and during training of users. The implementation setup and training will be based on the decision made during this process
DED08	BPC Procedure Documents	Word document that provides the reader with the goal of the process. Documents are step by step process with accompanying screen shots and descriptions. Mandatory fields are highlighted.	Business Process Consulting modules outlined in the Investment Summary.	Development of these documents will be off site. Final Business Process Design Decisions must have been completed and accepted. Procedural documents incorporate and are based on the decisions made during the To Be analysis. Tyler will be responsible for making changes to in the document errors in described functionality. The City will be responsible for changes in the document as a result of decisions to change any functionality or process previously approved through the Final Business Process Design deliverable.
DED09	Data Conversions Analysis & Crosswalks	Review conversion schemas and data formats for all purchased conversions and provide an explanation of specific data fields within Munis necessary to map City's data fields to appropriate Munis data fields.	Conversions listed in the Investment Summary.	The City will provide static files in an acceptable format, with file definitions. Changes to file layouts must be agreed upon in advance. The City will be responsible for extracting data from their legacy system, assisting in the mapping their legacy data to Munis fields, and providing data according to conversion guidelines. The

Deliverable Number	Deliverable Name	Description/Objective	Scope	Assumptions
				City will generate the required reports to be used in validating the data at the time of extraction.
DED10	Data Conversion Files	Custom coded programs to convert data provided by the City into a format that can automatically be loaded into the Munis system according to the mapping instructions provided by the City.	Conversions listed in the Investment Summary.	Tyler Conversion will return the converted data with instructions for loading and provide error/exception reports for each conversion. The City will thoroughly review the converted data, the error/exception report and provide necessary instructions to conversion programmer regarding issues with the converted data.
DED11	Data Conversion Control & Error Reports	Reports providing details on number of records converted, summary balance information where applicable, duplicate record merge, and data conformity (i.e. phone number masking, zip codes, address parsing, etc.).	Conversions listed in the Investment Summary.	The City will thoroughly review the converted data, the error/exception report and provide necessary instructions to conversion programmers regarding issues with the converted data.
DED12	Customization/Interface Analysis & Specifications	Review and understand City requirements for the customizations and interfaces. Specification will contain a description and details of the intended modifications/interface and /or programs to be delivered to address the contract item – this document identifies exactly where and how the application programs will be changed.	For agreed to customizations and interfaces.	Development work on customizations will not begin until specifications are accepted and a copy of the specifications is returned with a signature authorizing work. New processing procedures as a result of customization will be incorporated into the Business Process Consulting service, if contracted.
DED13	Customizations and Interfaces	Modified programs according to signed specifications.	Develop custom code modifications within Munis to provide desired functionality for agreed to customizations.	New processing procedures as a result of customization will be incorporated into Business Process Consulting service, if contracted.

Deliverable Number	Deliverable Name	Description/Objective	Scope	Assumptions
DED14	Static Environment Test Plan	Provide an early opportunity to the City for testing and validating the business process decisions in the actual application.	Implementation will assist the City in the step by step testing of the functionality of Munis using processes and system parameter set up chosen by the City as the Business Process Design. This test will enable the City to see the way the system functions using their own data. Focus will be on helping the City understand the impact of the approved recommendations will have on the way the system functions.	Tyler's consultants will address any concerns and /or note any areas of functionality that the City determines as not functioning as desired to make recommended changes to the Final Business Process Design. Data files will be created during this process for submission to Tyler Forms that will be used for testing during the forms design and development efforts.
DED15	Agendas	Provide an outline of analysis and training sessions.	Agendas will include time and location, recommended participants, pre-requisites for the session, objectives for the session, and items that participants should bring to the session, if any.	Agendas will be provided 2 weeks in advance.
DED16	Site/Trip Reports	Provide a summary of services and activities on a weekly basis.	Each consultant, on a per trip basis, will provide a report summarizing sessions and activities that they were tasked to perform during the trip. Report will also list project tasks to be completed, owners of task and time frame for completion. Reports will be posted on the Project SharePoint site.	Site reports will be reviewed by Tyler PM prior to posting on the Project SharePoint site within five (5) business days of the last date of a trip.
DED17	Status Reports	Communicate a summary of the current project status based on schedule, tasks, and budget.	Provide effective and timely communication to key staff on the current project status, upcoming events, and project milestones at a detail level.	Provided on a bi-weekly basis and will be posted to Project SharePoint site within five (5) business days of the last status meeting.

Deliverable Number	Deliverable Name	Description/Objective	Scope	Assumptions
DED18	Tyler Forms Kits	Completion of the forms kits will provide pertinent information of clients customized forms requirements and their output requirements.	For Tyler Forms Libraries listed in the Investment Summary.	Kits will need to be submitted to Tyler Forms with original signatures for digitization. Data files to be used for testing during form development must accompany submission of kits. Development work will not commence until both kits and data files are received.
DED19	Tyler Forms Proofs	Provide form design proofs based on mock up form provided by client.	For Tyler Forms Libraries listed in the Investment Summary.	Proofs should be thoroughly reviewed by as many users of the form providing ample opportunity to catch any errors in the proof. During the development and proofing process, information requested by Tyler Forms will be provided in a timely manner.
DED20	Tyler Forms Library Forms	Provide final localized forms for output.	For Tyler Forms Libraries listed in the Investment Summary.	All testing and changing to proofs has been completed. Formal acceptance and sign off of forms required prior to loading forms to Live.
DED21	Pre-live Checklist	Identify all tasks that will need to be completed for Go-live.	Checklist will provide cutover timelines to cease processing in the legacy system, timeline for final conversions, contingency processing plans and instructions for decentralized departments.	City staff will participate in the creation and review of the checklist.

C.20 Definitions

Acronym	Definition	Association
AC	Accounting (GL, BU)	Munis Modules
AP	Accounts Payable	Munis Module
AP/PR	Accounts Payable, Payroll	Munis Modules
BL	Business License	EnerGov Module
BPC	Business Process Consulting	Service
BPR	Business Process Recommendations	Service
BU	Budget	Munis Module
CM	Contract Management	Munis Module
CM	Change Management	Service
COA	Chart of Accounts	Munis Module
CSS	Citizen Self Service	Munis Module
DB	Database	Technical
DCT	Decentralized Training	Training
EA	Early Adoption	Release Life Cycle
ESS	Employee Self Service	Munis Module
FA	Fixed Assets	Munis Module
FC	Feature Complete	Release Life Cycle
FL	Functional Lead	Project Role
GA	General Availability	Release Life Cycle
GB	General Billing	Munis Module
GL	General Ledger	Munis Module
HR	Human Resources	Munis Module
IN	Inventory	Munis Module
KB	Knowledgebase	Support
MSS	Munis Self Service (refers to all self-service components)	Munis Module
NRP	Next Release Planning	Release Life Cycle
NY	New Year	Process
PD	Professional Development	Munis Module
PG	Project & Grants	Munis Module
PGA	Project & Grants Accounting	Munis Module
PM	Project Manager	Project Role
PMBOK	Project Management Body of Knowledge	Project Management
PMI	Project Management Institute	Project Management
PO	Purchase Orders	Munis Module
PR	Payroll	Munis Module
PR	Product Retired (when referred to in Release Life Cycle)	Release Life Cycle
PR/HR	Payroll, Human Resources	Munis Modules
REQ	Requisition	Munis Module

Acronym	Definition	Association
SET	Static Environment Test (tests process decisions)	Process
SME	Subject Matter Expert	Project Role
SOW	Statement of Work	Contract
SSRS	SQL Server Reporting Services	Technical
TCM - EE	Tyler Content Manager - Enterprise Edition	Tyler Module
TIM	Tyler Incident Management	Tyler Module
TRS	Tyler Reporting Services (utilizes SSRS)	Tyler Module
UAT	User Acceptance Testing	Testing
VSS	Vendor Self Service	Munis Module
WO	Work Order	Munis Module
YEC	Year End Close	Process
YTD	Year to Date	Process

Section D: BMI Section

D.1 PC Specifications for BMI Software Products

D.1.1 CollectIT

1.2 System Requirements

Minimum System Requirements:

- . Pentium III processor or better with 64MB or more of RAM
- . 100MB of available hard disk free space is required for full installation
- Microsoft Windows XP, Vista, Win 7 32 bit/64bit, Windows 8
- . Monitor with a minimum of 800x 600 resolutions is recommended
- . USB connection
- . CD-ROM drive required for installation

D.1.2 AssetTrak PPC/Pro

1.84 System Requirements

Minimum System Requirements:

- . Pentium III processor or better with 64MB or more of RAM
- . 100MB of available hard disk free space is required for full installation
- Microsoft Windows XP, Vista, Win 7 32 bit
- . Monitor with a minimum of 800x 600 resolutions is recommended
- . USB connection
- . CD-ROM drive required for installation

Note: Windows 7/8 64bit OS requires the installation of Microsoft Virtual Windows XP

D.2 Installation, Setup and Training Services BMI Systems Group

D.2.1 Applications – AssetTrak PPC for, Collect-IT

BMI Systems Group includes up to 1 hour of installation assistance for all our applications via the phone.

We also include up to 4 hours of consultation, setup and training via the internet. We coordinate the installation, setup and training with the ERP project manager.

We show the client how to use the system utilizing GoToMeeting and watch and guide the client while they using the portable data terminal. Training is considered completed when all functions on the portable data terminal and process on the desktop application have been learned by the client and the scanned data has been uploaded and posted to the ERP module successfully.

Each system includes 1 yr of unlimited phone support and software upgrades.

Section E: Sympro Section

E.1 Overview

SymPro is pleased to present the enclosed scope of work for the implementation of the SymPro Investment (Emphasys Desktop Solution), Debt Management, and Cash Management Systems. The implementation of the system can be considered complete and successful when the following goals have been met:

- ✓ All data conversion has been added to and checked within the system.
- ✓ All modules and interfaces have been installed and are fully operational.
- ✓ All identified users are trained and fully functional with all elements of the software.

At the end of the process, the personnel of the City of Columbia will be able to meet their investment, debt, and cash management tracking and reporting needs to the extent specified in the RFP.

E.2 Scope of Work

As part of this implementation, SymPro will provide the following modules and services:

Investment Software Installation	
1.	Emphasys Desktop network license and installation (includes equity tracking)
2.	General Ledger Module
3.	Creation of custom GL Export file to Tyler
4.	Market Pricing Module
5.	Custodial Download – Import of transactions from Custodial Bank: UBS
6.	Monitor and assist with data conversion as necessary
Debt Management System Software Installation	
1.	Debt Management System network license and installation
2.	General Ledger Module and Custom Export to Tyler
3.	Conversion of City's Debt Data
4.	Creation of custom GL Export file to Tyler
Cash Management System – SaaS setup and configuration	
1.	Configure and setup cash management database
2.	Build scripts to 1 bank (US Bank) for balance reporting and funds transfers
3.	Create worksheets and GL setup
Other	
1.	Project Management
2.	Total of Six (6) days of on-site training split into 3 phases. (see "Training" below).

As a part of the overall contract, the City will also receive unlimited technical support via phone/email, regular software upgrades/enhancements and a yearly regional training seminar as a part of the one year maintenance and support contract.

E.3 Timeline

The expected project start date will be April 1, 2015. With a contract signing date of the anticipated Go-Live date for the system is December 31, 2015. Interfaces to the GL would go live after go live of the GL system. To be successful in meeting the project completion date, SymPro must receive all required information from the City within four (4) weeks of contract signing date. The critical milestones for project completion are listed below. All dates are tentative.

<u>Critical Milestone</u>	<u>Milestone Date</u>
Remote Installation of Investment and Debt Software	TBD
Investment Software Implementation/Training	TBD
Debt Software Implementation/Training	TBD
Receipt of Cash Management implementation guide completed by City	TBD
Setup and configure Cash Management database	TBD
Bank Interfaces scripted and Cash Management web training	TBD
General Ledger Interface Implementation/Training	TBD

E.4 Training

Training for the Investment, Debt, Cash Management systems and General Ledger Module & Interfaces will be split into 4 periods, listed below. Each training day is generally scheduled from 9am to 5pm. Agendas for each training period will be sent out at least seven (7) days prior to each on-site.

Training period 1: Investment Software Implementation/Training – Two (2) days onsite
 Training period 2: Debt Software Implementation/Training – Two (2) days onsite
 Training period 3: Cash Management system - SaaS Training – Two (2) days web training
 Training period 4: General Ledger Interface Implementation/Training and review of Investment and Debt solutions – Two (2) days onsite

Please see **“Required City Resources”** for required personnel and technical resources. Required personnel must be available from 9am-5pm on all training days in their training period unless otherwise noted.

E.5 Required City Resources

Personnel Required for Investment and Debt Software Training

1. IT staff person who did the network installation, for a brief initial install check (day 1 AM only).
2. The primary SymPro user(s) responsible for portfolio set-up and reporting decisions, for the full consultation and training.
3. Data entry users for the transactions and reporting training.
4. Personnel responsible for reviewing reports or determining reporting goals, for the reports training (day 2 only).

5. Accounting personnel & primary users responsible for the journal entries to the General Ledger. Must have flexible schedule from 9am to 5pm but will not be required for entire training period.

Personnel Required for Cash Management SaaS Training

1. City personnel responsible for gathering and sending all data needed for cash operations
2. One or more City employees dedicated to learning and managing the Cash Management System. Must be available from 9pm to 5pm on scheduled training days. These resources must include user responsible for daily cash operations and reporting decisions as well as the primary employee(s) responsible for interfacing with banks.
3. SymPro users responsible for providing SymPro General Ledger information to Accounting/General Ledger personnel. These users will need to be in training during the initial set-up. Must have flexible schedule from 9am to 5pm on GL interface training days.

Personnel Required for General Ledger Interface Implementation and Training

1. Primary GL Interface SymPro Users for data review (for the Cash Management System, Debt and Investment Software).
2. SymPro Users responsible for providing SymPro General Ledger information to Accounting/General Ledger personnel.
3. Accounting personnel & primary users responsible for the General Ledger Interface, for initial planning. Must have flexible schedule from 9am to 5pm but will not be required for entire training period.

E.6 Other Required Resources (Technical and Information)

1. Appropriate hardware and software equipment as described in the System Requirements.
2. Investment Data for on-site training.
3. Chart of Accounts for Investment, Debt, and Cash Management Systems (for GL Interface).
4. Training room with network connection and laptops/workstations for all training participants. Projection equipment should be provided and connected to at least one workstation.

**Training room must be available from 9-5 on all training days.*

E.7 Investment Software and IDC Link

As part of the Annual Support and Maintenance plan, SymPro will maintain the link between the Investment software and IDC. If there are any changes in layout or how the market prices are delivered by IDC, SymPro will work with IDC and make any adjustments to our software necessary to ensure that market prices are imported into the investment system accurately.

Section F: Appendix

F.1.1 Functional Requirements

Attached as Exhibit A5 to the Contract

F.1.2 Munis Release Life Cycle Policy

The Munis Release Life-Cycle Policy is designed to balance our clients' need for flexibility and stability, while meeting the demands for strategic product enhancements.

These are just a few of the benefits for our clients:

- » Continued quality improvements from Munis Development, Technical Support, and Release Management.
- » Consistent and predictable product release timelines.
- » Ability to accurately budget, plan, and schedule upgrade resources around major processing events.
- » Assurance of continually operating on a fully supported release.

Tyler Cashiering Release	Pilot Installs (PI)	General Availability (GA)	Feature Complete (FC)	Next Release Planning (NRP)	Product Retired (PR)	Compatibility
Version 2.8	NA	Sep 2013	Sep 2014	Dec 2014	Apr 2015	Munis versions not Product Retired TCM versions 3.3, 3.6, 3.8, 3.10, 3.12
Version 2.7	NA	Apr 2013	Apr 2014	Jun 2014	Sep 2014	Munis versions not Product Retired TCM versions 3.3, 3.6, 3.8, 3.10, 3.12
Version 2.6	NA	Sep 2012	Sep 2013	Dec 2013	Apr 2014	Munis versions not Product Retired TCM versions 3.1, 3.0, 1.9, 1.6
Version 2.5	NA	Apr 2012	Apr 2013	Jun 2013	Sep 2013	Munis versions not Product Retired TCM versions 3.x, 1.9, 1.6
Version 2.4	NA	Sep 2011	Sep 2012	Dec 2012	Apr 2013	Munis versions not Product Retired TCM versions 3.0, 1.9, 1.6
Version 2.3	NA	Apr 2011	Apr 2012	Jun 2012	Sep 2012	Munis versions not Product Retired TCM versions 3.0, 1.9, 1.6
Version 2.2	NA	Dec 2010	Dec 2011	Mar 2012	Apr 2012	Munis versions not Product Retired TCM versions 3.0, 1.9, 1.6

Please go to [Retired Versions](#) page to see information on all release versions.

Early Adoption (EA): This represents a phase, 45-90 days prior to GA, in which selected clients participate in an intense testing program on the pre-generally available release. Tyler strives to select a cross-section of customer participants to represent our client base ensuring maximum coverage. This 'real world' testing of the product enables Tyler to deliver the highest quality, customer-tested release. For information on how to obtain an Early Adoption version of our release, please contact [Munis Release Management](#).

General Availability (GA): This represents a 12 month phase in which a product release (ex. Version 7.5) is made available for installation at client sites. Technology upgrades (ex. Version 9.0) are not intended for general availability.

Feature Complete (FC): This represents a 3 to 6 month phase in which the given release has matured through the EA and GA phase and minimal development efforts need to be placed on the product for the remainder of its life. Clients are encouraged to move to a more current release.

Next Release Planning (NRP): This represents a phase in which the given release has been available for up to 18 months and is at least 2 product releases behind the latest available Munis release. Clients are *strongly* encouraged to move to a more current release.

Product Retired (PR): This represents a release phase that receives only minimal support services. Clients *must* move to a more current release in order to receive year-end W-2 and 1099 releases.

NOTE: The timelines and specific dates related to our release life-cycle policy are tentative and subject to change.

Exhibit 7 – Client’s Tax-Exempt Certificate

State of Missouri

EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES

Issued to:

CITY OF COLUMBIA
701 E BROADWAY
COLUMBIA MO 65201

Missouri Tax ID
Number: 12487708

Effective Date:
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to section 144.030.1, RSMo. This letter is issued as documentation of your exempt status.

Purchases by your Agency are not subject to sales or use tax if within the conduct of your Agency's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Agency only if your Agency issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of section 144.062, RSMo.

Sales by your Agency are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Agency ceases to qualify as an exempt entity, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, phone 573-751-2836.

Exhibit 8 – Tyler Escrow Agreement

EFFECTIVE DATE: Sept. 29, 2008

MASTER DEPOSIT ACCOUNT NUMBER: 34953

THREE-PARTY MASTER DEPOSITOR **ESCROW SERVICE AGREEMENT**

1. Introduction.

This Three-Party Master Depositor Escrow Service Agreement (the "Agreement") is entered into by and between Tyler Technologies, Inc., ("Depositor"), and by any additional party enrolling as a "Beneficiary" upon execution of the Beneficiary Enrollment Form attached as Exhibit E to this Agreement and by Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain"). Beneficiary, Depositor, and Iron Mountain may be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

(a) The use of the term "services" in this Agreement shall refer to Iron Mountain services that facilitate the creation, management, and enforcement of software or other technology escrow accounts as described in Exhibit A attached hereto ("Services"). A Party shall request Services under this Agreement by submitting a work request for certain Iron Mountain Services ("Work Request") via written instruction or the online portal maintained at the website located at www.ironmountainconnect.com or other websites owned or controlled by Iron Mountain that are linked to that website (collectively the "Iron Mountain Website").

(b) The Beneficiary and Depositor have, or will have, entered into a license agreement or other agreement conveying intellectual property rights to the Beneficiary ("License Agreement"), and the Parties intend this Agreement to be considered as supplementary to the License Agreement, pursuant to Title 11 United States [Bankruptcy] Code, Section 365(n).

2. Depositor Responsibilities and Representations.

- (a) Depositor shall make an initial deposit that is complete and functional of all proprietary technology and other materials covered under this Agreement ("Deposit Material") to Iron Mountain within thirty (30) days of the Effective Date. Depositor may also update Deposit Material from time to time during the Term of this Agreement provided a minimum of one (1) complete and functional copy of Deposit Material is deposited with Iron Mountain at all times. At the time of each deposit or update, Depositor will provide an accurate and complete description of all Deposit Material sent to Iron Mountain via the Iron Mountain Website or using the form attached hereto as Exhibit B.
- (b) Depositor represents that it lawfully possesses all Deposit Material provided to Iron Mountain under this Agreement free of any liens or encumbrances as of the date of their deposit. Any Deposit Material liens or encumbrances made after their deposit will not prohibit, limit, or alter the rights and obligations of Iron Mountain under this Agreement. Depositor warrants that with respect to the Deposit Material, Iron Mountain's proper administration of this Agreement will not violate the rights of any third parties.
- (c) Depositor represents that all Deposit Material is readable and useable in its then current form; if any portion of such Deposit Material is encrypted the necessary decryption tools and keys to read such material are deposited contemporaneously.
- (d) Depositor agrees, upon request by Iron Mountain, in support of Beneficiary's request for verification Services, to promptly complete and return the Escrow Deposit Questionnaire attached hereto as Exhibit Q. Depositor consents to Iron Mountain's performance of any level(s) of verification Services described in Exhibit A attached hereto and Depositor further consents to Iron Mountain's use of a subcontractor to perform verification Services. Any such subcontractor shall be bound by the same confidentiality obligations as Iron Mountain and shall not be a direct competitor to either Depositor or Beneficiary. Iron Mountain shall be responsible for the delivery of Services of any such subcontractor as if Iron Mountain had performed the Services. Depositor represents that all Deposit Material is provided with all rights necessary for Iron Mountain to verify such proprietary technology and materials upon receipt of a Work Request for such Services or agrees to use commercially reasonable efforts to provide Iron Mountain with any necessary use rights or permissions to use materials necessary to perform verification of the Deposit Material. Depositor agrees to reasonably cooperate with Iron Mountain by providing reasonable access to its technical personnel for verification Services whenever reasonably necessary.

3. Beneficiary Responsibilities and Representations.

- (a) Beneficiary acknowledges that, as between Iron Mountain and Beneficiary, Beneficiary assumes all responsibility for the completeness and functionality of all Deposit Material.
- (b) Beneficiary may submit a verification Work Request to Iron Mountain for one or more of the Services defined in Exhibit A attached hereto and further consents to Iron Mountain's use of a subcontractor if needed to provide such

Services. Beneficiary warrants that Iron Mountain's use of any materials supplied by Beneficiary to perform the verification Services described in Exhibit A is lawful and does not violate the rights of any third parties.

4. Iron Mountain Responsibilities and Representations.

- (a) Iron Mountain agrees to use commercially reasonable efforts to provide the Services requested by Authorized Person(s) (as identified in the "Authorized Person(s)/Notices Table" below) representing the Depositor and Beneficiary in a Work Request. Iron Mountain may reject a Work Request (in whole or in part) that does not contain all required information at any time upon notification to the Party originating the Work Request.
- (b) Iron Mountain will conduct a visual inspection upon receipt of any Deposit Material and associated Exhibit B. If Iron Mountain determines that the Deposit Material does not match the description provided by Depositor represented in Exhibit B attached hereto, Iron Mountain will notify Depositor of such discrepancies and notate such discrepancy on the Exhibit B.
- (c) Iron Mountain will provide notice to the Beneficiary of all Deposit Material that is accepted and deposited into the escrow account under this Agreement.
- (d) Iron Mountain will work with a Party who submits any verification Work Request for Deposit Material covered under this Agreement to either fulfill any standard verification Services Work Request or develop a custom Statement of Work ("SOW"). Iron Mountain and the requesting Party will mutually agree in writing to a SOW on the following terms and conditions that include but are not limited to: description of Deposit Material to be tested; description of verification testing; requesting Party responsibilities; Iron Mountain responsibilities; Service Fees; invoice payment instructions; designation of the paying Party; designation of authorized SOW representatives for both the requesting Party and Iron Mountain with name and contact information; and description of any final deliverables, prior to the start of any fulfillment activity. After the start of fulfillment activity, each SOW may only be amended or modified in writing with the mutual agreement of both Parties, in accordance with the change control procedures set forth therein.
- (e) Iron Mountain will hold and protect all Deposit Material in physical or electronic vaults that are either owned or under the control of Iron Mountain, unless otherwise agreed to by the Parties.
- (f) Upon receipt of written instructions by Depositor, Iron Mountain will permit the replacement or removal of previously submitted Deposit Material.
- (g) Iron Mountain will return the Deposit Material to Depositor upon termination of this Agreement. If reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.

5. Payment.

The Party responsible for payment designated in Exhibit A ("Paying Party") shall pay to Iron Mountain all fees as set forth in the Work Request ("Service Fees"). Except as set forth below, all Service Fees are due to Iron Mountain within forty-five (45) calendar days from the date of invoice in U.S. currency and are non-refundable. Iron Mountain may update Service Fees with a ninety (90) calendar day written notice to the Paying Party during the Term of this Agreement. Iron Mountain shall not increase Service Fees by more than eight percent (8%) per year. The Paying Party is liable for any taxes related to Services purchased under this Agreement or shall present to Iron Mountain an exemption certificate reasonably acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice, to the extent possible. Any undisputed Service Fees not collected by Iron Mountain when due shall bear interest until paid at a rate of one percent (1%) per month (12% per annum) or the maximum rate permitted by law, whichever is less. Notwithstanding, the non-performance of any obligations of Depositor to deliver Deposit Material under the License Agreement or this Agreement, Iron Mountain is entitled to be paid all Service Fees that accrue during the Term of this Agreement.

6. Term and Termination.

- (a) The initial "Term" of this Agreement is for a period of one (1) year from the Effective Date ("Initial Term") and will automatically renew for additional one (1) year terms (each a "Renewal Term") and continue in full force and effect until one of the following events occur: (i) Depositor provides Iron Mountain with sixty (60) days' prior written notice of its intent to cancel this Agreement; (ii) Beneficiary provides Iron Mountain and Depositor with sixty (60) days' prior written notice of their intent to terminate this Agreement; (iii) the Agreement terminates under another provision of this Agreement; or (iv) any time after the Initial Term, Iron Mountain provides one hundred eighty (180) days prior written notice to the Depositor and Beneficiary of Iron Mountain's intent to terminate this Agreement. During this notice period, Iron Mountain's Service Fees shall be paid by the Paying Party. If the Effective Date is not specified above, then the last date noted on the signature blocks of this Agreement shall be the Effective Date.
- (b) Unless the express terms of this Agreement provide otherwise, upon termination of this Agreement, Iron Mountain shall return the Deposit Material to the Depositor. If reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.

- (c) In the event of the nonpayment of undisputed Service Fees owed to Iron Mountain, Iron Mountain shall provide all Parties to this Agreement with written notice of Iron Mountain's intent to terminate this Agreement. Any Party to this Agreement shall have the right to make the payment to Iron Mountain to cure the default. If the past due payment is not received in full by Iron Mountain within forty-five (45) calendar days of the date of such notice, then Iron Mountain shall have the right to terminate this Agreement at any time thereafter by sending written notice to all Parties. Iron Mountain shall have no obligation to take any action under this Agreement (except to those obligations that survive termination of this Agreement) so long as any undisputed Service Fees due Iron Mountain under this Agreement remain unpaid.

7. General Indemnity.

Subject to Section 10 and 11, each Party shall defend, indemnify and hold harmless the others, their corporate affiliates and their respective officers, directors, employees, and agents and their respective successors and assigns from and against any and all claims, losses, liabilities, damages, and expenses (including, without limitation, reasonable attorneys' fees), arising under this Agreement from the negligent or intentional acts or omissions of the indemnifying Party or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them.

8. Warranties.

- (a) IRON MOUNTAIN WARRANTS ANY AND ALL SERVICES PROVIDED HEREUNDER SHALL BE PERFORMED IN A WORKMANLIKE MANNER. EXCEPT AS SPECIFIED IN THIS SECTION, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, AGAINST INFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW. AN AGGRIEVED PARTY MUST NOTIFY IRON MOUNTAIN PROMPTLY OF ANY CLAIMED BREACH OF ANY WARRANTIES AND SUCH PARTY'S SOLE AND EXCLUSIVE REMEDY FOR BREACH OF WARRANTY SHALL BE RETURN OF THE PORTION OF THE FEES PAID TO IRON MOUNTAIN BY PAYING PARTY FOR SUCH NON-CONFORMING SERVICES. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH ABOVE FAILS OF ITS ESSENTIAL PURPOSE. THE WARRANTY PROVIDED IS SUBJECT TO THE LIMITATION OF LIABILITY SET FORTH IN THIS AGREEMENT.
- (b) Depositor warrants that all Depositor Information provided hereunder is accurate and reliable and undertakes to promptly correct and update such Depositor Information during the Term of this Agreement.
- (c) Beneficiary warrants that all Beneficiary information provided hereunder is accurate and reliable and undertakes to promptly correct and update such Beneficiary Information during the Term of this Agreement.
- (d) Ownership Warranty. Depositor warrants that it is the owner or legal custodian of the Deposit Material and has full authority to store the Deposit Material and direct their disposition in accordance with the terms of this Agreement. Depositor shall reimburse Iron Mountain for any expenses reasonably incurred by Iron Mountain (including reasonable legal fees) by reason of Iron Mountain's compliance with the instructions of Depositor in the event of a dispute concerning the ownership, custody or disposition of Deposit Material stored by Depositor with Iron Mountain.

9. Confidential Information.

Iron Mountain shall have the obligation to reasonably protect the confidentiality of the Deposit Material. Except as provided in this Agreement Iron Mountain shall not use or disclose the Deposit Material. Iron Mountain shall not disclose the terms of this Agreement to any third party. If Iron Mountain receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Material, Iron Mountain will immediately notify the Parties to this Agreement unless prohibited by law. After notifying the Parties, Iron Mountain may comply in good faith with such order. It shall be the responsibility of Depositor or Beneficiary to challenge any such order; provided, however, that Iron Mountain does not waive its rights to present its position with respect to any such order. Iron Mountain will cooperate with the Depositor or Beneficiary, as applicable, to support efforts to quash or limit any subpoena, at such party's expense. Any Party requesting additional assistance shall pay Iron Mountain's standard charges or as quoted upon submission of a detailed request.

10. Limitation of Liability.

NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, ALL LIABILITY, IF ANY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, OF ANY PARTY TO THIS AGREEMENT SHALL BE LIMITED TO THE AMOUNT EQUAL TO ONE YEAR OF FEES PAID OR OWED TO IRON MOUNTAIN UNDER THIS AGREEMENT. IF CLAIM OR LOSS IS MADE IN RELATION TO A SPECIFIC DEPOSIT OR DEPOSITS, SUCH LIABILITY SHALL BE LIMITED TO THE FEES RELATED SPECIFICALLY TO SUCH DEPOSITS. THIS LIMIT SHALL NOT APPLY TO ANY PARTY FOR: (I) ANY CLAIMS OF

INFRINGEMENT OF ANY PATENT, COPYRIGHT, OR TRADEMARK; (II) LIABILITY FOR DEATH OR BODILY INJURY; (III) PROVEN THEFT; OR (IV) PROVEN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

11. Consequential Damages Waiver.

IN NO EVENT SHALL ANY PARTY TO THIS AGREEMENT BE LIABLE TO ANOTHER PARTY FOR ANY INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST DATA OR INFORMATION, ANY COSTS OR EXPENSES FOR THE PROCUREMENT OF SUBSTITUTE SERVICES, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE EVEN IF THE POSSIBILITY THEREOF MAY BE KNOWN IN ADVANCE TO ONE OR MORE PARTIES.

12. General.

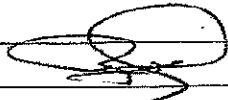
- (a) Incorporation of Work Requests. All valid Depositor and Beneficiary Work Requests are incorporated into this Agreement.
- (b) Purchase Orders. In the event that the Paying Party issues a purchase order or other instrument used to pay Service Fees to Iron Mountain, any terms and conditions set forth in the purchase order which constitute terms and conditions which are in addition to those set forth in this Agreement or which establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by Iron Mountain.
- (c) Right to Make Copies. Iron Mountain shall have the right to make copies of all Deposit Material as reasonably necessary to perform the Services. Iron Mountain shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on Deposit Material onto any copies made by Iron Mountain. Any copying expenses incurred by Iron Mountain as a result of a Work Request to copy will be borne by the Party requesting the copies. Iron Mountain may request Depositor's reasonable cooperation in promptly copying Deposit Material in order for Iron Mountain to perform Services.
- (d) Choice of Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of Texas, United States of America, as if performed wholly within the state and without giving effect to the principles of conflicts of laws.
- (e) Authorized Person(s). Depositor and Beneficiary must each authorize and designate one person whose actions will legally bind such party ("Authorized Person(s)" who shall be identified in the Authorized Person(s) Notices Table of this Agreement) and who may manage the Iron Mountain escrow account through the Iron Mountain Website or written instruction. The Authorized Person(s) for each the Depositor and Beneficiary will maintain the accuracy of their name and contact information provided to Iron Mountain during the term of this Agreement.
- (f) Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument, or signature reasonably believed by Iron Mountain to be genuine and from an Authorized Person(s), officer, or other employee of a Party. Iron Mountain may assume that such representative of a Party to this Agreement who gives any written notice, request, or instruction has the authority to do so. Iron Mountain will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document reasonably believed to be from such representative. With respect to Release and Destruction of Deposit Materials, Iron Mountain shall rely on an Authorized Person(s).
- (g) Force Majeure. No Party shall be liable for any delay or failure in performance due to events outside the defaulting Party's reasonable control, including without limitation acts of God, earthquake, labor disputes, shortages of supplies, riots, war, acts of terrorism, fire, epidemics, or delays of common carriers or other circumstances beyond its reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay.
- (h) Notices. All notices regarding Exhibit C (release) shall be sent by commercial express mail or other commercially appropriate means that provide prompt delivery and require proof of delivery. All other correspondence, including invoices, payments, and other documents and communications, may be sent electronically or via regular mail. The Parties shall have the right to rely on the last known address of the other Parties. Any correctly addressed notice to last known address of the other Parties that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by electronic mail, the postal authorities by mail, through messenger or commercial express delivery services.
- (i) No Waiver. No waiver of rights under this Agreement by any Party shall constitute a subsequent waiver of this or any other right under this Agreement.
- (j) Assignment. No assignment of this Agreement by Depositor or Beneficiary or any rights or obligations of Depositor or Beneficiary under this Agreement is permitted without the written consent of Iron Mountain, which shall not be

unreasonably withheld or delayed, provided, however, Depositor may, without the prior written consent of Iron Mountain, assign this Agreement in its entirety to the surviving entity of any merger or consolidation or to any purchaser of substantially all of the Depositor's assets. Iron Mountain shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Beneficiary unless Iron Mountain receives clear, authoritative and conclusive written evidence of the change of parties. No assignment of this Agreement by Iron Mountain or any rights or obligation of Iron Mountain under this Agreement is permitted without the written consent of Depositor, which shall not be unreasonably withheld or delayed, provided, however, that Depositor's consent shall not be required for any assignment of this Agreement to an Iron Mountain subsidiary or other Iron Mountain entity.

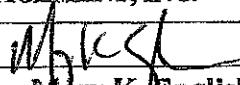
- (k) Severability. In the event any of the terms of this Agreement become or are declared to be illegal or otherwise unenforceable by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect. If this paragraph becomes applicable and, as a result, the value of this Agreement is materially impaired for any Party, as determined by such Party in its sole discretion, then the affected Party may terminate this Agreement by written notice to the others.
- (l) Independent Contractor Relationship. Depositor and Beneficiary understand, acknowledge, and agree that Iron Mountain's relationship with Depositor and Beneficiary will be that of an independent contractor and that nothing in this Agreement is intended to or should be construed to create a partnership, joint venture, or employment relationship.
- (m) Attorneys' Fees. In any suit or proceeding between the Parties relating to this Agreement, the prevailing Party will have the right to recover from the other(s) its costs and reasonable fees and expenses of attorneys, accountants, and other professionals incurred in connection with the suit or proceeding, including costs, fees and expenses upon appeal, separately from and in addition to any other amount included in such judgment. This provision is intended to be severable from the other provisions of this Agreement, and shall survive and not be merged into any such judgment.
- (n) No Agency. No Party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other Parties or bind the other Parties in any respect whatsoever.
- (o) Disputes. Any dispute, difference or question relating to or arising among any of the Parties concerning the construction, meaning, effect or implementation of this Agreement or the rights or obligations of any Party hereof will be submitted to, and settled by arbitration by a single arbitrator chosen by the corresponding Regional Office of the American Arbitration Association in accordance with the Commercial Rules of the American Arbitration Association. The Parties in dispute shall submit briefs of no more than ten (10) pages and the arbitration hearing shall be limited to two (2) days maximum. The arbitrator shall apply Texas law. Unless otherwise agreed by the Parties, with agreement by Iron Mountain not to be unreasonably withheld, arbitration will take place in Dallas, Texas, U.S.A. Any court having jurisdiction over the matter may enter judgment on the award of the arbitrator. Service of a petition to confirm the arbitration award may be made by regular mail or by commercial express mail, to the attorney for the Party or, if unrepresented, to the Party at the last known business address. If however, Depositor and/or Beneficiary refuse to submit to arbitration, the matter shall not be submitted to arbitration and Iron Mountain may submit the matter to any court of competent jurisdiction for an interpleader or similar action. Unless adjudged otherwise, any costs of arbitration incurred by Iron Mountain, including reasonable attorney's fees and costs, shall be divided equally and paid by Depositor and Beneficiary.
- (p) Regulations. All Parties are responsible for and warrant, to the extent of their individual actions or omissions, compliance with all applicable laws, rules and regulations, including but not limited to: customs laws; import; export and re-export laws; and government regulations of any country from or to which the Deposit Material may be delivered in accordance with the provisions of this Agreement.
- (q) No Third Party Rights. This Agreement is made solely for the benefits of the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to by all the parties hereto.
- (r) Entire Agreement. The Parties agree that this Agreement, which includes all the Exhibits attached hereto and all valid Work Requests submitted by the Parties, is the complete agreement between the Parties hereto concerning the subject matter of this Agreement and replaces any prior or contemporaneous oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified herein. Each of the parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement. This Agreement may only be modified by mutual written agreement of the Parties.
- (s) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

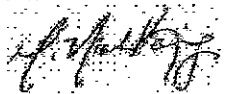
- (t) Survival. Sections 6 (Term and Termination), 7 (General Indemnity), 8 (Warranties), 9 (Confidential Information), 10 (Limitation of Liability), 11 (Consequential Damages Waiver), and 12 (General) of this Agreement shall survive termination of this Agreement or any Exhibit attached hereto.

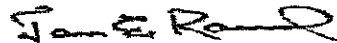
DEPOSITOR: TYLER TECHNOLOGIES, INC.

SIGNATURE:	
PRINT NAME:	Richard E. Peterson, Jr.
TITLE:	President - FMS Division
DATE:	September 25, 2008
EMAIL ADDRESS	

**IRON MOUNTAIN INTELLECTUAL
PROPERTY MANAGEMENT, INC.**

SIGNATURE:	
PRINT NAME:	Mary K. English
TITLE:	Director of Operations
DATE:	9/29/08
EMAIL ADDRESS:	ipmclientservices@ironmountain.com

<p>Approved as to Operational Content: Iron Mountain Operations</p>  <p>I. Nicole King, Contracts Specialist Date: September 19, 2008</p>
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<p>Approved as to Form and Content: Iron Mountain Legal Department</p>  <p>James E. Raymond, Contracts Specialist Date: Sept. 8, 2008</p>

NOTE: AUTHORIZED PERSONS/NOTICES TABLE, BILLING CONTACT INFORMATION TABLE AND EXHIBITS FOLLOW

DEPOSITOR AUTHORIZED PERSON(S)/NOTICES TABLE

Please provide the name(s) and contact information of the Authorized Person(s) under this Agreement. All notices will be sent electronically and/or through regular mail to the appropriate address set forth below.

PRINT NAME:	Stacey M. Gerard
TITLE:	Contracts Manager
EMAIL ADDRESS	stacey.gerard@tylertech.com
STREET ADDRESS	370 US Route 1
PROVINCE/CITY/STATE	Falmouth, ME
POSTAL/ZIP CODE	04105
PHONE NUMBER	800-772-2260
FAX NUMBER	207-781-2459

BILLING CONTACT INFORMATION TABLE

Please provide the name and contact information of the Billing Contact under this Agreement. All invoices will be sent electronically and/or through regular mail to the appropriate address set forth below.

PRINT NAME:	Lisa Carpenter
TITLE:	Senior A/P Specialist
EMAIL ADDRESS	lisa.carpenter@tylertech.com
STREET ADDRESS	370 US Route 1
PROVINCE/CITY/STATE	Falmouth, ME
POSTAL/ZIP CODE	04105
PHONE NUMBER	800-772-2260
FAX NUMBER	207-781-2459

IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.

All notices should be sent to ipmclientservices@ironmountain.com OR Iron Mountain Intellectual Property Management, Inc., Attn: Client Services, 2100 Norcross Parkway, Suite 150, Norcross, Georgia, 30071, USA.

MUST BE COMPLETED
EXHIBIT A - Escrow Service Work Request - Deposit Account Number:
34953

SERVICE Check box(es) to order service	SERVICE DESCRIPTION-MASTER THREE PARTY ESCROW AGREEMENT - DEPOSITOR All services are listed below. Services in shaded tables are required for every new escrow account set up. Some services may not be available under the Agreement.	ONE- TIME FEES	ANNUAL FEES	PAYING PARTY Check to identify Paying Party
<input checked="" type="checkbox"/> Setup Fee <input checked="" type="checkbox"/> Deposit Account Fee, including Escrow Management Center Access <input checked="" type="checkbox"/> Beneficiary Fee including Escrow Management Center Access	Iron Mountain will setup a new escrow deposit account using a standard escrow agreement. Custom contracts are subject to the Custom Contract Fee noted below. Iron Mountain will set up one deposit account to manage and administrate access to Deposit Material that will be secured in a controlled storage environment. Furthermore, Iron Mountain will provide account services that include unlimited deposits, electronic vaulting, access to Iron Mountain Connect™ Escrow Management Center for secure online account management, submission of electronic Work Requests, and communication of status. A Client Manager will be assigned to each deposit account and provide training upon request to facilitate secure Internet access to the account and ensure fulfillment of Work Requests. An oversize fee may apply. Iron Mountain will fulfill a Work Request to add a Beneficiary to any number of escrow deposit accounts under this Agreement and manage access rights associated with the account(s), where possible. Beneficiary will have access to Iron Mountain Connect™ Escrow Management Center for secure online account management, submission of electronic Work Requests, and communication of status. A Client Manager will be assigned to each deposit account and provide training upon request to facilitate secure Internet access to the account and ensure fulfillment of Work Requests.	\$1,912.50	\$1,000 \$700	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary <input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary <input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Additional Deposit Account	Iron Mountain will set up one additional deposit account to manage and administrate access to new Deposit Material that will be securely stored in controlled media vaults in accordance with the service description above and the Agreement that governs the Initial Deposit Account.		\$1,000	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Additional Beneficiary	Iron Mountain will fulfill a Work Request to add a new Beneficiary to an escrow deposit account in accordance with the service description above and the Agreement.		\$700	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Deposit Tracking Notification	At least semi-annually, Iron Mountain will send an update reminder to Depositor. Thereafter, Beneficiary will be notified of last deposit.	N/A	\$375	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add File List Report	Iron Mountain will fulfill a Work Request to provide a File List Test, which includes a deposit media readability analysis, a file listing, a file classification table, virus scan outputs, and assurance of completed deposit questionnaire. A final report will be sent to the Paying Party regarding the Deposit Material to ensure consistency between Depositor's representations (i.e., Exhibit B and Deposit Questionnaire) and stored Deposit Material. Deposit must be provided on CD, DVD-R, or deposited by SFTP.	\$2,500	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 1 - Inventory and Analysis Test	Iron Mountain will perform an Inventory Test on the initial deposit, which includes Analyzing deposit media readability, virus scanning, developing file classification tables, identifying the presence/absence of build instructions, and identifying materials required to recreate the Depositor's software development environment. Output includes a report which will include build instructions, file classification tables and listings. In addition, the report will list required software development materials, including, without limitation, required source code languages and compilers, third-party software, libraries, operating systems, and hardware, as well as Iron Mountain's analysis of the deposit.	\$5,000 or based on SOW if custom work required	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 2 - Deposit Compile Test	Iron Mountain will fulfill a Work Request to perform a Deposit Compile Test, which includes the outputs of the File Listing Report and the Level 1 - Inventory Test as described above plus recreating the Depositor's software development environment, compiling source files and modules, linking libraries and recreating executable code, pass/fail determination, creation of comprehensive build instructions with a final report sent to the Paying Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work ("SOW") prior to the start of fulfillment.	Based on SOW	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 3 - Binary Comparison	Iron Mountain will fulfill a Work Request to perform one Deposit Usability Test - Binary Comparison which includes a comparison of the files built from the Deposit Compile Test to the actual licensed technology on the Beneficiary's site to ensure a full match in file size, with a final report sent to the Requesting Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work ("SOW") prior to the start of fulfillment.	Based on SOW	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 4 - Full Usability	Iron Mountain will fulfill a Work Request to perform one Deposit Usability Test - Full Usability which includes a confirmation that the built applications work properly when installed, based on pre-determined test scripts provided by the Parties. A final report will be sent to the Paying Party regarding the Deposit Material. The Paying Party and Iron Mountain will agree on a custom Statement of Work ("SOW") prior to the start of fulfillment.	Based on SOW	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Dual/Remote Vaulting	Iron Mountain will fulfill a Work Request to store and manage the deposit materials in a remote location, designated by the client, outside of Iron Mountain's primary escrow vaulting location or to store and manage a redundant copy of the deposit materials in one (1) additional location. All Deposit Materials (original and copy) must be provided by the Depositor.	N/A	\$500	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Release Deposit Material	Iron Mountain will process a Work Request to release Deposit Material by following the specific procedures defined in Exhibit C "Release of Deposit Materials" the Escrow Service Agreement.	\$500	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Custom Services	Iron Mountain will provide its Escrow Expert consulting based on a custom SOW mutually agreed to by all Parties.	\$175/hour	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Custom Contract Fee	Custom contracts are subject to the Custom Contract Fee, which covers the review and processing of custom or modified contracts.	\$500	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary

Note: Parties may submit Work Requests via written instruction or electronically through the online portal.

*15% Setup Fee discount applies to the first year only.

EXHIBIT B

DEPOSIT MATERIAL DESCRIPTION

COMPANY NAME: _____ DEPOSIT ACCOUNT NUMBER: 34963

DEPOSIT NAME _____ AND DEPOSIT VERSION _____

(Deposit Name will appear in account history reports)

DEPOSIT MEDIA (PLEASE LABEL ALL MEDIA WITH THE DEPOSIT NAME PROVIDED ABOVE)

MEDIA TYPE	QUANTITY	MEDIA TYPE	QUANTITY
<input type="checkbox"/> CD-ROM / DVD		<input type="checkbox"/> 3.5" Floppy Disk	
<input type="checkbox"/> DLT Tape		<input type="checkbox"/> Documentation	
<input type="checkbox"/> DAT Tape		<input type="checkbox"/> Hard Drive / CPU	
		<input type="checkbox"/> Circuit Board	

	TOTAL SIZE OF TRANSMISSION (SPECIFY IN BYTES)	# OF FILES	# OF FOLDERS
<input type="checkbox"/> Internet File Transfer			
<input type="checkbox"/> Other (please describe below):			

DEPOSIT ENCRYPTION (Please check either "Yes" or "No" below and complete as appropriate)

Is the media or are any of the files encrypted? ☐ Yes or ☐ No

If yes, please include any passwords and decryption tools description below. Please also deposit all necessary encryption software with this deposit.

Encryption tool name _____ Version _____

Hardware required _____

Software required _____

Other required information _____

DEPOSIT CERTIFICATION (Please check the box below to Certify and Provide your Contact Information)

<input type="checkbox"/> I certify for Depositor that the above described Deposit Material has been transmitted electronically or sent via commercial express mail carrier to Iron Mountain at the address below.	<input type="checkbox"/> Iron Mountain has inspected and accepted the above described Deposit Material either electronically or physically. Iron Mountain will notify Depositor of any discrepancies.
NAME:	NAME:
DATE:	DATE:
EMAIL ADDRESS:	
TELEPHONE NUMBER:	
FAX NUMBER:	

Note: If Depositor is physically sending Deposit Material to Iron Mountain, please label all media and mail all Deposit Material with the appropriate Exhibit B via commercial express carrier to the following address:

Iron Mountain Intellectual Property Management, Inc.

Attn: Vault Administration

2100 Norcross Parkway, Suite 150

Norcross, GA 30071

Telephone: 800-875-5669

Facsimile: 770-239-9201

FOR IRON MOUNTAIN USE ONLY (NOTED DISCREPANCIES ONLY VISUAL INSPECTION)	

EXHIBIT C

RELEASE OF DEPOSIT MATERIAL

Deposit Account Number: 34953

Iron Mountain will use the following procedures to process any Beneficiary Work Request to release Deposit Material. All notices under this Exhibit C shall be sent pursuant to the terms of Section 12(h) Notices.

1. **Release Conditions.** Depositor and Beneficiary agree that a Work Request for the release of the Deposit Material shall be based solely on one or more of the following conditions (defined as "Release Conditions"):
 - (i) Depositor's failure to cure a material breach of the License Agreement or other agreement between the Depositor and Beneficiary regulating the use of the Deposit Material covered under this Agreement; or
 - (ii) Joint written instructions from Depositor and Beneficiary; or
 - (iii) Depositor is subject to voluntary or involuntary bankruptcy.
2. **Release Work Request.** A Beneficiary may submit a Work Request to Iron Mountain to release the Deposit Material covered under this Agreement. Iron Mountain will send a written notice of this Beneficiary Work Request within five (5) business days to the Depositor's Authorized Person.
3. **Contrary Instructions.** From the date Iron Mountain mails written notice of the Beneficiary Work Request to release Deposit Material covered under this Agreement, Depositor representative(s) shall have ten (10) business days to deliver to Iron Mountain contrary instructions. Contrary Instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured ("Contrary Instructions"). Contrary Instructions shall be on company letterhead and signed by an authorized Depositor representative. Upon receipt of Contrary Instructions, Iron Mountain shall promptly send a copy to Beneficiary's Authorized Person(s). Additionally, Iron Mountain shall notify both Depositor and Beneficiary Authorized Person(s) that there is a dispute to be resolved pursuant to the disputes provisions of this Agreement. Iron Mountain will continue to store Deposit Material without release pending (i) joint instructions from Depositor and Beneficiary with instructions to release the Deposit Material; or (ii) dispute resolution pursuant to the disputes provisions of this Agreement; or (iii) receipt of an order from a court of competent jurisdiction.
4. **Release of Deposit Material.** If Iron Mountain does not receive Contrary Instructions from an authorized Depositor representative, Iron Mountain is authorized to release Deposit Material to the Beneficiary or, if more than one Beneficiary is registered to the deposit, to release a copy of Deposit Material to that particular Beneficiary only. Iron Mountain is entitled to receive any undisputed, unpaid Service Fees due Iron Mountain from the Parties before fulfilling the Work Request to release Deposit Material covered under this Agreement. Any Party may cure a default of payment of Service Fees.
5. **Termination of Agreement.** This Agreement will terminate upon the release of Deposit Material held by Iron Mountain with regards to that particular Beneficiary only.
6. **Right to Use Following Release.** Beneficiary has the right under this Agreement to use the Deposit Material for the sole purpose of continuing the benefits afforded to Beneficiary by the License Agreement. Notwithstanding, the Beneficiary shall not have access to the Deposit Material unless there is a release of the Deposit Material in accordance with this Agreement. Beneficiary shall be obligated to maintain the confidentiality of the released Deposit Material.

EXHIBIT D

AUXILIARY DEPOSIT ACCOUNT TO ESCROW AGREEMENT

Deposit Account Number: 34953

Auxiliary Account Number _____

_____, ("Depositor"), and Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain") have entered into the above referenced Escrow Agreement ("Agreement"). Pursuant to that Agreement Depositor may create additional deposit accounts ("Auxiliary Deposit Account") for the purpose of holding additional Deposit Material in a separate account which Iron Mountain will maintain separately from other deposit accounts under this Agreement. The new account will be referenced by the following name: _____ ("Deposit Account Name").

Pursuant to the Agreement, Depositor may submit material to be held in this Auxiliary Deposit Account by submitting a properly filled out Exhibit B with the Deposit Material to Iron Mountain. For avoidance of doubt, Beneficiary's rights and obligations relative to the Deposit Material held in any deposit account under this Agreement are governed by the express terms of the Agreement; this form does not provide any additional rights in the Deposit Material.

The undersigned hereby agrees that all terms and conditions of the above referenced Escrow Agreement will govern this Auxiliary Deposit Account. The termination or expiration of any other deposit account will not affect this account.

DEPOSITOR

SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
EMAIL ADDRESS	

IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.

SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
EMAIL ADDRESS:	ipmclientservices@ironmountain.com

IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.

All notices should be sent to ipmclientservices@ironmountain.com OR Iron Mountain Intellectual Property Management, Inc., Attn: Client Services, 2100 Norcross Parkway, Suite 150, Norcross, Georgia, 30071, USA.

EXHIBIT E

ACCEPTANCE FORM

Depositor and Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain"), hereby acknowledge that

BENEFICIARY COMPANY NAME: _____ is the **Beneficiary** referred to in the Escrow Agreement that supports
Deposit Account Number: _____ with Iron Mountain as the escrow agent. **Beneficiary** hereby agrees to be bound by all provisions of such Agreement.

SERVICE Check box(es) to order service	SERVICE DESCRIPTION-MASTER THREE PARTY ESCROW AGREEMENT - DEPOSITOR All services are listed below. Services in shaded tables are required for every new escrow account set up. Some services may not be available under the Agreement.	ONE-TIME FEES	ANNUAL FEES	PAYING PARTY Check box to identify the Paying Party
<input checked="" type="checkbox"/> Add Additional Beneficiary	Iron Mountain will fulfill a Work Request to add a new Beneficiary to an escrow deposit account in accordance with the service description above and the Agreement		\$700	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Additional Deposit Account	Iron Mountain will set up one additional deposit account to manage and administrate access to new Deposit Material that will be securely stored in controlled media vaults in accordance with the service description above and the Agreement that governs the Initial Deposit Account.		\$1,000	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> File List Test	Iron Mountain will fulfill a Work Request to perform a File List Test, which includes analyzing deposit media readability, file listing, creation of file classification table, virus scan, and assurance of completed deposit questionnaire. A final report will be sent to the Paying Party regarding the Deposit Material to ensure consistency between Depositor's representations (i.e., Exhibit B and Supplementary Questionnaire) and stored Deposit Material. Deposit must be provided on CD, DVD-R, or deposited by FTP.	\$2,500	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 1 - Inventory and Analysis Test	Iron Mountain will perform an Inventory Test on the initial deposit, which includes Analyzing deposit media readability, virus scanning, developing file classification tables, identifying the presence/absence of build instructions, and identifying materials required to recreate the Depositor's software development environment. Output includes a report which will include build instructions, file classification tables and listings. In addition, the report will list required software development materials, including, without limitation, required source code languages and compilers, third-party software, libraries, operating systems, and hardware, as well as Iron Mountain's analysis of the deposit.	\$5,000 or based on SOW if custom work required	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Deposit Tracking Notification	At least semi-annually, Iron Mountain will send an update reminder to Depositor. Thereafter, Beneficiary will be notified of last deposit.	N/A	\$375	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary

BENEFICIARY AUTHORIZED PERSON(S)/NOTICES TABLE

Please provide the name(s) and contact information of the Authorized Person(s) under this Agreement. All Notices will be sent electronically or through regular mail to the appropriate address set forth below. Please complete all information as applicable. Incomplete information may result in a delay of processing.

PRINT NAME:	
TITLE:	
EMAIL ADDRESS	
STREET ADDRESS	
PROVINCE/CITY/STATE	
POSTAL/ZIP CODE	
PHONE NUMBER	
FAX NUMBER	

PAYING PARTY COMPANY NAME: _____

BILLING CONTACT INFORMATION TABLE

Please provide the name and contact information of the Billing Contact under this Agreement. All Invoices will be sent to this individual at the address set forth below.

PRINT NAME:	
TITLE:	
EMAIL ADDRESS	
STREET ADDRESS	
PROVINCE/CITY/STATE	
POSTAL/ZIP CODE	
PHONE NUMBER	
FAX NUMBER	
PURCHASE ORDER #	

DEPOSITOR

SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
EMAIL ADDRESS	

BENEFICIARY

SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
EMAIL ADDRESS:	

IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.

SIGNATURE:	
PRINT NAME:	
TITLE:	
DATE:	
EMAIL ADDRESS:	<u>ipmclientservices@ironmountain.com</u>

All notices to **Iron Mountain Intellectual Property Management, Inc.** should be sent to ipmclientservices@ironmountain.com OR Iron Mountain Intellectual Property Management, Inc., Attn: Client Services, 2100 Norcross Parkway, Suite 150, Norcross, Georgia, 30071, USA.

EXHIBIT Q
ESCROW DEPOSIT QUESTIONNAIRE

Introduction

From time to time, Beneficiaries may exercise their right to perform verification Services. This is a Service that Iron Mountain provides for the purpose of validating relevance, completeness, currency, accuracy and functionality of Deposit Materials.

Purpose of Questionnaire

In order for Iron Mountain to determine the Deposit Material requirements and to quote Fees associated with verification Services, a completed deposit questionnaire is requested. It is the responsibility of the Depositor to complete the questionnaire.

Instructions

Please complete the questionnaire in its entirety by answering every question with accurate data. Upon completion, please return the completed questionnaire to the Beneficiary asking for its completion, or e-mail it to Iron Mountain to the attention of verification@ironmountain.com

Escrow Deposit Questionnaire

General Description

1. What is the general function of the software to be placed into escrow?
2. On what media will the source code be delivered?
3. What is the size of the deposit in megabytes?

Requirements for the Execution of the Software Protected by the Deposit

1. What are the system hardware requirements to successfully execute the software? (memory, disk space, etc.)
2. How many machines are required to completely set up the software?
3. What are the software and system software requirements, to execute the software and verify correct operation?

Requirements for the Assembly of the Deposit

1. Describe the nature of the source code in the deposit. (Does the deposit include interpreted code, compiled source, or a mixture? How do the different parts of the deposit relate to each other?)
2. How many build processes are there?
3. How many unique build environments are required to assemble the material in the escrow deposit into the deliverables?
4. What hardware is required for each build environment to compile the software? (including memory, disk space, etc.)
5. What operating systems (including versions) are used during compilation? Is the software executed on any other operating systems/version?
6. How many separate deliverable components (executables, share libraries, etc.) are built?
7. What compilers/linkers/other tools (brand and version) are necessary to build the application?
8. What, if any, third-party libraries are used to build the software?
9. How long does a complete build of the software take? How much of that time requires some form of human interaction and how much is automated?
10. Do you have a formal build document describing the necessary steps for system configuration and compilation?
11. Do you have an internal QA process? If so, please give a brief description of the testing process.
12. Please list the appropriate technical person(s) Iron Mountain may contact regarding this set of escrow deposit materials.

Please provide your technical verification contact information below:

COMPANY:	
SIGNATURE:	
PRINT NAME:	
ADDRESS 1:	
ADDRESS 2:	
CITY, STATE, ZIP	
TELEPHONE:	
EMAIL ADDRESS:	

For additional information about Iron Mountain Technical Verification Services, please contact Manager of Verification Services at 978-667-3601 ext. 100 or by e-mail at <mailto:verification@ironmountain.com>

PREFERRED BENEFICIARY ACCEPTANCE FORM

Depositor, Preferred Beneficiary and Iron Mountain Intellectual Property Management, Inc. ("IMIPM"), hereby acknowledge that _____ is the Preferred Beneficiary referred to in the Master Preferred Escrow Agreement effective _____, 20____ with IMIPM as the escrow agent and _____ as the Depositor. Preferred Beneficiary hereby agrees to be bound by all provisions of such Agreement.

SERVICE Check box(es) to order service	SERVICE DESCRIPTION-MASTER THREE PARTY ESCROW AGREEMENT - DEPOSITOR All services are listed below. Services in shaded tables are required for every new escrow account set up. Some services may not be available under the Agreement.	ONE- TIME FEES	ANNUAL FEES	PAYING PARTY Check box to identify the Paying Party
<input checked="" type="checkbox"/> Add Additional Beneficiary	Iron Mountain will fulfill a Work Request to add a new Beneficiary to an escrow deposit account in accordance with the service description above and the Agreement		\$756	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Additional Deposit Account	Iron Mountain will set up one additional deposit account to manage and administrate access to new Deposit Material that will be securely stored in controlled media vaults in accordance with the service description above and the Agreement that governs the Initial Deposit Account.		\$1,000	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> File List Test	Iron Mountain will fulfill a Work Request to perform a File List Test, which includes analyzing deposit media readability, file listing, creation of file classification table, virus scan, and assurance of completed deposit questionnaire. A final report will be sent to the Paying Party regarding the Deposit Material to ensure consistency between Depositor's representations (i.e., Exhibit B and Supplementary Questionnaire) and stored Deposit Material. Deposit must be provided on CD, DVD-R, or deposited by FTP.	\$2,500	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Level 1 - Inventory and Analysis Test	Iron Mountain will perform an Inventory Test on the initial deposit, which includes Analyzing deposit media readability, virus scanning, developing file classification tables, identifying the presence/absence of build instructions, and identifying materials required to recreate the Depositor's software development environment. Output includes a report which will include build instructions, file classification tables and listings. In addition, the report will list required software development materials, including, without limitation, required source code languages and compilers, third- party software, libraries, operating systems, and hardware, as well as Iron Mountain's analysis of the deposit.	\$5,000 or based on SOW if custom work required	N/A	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Add Deposit Tracking Notification	At least semi-annually, Iron Mountain will send an update reminder to Depositor. Thereafter, Beneficiary will be notified of last deposit.	N/A	\$375	<input type="checkbox"/> Depositor - OR - <input type="checkbox"/> Beneficiary
<input type="checkbox"/> Custom Contract Fee	Custom contracts are subject to the Custom Contract Fee, which covers the review and processing of custom or modified contracts.	\$750	N/A	<input type="checkbox"/> Depositor <input type="checkbox"/> Beneficiary

Depositor hereby enrolls Preferred Beneficiary to the following account(s):

Account Name

Deposit Account Number

Notices and communications to Preferred
Beneficiary should be addressed to:

Invoices should be addressed to:

Company Name: _____

Address: _____

Designated Contact: _____

Contact: _____

Telephone: _____

Facsimile: _____
E-mail: _____

P.O.#, if required: _____

Preferred Beneficiary

Depositor

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

IMIPM
By: _____
Name: _____
Title: _____
Date: _____

Exhibit 9 – Solution Gap Log

Tyler Technologies
Solution Gap Tracking Log

Sorted by Module

8:20 AM

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
1	Tyler Notify was not bid as part of the package. If they come back, it would be nice to see a short presentation/demo of this if this will not run us afoul other rules and procedures.	High	All	Requested Tyler provide us information about Notify	This product looked to be very powerful for communicating to the public and to employees via email, IVR, and by social media. Ron B	Software Not Incl in Proposal		Include it in the investment summary.08-20-13: It has been included in the Investment Summary. Please note that it is only a Subscription Service. Also, there are additional per message / per IVR charges. You can purchase blocks of text messages (25K messages for \$1,250) and IVR (25,000 minutes for \$2,500).	Roger Routh	\$7,050	\$40,000
2	I still have a question about the AP processing in dual years in Tyler Technologies (at the end of the fiscal year). Need follow up discussion.	High	AP	Potentially a show stopper	Year End process was demonstrated. Previous demo was incomplete. This process is much better than what we currently have.	Potential Gap Resolved	Janet			\$0	\$0
3	Asset Management – Based on Capital Project above, show Asset Management functionality, including –		Asset Management			Header					
4	1. Establishment of preventive maintenance schedules for each asset		Asset Management	Demonstrated. Efficiency of screens isn't very different from current system - JRW	Demonstrated configuration.	Potential Gap Resolved	MJG			\$0	\$0
5	2. Attachment of documents (warranties, photos, etc) to transformers		Asset Management	Demonstrated. Efficiency of screens isn't very different from current system - JRW	Attach multiple file types through Tyler Content Management	Potential Gap Resolved	MJG			\$0	\$0
6	3. Access to asset information through map		Asset Management	Demonstrated. Efficiency of screens isn't very different from current system - JRW	Showed current Tyler Maps interface.	Potential Gap Resolved	MJG			\$0	\$0
7	4. Access to preventive maintenance work order through hand held device	High	Asset Management	Not demonstrated. Did indicate it can be done. Still need to see or write in contract. - JRW	Resolved if handheld devices have direct access to network.	Potential Gap Resolved		Tyler's thoughts are that HTML5 will allow access to the full version of Munis from a hand held device. Tyler Tech team to describe City's need to allow this to occur. 07-26-13: This issue is resolved so long as the City allows direct access from network to handheld device. Will be available with version 10.4 (anticipated availability of Fall, 2013).	Jason Quint	\$0	\$0
8	5. Charging preventive maintenance work (example changing transformer oil and personnel time) to asset by FERC code		Asset Management	Demonstrated. Efficiency of screens isn't very different from current system - JRW	Demonstrated	Potential Gap Resolved				\$0	\$0
9	6. Creation of maintenance work order through hand held device	High	Asset Management	Not demonstrated. Did indicate it can be done. Still need to see or write in contract. - JRW	Resolved if handheld devices have direct access to network.	Potential Gap Resolved		Tyler's thoughts are that HTML5 will allow access to the full version of Munis from a hand held device. Tyler Tech team to describe City's need to allow this to occur. 07-26-13: This issue is resolved so long as the City allows direct access from network to handheld device. Will be available with version 10.4 (anticipated availability of Fall, 2013).	Jason Quint	\$0	\$0
10	Work Orders – Show work order functionality, including –		Work Orders	Demonstrated. Efficiency of screens isn't very different from current system - JRW		Potential Gap Resolved				\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
11	CIP Planning, Budgeting, Reporting	High	Budgeting	CIP planning functionality poor to non-existent. Sent Roger a link to Olathe KS website for CIP 7/24/2013		City Workaround Required		Thinking of CIP Planner. How close is Munis to what they want? City to provide Tyler with a document that highlights desired functionality. 08-20-13: Tyler to set up demonstration of 3rd party CIP Planner system	Jason Quint		
12	Budget – Based on Chart of Accounts above, show establishment of budget and budgetary control.	High	Budgeting and GL	Demonstrated establishing budgets. Provided budget control based on their set up		Potential Gap Resolved	KC			\$0	\$0
13	1.) Show how budget will be established for 10 accounts established above.		Budgeting and GL	Demonstrated budget level and account set up		Potential Gap Resolved	KC			\$0	\$0
14	2.) Show how budgetary control for the accounts will impact expenditures based on FERC accounts.	High	Budgeting and GL	I believe based on Jim and his staff this issue was resolved		Potential Gap Resolved	KC			\$0	\$0
15	Capital Budget – Show establishment of capital project with budget.	High	Budgeting and GL	Although the software has some capabilities - The demonstration did not lead me to believe that Tyler can handle the future revenue sources, the multi year budget info with narrative data and map integration with ward location.		Gap Unable to be Resolved	KC	Thinking of CIP Planner. How close is Munis to what they want? City to provide Tyler with a document that highlights desired functionality. 08-20-13: Tyler to set up demonstration of 3rd party CIP Planner system	Jason Quint		
16	1.) Show how budget will be established for multi-year capital project.	High	Budgeting and GL	Mult year levels were demonstrated - did not see how it gets pulled together with year-to-date and life-to-date project expenses as well as what I listed in the above comments		Gap Unable to be Resolved	KC	Thinking of CIP Planner. How close is Munis to what they want? City to provide Tyler with a document that highlights desired functionality. 08-20-13: Tyler to set up demonstration of 3rd party CIP Planner system	Jason Quint		
17	2.) Show fiscal year constraints (issues) on multi-year capital project.	High	Budgeting and GL	Same		Gap Unable to be Resolved	KC	Thinking of CIP Planner. How close is Munis to what they want? City to provide Tyler with a document that highlights desired functionality. 08-20-13: Tyler to set up demonstration of 3rd party CIP Planner system	Jason Quint		
18	The CRM team would like a more in-depth demonstration of the knowledge base. Specifically,		CRM	All demonstrated or discussed.		Potential Gap Resolved	MJG	Tyler Discussion. Integration between Munis Customer File and Tyler Incident Manager. Need to have discussions to ensure that all outstanding receivables appear in Tyler Cashiering regardless of billing engine. 07-29-13: Tyler needs to come back to City with an approach to integration.	Rich Taylor	\$0	\$0
19	CRM-How does the knowledge base work?		CRM	Demonstrated.	Demonstrated.	Potential Gap Resolved	MJG	To discuss with Tyler Development. Interdepartmental charges should not wait until external 3rd party transactions have been paid. 07-29-13 - This is a City processing issue. Not a modification issue.	Jason Quint	\$0	\$0
20	CRM-Does it (CRM) have the ability to interface with other knowledge base systems and if so, how?		CRM	Demonstrated.	Any system that exposes a web link that Tyler IM can link to.	Potential Gap Resolved	MJG	To discuss with Tyler Development. City to get us the file layout for Petrovend. 07-29-13: Tyler to provide as part of fuel interface. To let City know what fields captured by fuel card are not stored within Munis.	Jason Quint	\$0	\$0
21	CRM-Provide examples of other knowledge bases that could be used with incident management		CRM	Discussed.		Potential Gap Resolved	MJG	To discuss with Tyler Development. 07-26-13: Modification will be required. Tyler Development to get an overview of how this will work.	Jason Quint	\$0	\$0
22	CRM-How are updates made to the knowledge base and by whom?		CRM	Demonstrated.	Individual or group permission settings.	Potential Gap Resolved	MJG	To discuss with Tyler Development. 07-29-13: A modification will be required to automate this process. At the time of a repair order being created, a notification will have to appear identifying all warrantees on the vehicle.	Jason Quint	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
23	CRM-Demonstrate audit link reporting	Medium	CRM	Audit link reporting is this: on our city website we have many links to other sites. These are constantly changing. We are looking for a process and report that we can run that will test each URL to see if the links are still valid. And if the link is not valid, that we can then update the link.	Not a part of the software, but no one really has this capability built in. Able to do a report on links which we can continue to audit through existing City methods.	City Workaround Required	MJG	TO DELETE		\$0	\$0
24	CRM-Do you have an existing CTI interface? If not what are the development plans?		CRM	Discussed.	No CTI at this time. No plans. Could help and hurt the City. Tyler interested in possibilities. Could approach as a contract modification if strongly desired by the CRM Team.	Potential Gap Resolved	MJG	To discuss with Tyler Development. Want a one-page paper work order if possible. 07-29-13: Tied to #165	Jason Quint	\$0	\$0
25	CRM-What Contact Center software systems do you plan to support with your CTI interface?		CRM	Discussed.	No plans at this time. Future development a possibility.	Potential Gap Resolved	MJG	City to provide us with some information that shows the data needed to do performance measurement reporting. 07-29-13: Jason to provide a list of metrics that are currently tracked within Munis. They will need to create an SSRS report to show it.	Jason Quint	\$0	\$0
26	Fixed Assets – Based on Capital Project above, show establishment of fixed assets.		Fixed Assets		Functionality may be a challenge. There is a lot of concern about the functionality of capitalizing components of large capital projects	Header		To Discuss with Tyler Development. 07-29-13: Jason to discuss with Troy due to "Inventory" subject.	Jason Quint		
27	1. Show how each fixed asset is established and identified including –		Fixed Assets			Potential Gap Resolved		To Discuss with Tyler Development. 07-29-13: Jason to provide information regarding ease of use. Related to #165.	Jason Quint	\$0	\$0
28	a. How actual cost for each asset is captured		Fixed Assets			Potential Gap Resolved		To Discuss with Tyler Development. 07-29-13: Munis can meet this issue.	Jason Quint	\$0	\$0
29	b. How a depreciation schedule is established for each asset (or not)		Fixed Assets			Potential Gap Resolved		To Discuss with Tyler Development. 07-29-13: Can be handled in Munis (numerous ways).	Jason Quint	\$0	\$0
30	c. How each asset is associated with other assets of same FERC classification		Fixed Assets			Potential Gap Resolved		Energov Demonstration to Be Scheduled	Ray Kinard	\$0	\$0
31	General Ledger – Example of Chart of Accounts set-up that addresses FERC accounting.		GL			Potential Gap Resolved		Need to discuss this with the City. Does the fact that the Munis UB system will not be part of the project affect the need to have the Munis Central Customer file?	Ray Kinard	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
32	1.) Set-up a minimum of 10 accounts (personnel, materials, utilities, services) that include each of the following FERC codes for the distribution system area: 580; 582; 583; 584; 585; 586; 587; 590; 591; 592; 593; 594; 595; and 596		GL		Account segment may be used for FERC accounting.	Potential Gap Resolved	Janet	To Be Discussed with Tyler Development. 07-26-13: How to address revenue contracts (e.g. contract with cell phone tower companies). Need to have discussion regarding A/R capabilities in this area. 07-29-13: Need to demonstrate current capabilities. Want to see via an ESRI map, the ability to see revenue contracts and drill down to the actual document via TCM. Handling of development agreements regarding Energov?	Ray Kinard & Rich Taylor	\$0	\$0
33	2.) Show, through relevant integrated modules, how FERC code is utilized to send information to the General Ledger.		GL			Potential Gap Resolved		Discussion with Energov Development Required	Ray Kinard	\$0	\$0
34	3.) Create report that shows breakdown by the 10 accounts and each FERC code.		GL			Potential Gap Resolved		Discussion with Energov Development Required	Ray Kinard	\$0	\$0
35	Applicant Tracking/Recruitment (full life cycle of recruitment) including 1) How applicant and employee user accounts are managed for recruitment and employee self service		HR			Potential Gap Resolved		To Discuss with Tyler Development. Want to know if the applicant forgets their password how it can be reset, etc. 08-06-13: Issue resolved.	Mark Morrill	\$0	\$0
36	2) How to create, maintain and edit job descriptions (classification management) – discuss available audit trail for changes		HR	OK - Solution has ability to satisfy this function	Possible process calibration	Potential Gap Resolved	JL	To Be Discussed with Tyler Development: 07-29-13: This can be addressed via Munis workflow.	Jason Quint	\$0	\$0
37	3) How to create a job posting from an existing or new job description	High	HR	No audit trail currently - this is critical Item #37 - CRITICAL: The screen print they provided shows history records for position control, which is important. However, it does not answer our need to track job description changes. We need to be able to store everything on the job description in the system including the narrative and be able to have a history of changes to any part of the job description. This is critical because we are often required to produce the actual job description that was in effect when an employee was hired. In addition, we have to be able to show any changes that happened to the job description. With the comp and class study, our job descriptions have changed. I have attached an example of one of the new job descriptions you can share with Tyler. It may also help if they review RFP 105/2010 sections 3.4, 3.5 and 3.6 which describes the applicant tracking, position description and performance evaluation requirements we bid out when People Admin was selected.		Contract Mod Required	JL	To Discuss with Tyler Development 08-06-13: Tyler will provide the City with a screen shot of the audit record screen. City will determine if this is satisfactory. 08-19-13: Tyler is providing a screen shot to the City with this spreadsheet. City to review and approve. 08-29-13: Tyler will modify the system to allow for this capability. The cost will be \$11,000.	Mark Morrill	\$11,000	\$0
38	4) Demonstrate all options for creating job applications and discuss any limitations (i.e. guest user, posting specific questions, applicant documents, etc.)		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	To Be Discussed with Tyler Development. 07-26-13: Would require a modification. Troy to provide modification information.	Troy McGahey	\$0	\$0
39	5) Demonstrate how an applicant applies online		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	To Be Discussed with Tyler Development. 07-26-13: Feel that the Munis Project & Grant accounting module should address the City's needs.	Troy McGahey	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
40	6) Demonstrate how applicants are moved through workflow and tracked		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	To Be Discussed with Tyler Development. 07-26-13: Feel that the Munis Project & Grant accounting module should address the City's needs.	Jason Quint	\$0	\$0
41	7) How applicants are notified of workflow status		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	To Be Discussed with Tyler Development. 07-26-13: Functionality now exists for this.	Troy McGahey	\$0	\$0
42	8) How applicant is hired and employee record is created		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	Discussion with Tyler Technology Team	Tim Graffam	\$0	\$0
43	Employee Setup and Updates:9) Demonstrate & discuss how to setup the following employee record types including any benefits:		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	Discussion with Tyler Technology Team	Tim Graffam	\$0	\$0
44	a) Employee record		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	Tyler will not provide integration with Google calendar. However, e-mail can be used in certain places. Discussion with Tyler Technology Team.	Greg Savard / Tim Graffam	\$0	\$0
45	b) Retiree record that will be paid pension payments that may or may not have health benefits, also pre-65 and Medicare eligible		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	Discussion with Tyler Technology Team	Greg Savard / Tim Graffam	\$0	\$0
46	c) Retiree record that will not be paid pension payments that may or may not have health benefits, also pre-65 and Medicare eligible		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	Discussion with Tyler Technology Team	Tim Graffam	\$0	\$0
47	d) Volunteer record		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	Discussion with Tyler Technology Team	Tim Graffam	\$0	\$0
48	e) COBRA participant record		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	To Be Discussed with Tyler Development	Mark Morrill	\$0	\$0
49	10) Demonstrate position control and how this interacts with Applicant Tracking/Payroll and Budget		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL	To Be Discussed with Tyler Development	Jason Quint	\$0	\$0
50	Benefits & Employee Self Service including:11) Demonstrate how new dependent and benefit information is added to the employee/retiree/COBRA participant, etc.		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
51	12) Demonstrate and discuss how open enrollment and qualifying events are handled through Employee Self Service (including any checklist or pop up notifications that prompt employees on the next steps, open enrollment packets that can be generated and how you can setup steps that require HR approval)		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
52	13) Demonstrate and discuss how new enrollment, open enrollment and qualifying changes can be submitted to benefit providers.		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
53	14) Demonstrate how Employee Self Service access is setup and managed for different employee types (i.e. Active employee with benefit, Active employee without benefits, Retirees, etc) so they only see the options/items they should for their employee type.		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
54	Accruals: 15) Demonstrate and discuss Vacation Donation pool and Sick Leave Advance		HR	OK - Solution has ability to satisfy this function	Policy review	Potential Gap Resolved	JL			\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
55	Performance Appraisals (full life cycle of evaluation) including:16) How performance evaluations are created from job descriptions	High	HR	No functionality for this currently	The contract modification they described for adding department competencies and default goals should work. JL	Contract Mod Required	JL	To Discuss with Tyler Development 08-06-13: Will need modification to be able to set competencies by department and having goals automatically default in from one year's evaluation to the next. 08-20-13: Tyler to get information from Mark Morrill. 09-10-13: Modification of \$8,800 to add evaluation competencies.	Mark Morrill	\$8,800	\$0
56	17) How performance evaluations are scheduled, monitored and managed		HR	OK - Solution has ability to satisfy this function	Policy review	Potential Gap Resolved	JL			\$0	\$0
57	18) Demonstrate the full life cycle of performance evaluations from start to finish (including ability for blind scoring and online employee self-evaluations)	High	HR	No blind scoring or self evaluations - both would be contract modifications	The self evaluation functionality for version 10.5 will meet our needs. The fact the supervisor cannot see the weighting of competencies or total score will meet our needs. JL	Potential Gap Resolved	JL	To Discuss with Tyler Development 08-06-13: Tyler to look in to whether or not the supervisor can see the total score of an employee's evaluation. For self evaluations, Tyler is currently developing this functionality. It is planned in version 10.5.08-19-13: Currently, the supervisor can not see the weighting of competencies or the total score of an employee's review. City to approve.	Mark Morrill	\$0	\$0
58	19) Demonstrate ability to log performance notes for both employee and supervisor throughout the year	High	HR	No ability for employee to log notes throughout year	The contract modification for employees to have the ability to log notes throughout the year should work. JL	Contract Mod Required	JL	To Discuss with Tyler Development 08-06-13: Tyler to provide information as to a modification to meet this need. 08-20-13: Mark Morrill to provide information. 09-10-13: Modification of \$7,700 to provide performance notes on evaluations.	Mark Morrill	\$7,700	\$0
59	20) Demonstrate ability to accommodate multi-raters for performance evaluations	High	HR	No ability for multi-raters	The ability for 360 degree evaluations in version 10.5 plus the ability of supervisors to allow other supervisors to submit evaluations through ESS limited by location/area should work. JL	Potential Gap Resolved	JL	To Discuss with Tyler Development 08-06-13: Tyler to provide options to the City for this functionality. 08-19-13: There are two options to address this. First, In Version 10.5, there will be new "360 Degree Evaluations". Part of this will be tehe ability to do "peer to peer" evaluations. Additional supervisors could be set up this way in order to allow them to submit evaluations through ESS. Supervisors could have a Munis User account created so that they will have access to the Employee Evaluations application. From there, they will be able to add or update evaluations for their employees. Security could limit them to only that area. Secondly, if either of these are not sufficient, a modification would be necessary. City to review and approve.	Mark Morrill	\$0	\$0
60	21) Demonstrate workflow options and discuss any limitations for performance evaluations and applicant tracking/recruitment		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
61	Training & Tuition Reimbursement including:22) Demonstrate how to create and manage course catalogs		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
62	23) Demonstrate how employees can register for training		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
63	24) Demonstrate how training is tracked		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
64	25) Demonstrate how to track certification renewal – can employees be auto-notified?		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
65	26) Demonstrate how to send reminders and notifications for scheduled training		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
66	27) Demonstrate how to schedule training based on voluntary enrollment		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
67	28) Demonstrate how to track mandatory training required for specific positions (i.e. Blood Borne Pathogen training) and ability for automatic notifications.		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
68	29) Demonstrate how to track positions that require CDL (commercial driver's license)		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
69	30) Demonstrate how to provide a random drug testing list/report based on positions with CDL requirements to our vendor in Excel format		HR	OK - Solution has ability to satisfy this function	Possible Process Calibration	Potential Gap Resolved	JL			\$0	\$0
70	31) Demonstrate how to track and manage pre-employment drug testing		HR	OK - Solution has ability to satisfy this function	Possible Process Calibration	Potential Gap Resolved	JL			\$0	\$0
71	32) Demonstrate how to track and manage pre-employment physicals		HR	OK - Solution has ability to satisfy this function	Possible Process Calibration	Potential Gap Resolved	JL			\$0	\$0
72	33) Demonstrate how to track and manage mandatory physicals for specific positions (i.e Police, Fire, Bus Drivers) that have different qualification times (i.e. 3 month, 6 month, 1 year, 2 year, etc) – is there the ability for auto notification to these employees		HR	OK - Solution has ability to satisfy this function	Possible Process Calibration	Potential Gap Resolved	JL			\$0	\$0
73	34) Demonstrate how to track and manage vaccine requirements for specific positions		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
74	35) Demonstrate how to track services provided to other departments for inter-departmental charges (i.e. flu shots, training, etc)		HR	Report from system for services, then Journal entry	Possible Process Calibration	Potential Gap Resolved	JL			\$0	\$0
75	36) Discuss the ability to track wellness activities for potential health insurance premium credit		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
76	37) Demonstrate tuition reimbursement through Employee Self Service and discuss any accrual setup required through Payroll.		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
77	Onboarding and Offboarding:38) Demonstrate and discuss onboarding capabilities (is there a new employee packet capability)	High	HR	Onboarding currently available - offboarding in development	Not sure if future mod provided or just in development 8/22 Tyler did not produce the write up on how the personnel actions with checklist works. Item still outstanding.	Potential Gap Resolved	JL	To Discuss with Tyler Development 08-06-13: Tyler to provide write up on how this works (personnel actions with checklists). City to review and approve. Tyler offers offboarding "survey" functionality in 10.3.	Mark Morrill	\$0	\$0
78	39) Demonstrate and discuss offboarding capabilities (how does the system handle employee insurance, assets to be returned, etc)	High	HR	Potential Gap - Offboarding in development	Not sure if future mod provided or just in development. 8/22 Tyler did not produce the write up on how the personnel actions with checklist works. Item still outstanding.	Potential Gap Resolved	JL	To Discuss with Tyler Development 08-06-13: Tyler to provide write up on how this works (personnel actions with checklists). City to review and approve. Tyler offers offboarding "survey" functionality in 10.3.	Mark Morrill	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
79	Integrations: 40) Discuss and demonstrate how current dependent information for active employees/retirees/COBRA participants will be added to the system. They are not currently housed in the H.T.E. system, information may come from 5 different vendors (pre-65 medical, Medicare medical, dental, vision and COBRA)		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
80	41) Discuss and demonstrate the options for potential integration with recruitment and EEO/AAP reporting software.	High	HR	EEO-4 report available, potential mod for uploading census data and development of reporting. If not able to be satisfied through the Tyler system, would require an rfp to replace the AAP plan software People Click. Very high priority as People Click is no longer supported and we must purchase 2010 census data this year.		Gap Unable to be Resolved	JL	To Discuss with Tyler Development 08-06-13: Unable to resolve. Tyler feels the City would be best served addressing AAP functionality with the purchase of a 3rd party. We also discussed the potential of using Tyler Pulse to bring Munis and Census data together for reporting.	Mark Morrill	\$0	\$0
81	AAP (Affirmative Action Plan):42) Demonstrate and discuss functionality for EEO-4 reporting and any ability to create an AAP (Affirmative Action Plan).	High	HR	EEO-4 report available, potential mod for uploading census data and development of reporting. See notes on item above about People Click software.		Gap Unable to be Resolved	JL	To Discuss with Tyler Development 08-06-13: Unable to resolve. Tyler feels the City would be best served addressing AAP functionality with the purchase of a 3rd party. We also discussed the potential of using Tyler Pulse to bring Munis and Census data together for reporting.	Mark Morrill	\$0	\$0
82	Reporting/Inquiry:43) What is the current and future functionality regarding Health Care Reform provisions – will the system be continually updated to comply (i.e. look forward/look back provision for temporary workers, ability to add and remove health benefits for this group, reports available to track hours worked/ benefits provided based on date of hire)		HR	Watching for mandated reports - any federally or state mandated reports are supplied to clients. Additional reports would be developed, possible costs involved depending on the difficulty.		Potential Gap Resolved	JL			\$0	\$0
83	44) Discuss reporting capabilities and how to create reports (i.e. benefit report of benefit changes within a set time frame, census data required from multiple sources for GASB reporting).		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
84	45) Discuss/demonstrate any reporting tools that can be used to help with benefit audits between the ERP and vendors.		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
85	Workflow: 46) Discuss how/who manages rules that are setup in the HR module. Discuss how/who manages workflows that are setup in the HR module.		HR	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
86	Retirement Data: 47) How is retirement data managed for Police and Fire. Can the system calculate a retirement benefit based on our ordinance provisions?		HR	Janice?	continue calculating retirement benefit as we do now	Potential Gap Resolved				\$0	\$0
87	Interested in knowing more about how the volunteer management.	High	HR Time and Attendance	We discussed with Kronos 7/24/13 and requested they give us 3 or 4 cities using T&A for volunteers.	Tyler has demonstrated that volunteers can be set up in the system. Hours can be tracked for each volunteer with Time and Attendance.	Discussion needed		Tyler has this capability. Not sure of any reason to have a specific conversation with Tyler development about it. 08-20-13: Munis can address via Munis. Kronos would be cost-prohibitive.		\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
88	Payroll: 1) Ability to setup the various benefit codes we use for health, dental, life, and vision in H.T.E. These include both ABT and deduction codes for employee's health/dental/vision insurance with domestic partners and dependents.		Payroll	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
89	Payroll: 2) Currently we override premium rates for permanent part-time employees, 2 married employees with full family coverage, etc. How would the system handle these situations? What rules and calculations can be setup for these scenarios?		Payroll	OK - Solution has ability to satisfy this function	Policy review	Potential Gap Resolved	JL			\$0	\$0
90	Payroll: 3) How are the benefit rate tables setup and managed for health and life insurance?		Payroll	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
91	Payroll: 4) Currently the City splits the cost of life insurance premiums with employees based on their union affiliation. How will the system accommodate these situations (Unrep = 100% cost by City, CPOA = 100% cost by employee, 773/IBEW/Fire = 50% cost by employee & 50% cost by employer)		Payroll	OK - Solution has ability to satisfy this function	Policy review	Potential Gap Resolved	JL			\$0	\$0
92	Payroll: 5) Also for life insurance how would employee supplemental life insurance and spouse supplemental life insurance be setup and managed?		Payroll	OK - Solution has ability to satisfy this function		Potential Gap Resolved	JL			\$0	\$0
93	Payroll: 6) How Fire 56 hour employees and 40 hour employees are managed between HR, Payroll and Time and Attendance (benefits, accruals, changes from one schedule to another mid pay period)		Payroll	OK - Solution has ability to satisfy this function	Possible process calibration	Potential Gap Resolved	JL			\$0	\$0
94	Projects & Grants – Show establishment of one capital project that will have related assets, with budget of \$2.8 million.		Projects and Grants	Robust functionality for grant tracking and accounting		Potential Gap Resolved				\$0	\$0
95	1.) Primary (parent) asset will be Electric Substation (Land) (\$500,000). Children assets will be two large transformers (\$1 million each); building (\$100,000); fencing (\$40,000); parking lot (\$60,000); and switchgear (\$100,000).		Projects and Grants			Potential Gap Resolved				\$0	\$0
96	2.) Show, through relevant integrated modules, how expenditures are tracked and fixed assets are established, including relationship and GIS interface.		Projects and Grants			Potential Gap Resolved				\$0	\$0
97	3.) Show how FERC classification is established.		Projects and Grants			Potential Gap Resolved				\$0	\$0
98	We would like access to a demo of the public facing website to do some ADA testing.	Low	Technical	8-21/13 Unfortunately, they have it set up so I can't do a scan to create a report but I reviewed several sections of the site and it is not Section 508 ADA compliant. The primary issue appears to be forms without label tags. Without label tags, blind users would not be able to use screen reading software to access the website.		Contract Mod Required		Discussion with Tyler Technology Team. 08-05-13: Tyler to provide information to access citizen-facing website. Roger email 8/29: My team is currently looking at what it would take to add field labels to the Citizen Self Service application.	Tim Graffam		
99	I am interested in knowing more about Tyler's abilities to schedule the running of reports. Demo the scheduler.		Technical		Closed gap based on discussion 8/5/13. Tim demoed scheduling of reports.	Potential Gap Resolved		Discussion with Tyler Technology Team. 08-05-13: Issue addressed.	Tim Graffam	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
100	Utility Billing – Show following Utility Billing functionality –		Utility Billing			Header				\$0	\$0
101	1. Set-up industrial rate structure with following parameters –		Utility Billing	Demonstrated. Efficiency of screens is less than current system. Current system has 167 total "electric rates". This system would double that to 334. - JRW	Unable to Resovle Gap	N/A				\$0	\$0
102	a. demand ratchet of 75% of high Summer kW	Show-Stopper	Utility Billing	Tyler ratchet process would not work. Need summer months. - JRW	Unable to Resovle Gap	N/A				\$0	\$0
103	b. minimum demand (kW) charge in Summer (June-Sept) months of \$14,962.50		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
104	c. minimum demand (kW) charge in other (Oct-May) months of \$11,970		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
105	d. charge per kW for all kW over 750 in Summer months of \$19.95 per kW		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
106	e. charge per kW for all kW over 750 in other months of \$15.96 per kW		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
107	f. charge per kWh for all kWh in Summer of \$0.04456 per kWh		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
108	g. charge per kWh for all kWh in other months of \$0.038190 per kWh		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
109	h. apply PILOT charge on total bill (demand charges plus energy charges) of 7.5268%		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
110	i. apply sales tax on total bill (demand charges plus energy charges plus PILOT) of 7.6%		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
111	2. Show how the above industrial rate structure would be charged so that revenue from customers with different FERC classifications (Commercial/Industrial; Public Authority; and Inter-Departmental) can be accumulated appropriately		Utility Billing	Requires separate rates just like current system - JRW		Potential Gap Resolved				\$0	\$0
112	3. Show how a customer specific credit can be applied to a customer for monthly application over a period of one year		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
113	4. Set-up residential rate structure with following parameters –		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
114	a. Monthly base charge of \$8.45 per month (all year)		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
115	b. Charge \$0.0944 per kWh for first 750 kWh of usage (all year)		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
116	c. Charge \$0.1277 per kWh for next 1,250 kWh of usage in Summer months		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
117	d. Charge \$0.1372 per kWh for all kWh usage over 2,000 kWh in Summer months		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
118	e. Charge \$0.1088 per kWh for all kWh usage over 750 kWh in non-Summer months		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
119	f. Apply PILOT and sales taxes as described for Industrial customers except sales tax of 3.25%		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0

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120	5.) Show how groups (not all) of residential electric customers can be given a 3% discount on base charge and kWh charges during Summer months based on identified field or code		Utility Billing	Demonstrated. Efficiency of screens is less than current system - JRW		Potential Gap Resolved				\$0	\$0
121	6.) Customer A has lived at house at Location X for past 3 years. Customer B is moving to Columbia from another city and buys house at Location X from Customer A. Show full process of removing Customer A from Location X and establishing Customer B as a customer with same services as Customer A		Utility Billing			Potential Gap Resolved				\$0	\$0
122	7.) Demonstrate Backflow Device management system in Utility Billing		Utility Billing	Program does not automatically add to billing when backflow added to location - JRW	Unable to Resovle Gap	N/A				\$0	\$0
123	I would like to see a more complete demo on the master address/utility billing interface		Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
124	I would like to see a more complete demo on how new construction accounts are set up and services attached.		Utility Billing			Potential Gap Resolved				\$0	\$0
125	Landlord Reversion in the set up of new service, the transfer of services from one address to another and the termination of an account needs to be more thoroughly demonstrated. This is a potential showstopper because of the increase in business for student rush.		Utility Billing			Potential Gap Resolved				\$0	\$0
126	Our online sign up for service is crucial during student rush. Need more thorough demo and discussion.		Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
127	Also related to student rush is the mass entry screen for entry of meter readings from workorders. This is also crucial.		Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
128	Another potential show stopper is the cancel rebill feature. Need more thorough demo and discussion.	Show-Stopper	Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
129	I would like to see a more through demonstration of how the system would handle our sewer billing ordinance.		Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
130	Discuss how lack of Overload management system (transformer – electric meter relationship with overload calculation) could be designed and implemented in future release.		Utility Billing	Tyler can not current do. We do get information from current system. MUST be able to do without manual intervention - JRW	Unable to Resovle Gap	N/A				\$0	\$0
131	Regarding setting up loans in the Utility system: Demonstrate that the loans can follow a beginning of the month schedule even if their UT account follows a different schedule. Also, demonstrate that the loans can have a different penalty amount and grace period from the UT amounts.		Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
132	Demonstrate the reports (and what information is on those reports) we would run to fill out State Sales Tax reports.		Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
132.5	Demonstrate Transformer/Meter parent-child relationship with overload calculation	Show-Stopper	Utility Billing	Would need mod to establish and maintain parent-child relationship. No existing methodology for overload calculations - JRW	Unable to Resovle Gap	N/A				\$0	\$0
133	1. Show how charges can be accumulated in a work order and charged to an outside entity through Accounts Receivable		Work Orders	Demonstrated. Efficiency of screens isn't very different from current system - JRW		Potential Gap Resolved				\$0	\$0

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134	2. Show how materials used to build an asset can be accumulated within a work order and moved to fixed assets upon completion of the work order. Demonstrate capitalization process.		Work Orders	Demonstrated. Efficiency of screens isn't very different from current system - JRW		Potential Gap Resolved				\$0	\$0
135	3. Demonstrate how pre-defined components (assemblies) can be built or downloaded from references sources for ultimate creation of Fixed Asset. These would be used for the same type of work in different locations.		Work Orders	Demonstrated. Efficiency of screens isn't very different from current system - JRW		Potential Gap Resolved				\$0	\$0
136	4. Show the tie between Work Orders and Purchasing and Inventory for assemblies including how reorder points are set and triggered.		Work Orders	Demonstrated. Efficiency of screens isn't very different from current system - JRW		Potential Gap Resolved				\$0	\$0
137	References for cities (counties) where they have converted a customer from SunGard(HTE) to a solution that is very similar to what is being proposed for the City of Columbia. "It would be nice" if the reference would be similar size to the City of Columbia and have a similar IT department setup that supports Network Infrastructure, Web, Programming, and Helpdesk.		All			N/A				\$0	\$0
138	API Process	High	All	Discussion about how data from other systems is imported into Tyler systems, and whether this process is "closed", and if we will have to pay for each API in the future. Discussed 7/23/13 with Roger, and he indicated the city could develop real time web interfaces for transferring data to and from Munis.		Potential Gap Resolved		Need further discussion on the specific integration points and the vehicle for integration (e.g. Advanced Utilities, Tyler Cashiering, etc.). Not just with Munis, but also with Energov (Energov with Tyler 08-05-13: Will require detailed discussion to spec out all necessary integrations and nature of each.	Tim Graffam / Greg Savard	\$0	\$0
139	In context with Tyler integrating with EnerGov for all of the components proposed, how integrated will they be ?	High	All	The city is looking for many integrated points between the Munis system and EnerGov modules. Do we need to specify each point ? Discussed this with Roger 7/23/13 and Tony requested a 'roadmap' of major milestones for project. This point relates to many of the issues regarding addresses, customer information, and other elements of data used both by the EnerGov piece and the Munis piece, as well as how both relate to the Advanced piece. MJG 8/29/2013. SEE ALSO 176 and 160.		Potential Gap Resolved		Get to the City regarding the specific integration to be developed between Tyler and Energov.	Roger Routh	\$0	\$0
140	When incorporating EnerGov with Tyler, are you going to limit the import/export functionality of EnerGov to match that of Tyler's?		All	Discussed. See reference document.	<i>In regards to the Energov product, Tyler will not "reduce" any import / export functionality that currently exists due to the integration between the two products.</i>	Potential Gap Resolved	MJG			\$0	\$0

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141	Of the 3 mentioned import/export types, what percentage of their 'plug-n-play' integrations to 3rd party apps were finished by the time the 3rd party software updates were released?(they listed several examples of 3rd party vendors on the powerpoint i.e. ESRI. They said "we are on the hook" for keeping up with the version changes of those vendors and making the links and integration good.)		All	Discussed. See reference document.	Esri links will be maintained by Tyler, released within two months of a new Esri release.	Potential Gap Resolved	MJG			\$0	\$0
142	I asked which modules of Tyler was going to be replaced with the functionality from EnerGov. Which components of Tyler were not being proposed to us in lieu of EnerGov components.		All	Discussed. See reference document.	EnerGov is a Tyler product. EnerGov modules proposed: permits, code enforcement, business licenses, GIS integration, citizen self service.	Potential Gap Resolved	MJG			\$0	\$0
143	Is EnerGov totally integrated with Tyler's document management system and used by a client? / can we get list of clients?		All	Discussed. See reference document.	<i>No, not currently. This is one of the areas of integration that Tyler will be working on this year.</i>	Potential Gap Resolved	MJG			\$0	\$0
144	Tyler: Have they already written interfaces to other programs? Not just a Knowledgebase, but other CRM programs.		CRM	Discussed. See reference document.	<i>No, nor currently. However, this is very achievable...</i>	Potential Gap Resolved	MJG	City to provide us with some information that shows the data needed to do reporting. 07-29-13: To be addressed during implementation. City work around. To be addressed by some of the dedicated report development assistance as well as through the new Munis Work Order data cubes.	Jason Quint	\$0	\$0
145	Uni3 mobile app not available on the Android.		CRM	Discussed. See reference document.	EnerGov mobile app, will be available later this year. Potentially moot with HTML5.	Potential Gap Resolved	MJG	To discuss with Tyler Development. Do we track "Off road" or "On Road" 07-29-13: Tyler feels through the use of the class codes, that this issue would be addressed.	Jason Quint	\$0	\$0
146	Do you have the ability to upload census data required for EE0-4 reporting and creation of an AAP (Affirmative Action Plan)? If yes, how would the data be stored in your system and accessed for reporting.	High	HR			Gap Unable to be Resolved		Duplicate issue to #'s 80 and 81 above.To Discuss with Tyler Development 08-06-13: Unable to resolve. Tyler feels the City would be best served addressing AAP functionality with the purchase of a 3rd party. We also discussed the potential of using Tyler Pulse to bring Munis and Census data together for reporting.	Mark Morrill	\$0	\$0
147	What cities are using the ERP software to manage volunteers (for contacting them) ?		HR Time and Attendance	Leigh?		N/A				\$0	\$0
148	Regarding how the land database was setup, (we were talking about parent-child relationships for property, parcel, structure, & address level records) we discussed a white-paper on how the Land component was setup and how it worked. Please share the white paper.		Master Address	Discussed. See reference document. Materials provided.	Done. Process is clear for Energov. Discussion pending for Munis needs. MJG 8/29/2013	Potential Gap Resolved	MJG			\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
149	About the street dictionary functionality within Tyler: can it limit entry of street information if it doesn't fall within certain ranges of values. e.g. street spelling, street suffixes, low and high adr number ranges, inside outside etc..etc.		Master Address	Discussed. See reference document.	Yes for master address if managed through EnerGov. Utility Billing verifies valid addresses.	Potential Gap Resolved	MJG			\$0	\$0
150	Tyler proposed their web module for Master Address in their demonstration. Is this included in their proposal response?		Master Address	Discussed. See reference document.	Yes.	Potential Gap Resolved	MJG			\$0	\$0
151	Would like to see a network diagram of the proposed solution.		Technical			Potential Gap Resolved				\$0	\$0
152	Will Tyler integrate with Google for calendaring and email ?		Technical	Changed to "unable to resolve" 8/20/13		Gap Unable to be Resolved		Tyler will not provide integration with Google calendar. However, e-mail can be used in certain places. Discussion with Tyler Technology Team. 08-05-13: SMTP email but no calendaring functionality.	Greg Savard / Tim Graffam	\$0	\$0
153	Regarding clients getting the ability to customize forms. We discussed something along the lines of 'you can't buy it but we sometimes give it'?..and have to a few clients. Would we get the ability to customize forms ?		Technical	Changed to "work around" 8/20/13		City Workaround Required		Tyler doesn't recommend it. Frankly, there won't be much of a need for it. The frequency with which the City would need to change a form will be minimal and the cost for Tyler to make the change is negligible. To discuss further with the City.		\$0	\$0
154	Woud the workflow be compromised if we are going to stay with Google? What functionality would be lost other than the google emails won't show up in the main window of their software?		Technical	Changed to "work around" 8/20/13		City Workaround Required		Discussion with Tyler Technology Team. 08-15-13: SMTP-reliant functionality will still allow for Google mail.	Greg Savard / Tim Graffam	\$0	\$0
155	What are our (the city's) options for automated user/role/group management? Can we map roles and groups within your application to Active Directory? If not, are there interfaces or command line utilities that we can run to add users to groups or roles?		Technical		changed to unresolved based on discussion 8/5/13	Gap Unable to be Resolved		Discussion with Tyler Technology Team	Tim Graffam	\$0	\$0
156	Background: we are implementing an identity management product that automates the technical work of user adds/moves/changes. As long as the work can be done via ODBC, webservice, command line, telnet, or some other type of easily scriptable protocol, this will work for us.		Technical		changed to unresolved based on discussion 8/5/13	Gap Unable to be Resolved		Discussion with Tyler Technology Team	Tim Graffam	\$0	\$0
157	Would like the names and contact information (including states and city) for all 20 Tyler clients with electric utilities and the modules that each have implemented.		Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
158	Regarding the Tyler development road map discussed during the services meeting: They said it was on their web site, however, it's behind security. Would be good to know development road map for each module, particularly the ones that will be implemented in later phases.		Utility Billing		Unable to Resovle Gap	N/A				\$0	\$0
159	I would like the link that Tyler said they would provide. They were either to give us a link to do some hands on or come back and provide that experience.		Utility Billing	link provided to us for sandbox		Potential Gap Resolved				\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
160	Unable to reference the master address file within the CRM module.	Show-Stopper	CRM	Discussed. Extends to the interface and sharing of customer information and data across the interconnected bits of software (CRM, UB, etc.). SEE ALSO ITEM 176 and 139	Tyler understands the importance and is trying to get other folks at Tyler to prioritize this. 8/14/13 Discussed extensively with Rich Taylor and Brian Ferry. Rich to write up proposals. City is awaiting proposed architectures or ways of achieving the data exchange to support the customer data functionality, noted both during the CRM call and Rich Taylor's visit. MJG 8/29/2013 Discussed and awaiting	Contract Mod Required	MJG	Tyler Discussion. Integration between Munis Customer File and Tyler Incident Manager. Need to have discussions to ensure that all outstanding receivables appear in Tyler Cashiering regardless of billing engine. 07-29-13: Tyler needs to come back to City with an approach to integration. 08-20-13: Awaiting Rich Taylor's input on it. 08-28-13: Tyler can commit to integrating the Person entry in Tyler Incident Management against the Munis Customer File (for Munis based incidents) and the Energov Customer File (for Energov based incidents). No cost for this scope of modification.	Rich Taylor	\$0	\$0
161	Interdepartmental charges for repair order parts and services are not processed until any related invoices from vendors are paid.	Show-Stopper	Fleet	Need to immediately record revenue for customer charges for labor, inventory parts, and just in time parts purchased for the repair at the time the work order is closed (and interdepartmental expenditure and receivable for outside parties.) Set to City Work Around issue 8/22/2013. Jason indicated we could enter an invoice so the interdepartments transactions would process, and we can compare to the actual invoice received from the vendor at a later date.	This is an issue of timely processing of accounting transactions, including our legal requirements by our City Charter for accurate budgetary control.	City Workaround Required		To discuss with Tyler Development. Interdepartmental charges should not wait until external 3rd party transactions have been paid. 07-29-13 - This is a City processing issue. Not a modification issue. 08-28-13: Advised that the General Billing module currently allows for this scenario,m by establishing Interdepartmental Billing options on a Customer record. This will allow for a cusotmer to be invoiced, with Interdepartmental charges being recorded as collected during the initial billing, while other charges may be included and left unpaid until collected.	Jason Quint	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
162	Interface to Petrovend fuel system	Show-Stopper	Fleet	<p>Tyler has indicated they do not have an interface to Petrovend. Tyler requested record layout of data file 7/24/13.</p> <p>Ron sent layout file on 7/29/13 to Tyler.</p> <p>8/28 City IT looking at fields provided in comments.</p> <p>8/28 IT response: Still missing: 1) Fuel Site Location (to determine the fueling location) 2) Transaction Number (to tie back to petrovend) 3) Employee Number (to determine who did the fueling).</p>		Contract Mod Required		<p>To discuss with Tyler Development. City to get us the file layout for Petrovend. 07-29-13: Tyler to provide as part of fuel interface. To let City know what fields captured by fuel card are not stored within Munis.08-20-13: Of the Petrovend fields we can import: Transaction Date, Transaction Time, Product Type, Fuel Card Number (Equipment ID), Odometer Reading, Unit Cost, Quantity. City IT to review this list and provide acceptance.</p> <p>08-29-13: Tyler will develop a new interface with PetroVend (\$3,300) and modify the Fleet Management system to store the fields captured by PetroVend that do not currently have a home in Munis (e.g. fuel site location, transaction number, employee number). (\$11,000)</p>	Jason Quint	\$14,300	\$0
163	Vehicle pooling	Show-Stopper	Fleet	<p>Tyler has indicated the Fleet system cannot process pooled vehicle transactions</p> <p>8/21 The city tracks pooled vehicles like the industry does, time + miles/hours. Tyler's pool vehicle solution does not appear to do this. Plus the Tyler system will not track what pool items are rented out or available, this will then need to be done manually.</p>		Contract Mod Required		<p>To discuss with Tyler Development. 07-26-13: Modification will be required. Tyler Development to get an overview of how this will work. 08-20-13: See document titled "Vehicle Pooling". There would be a modification of \$44,000.</p>	Jason Quint	\$44,000	\$0
164	New repair component/part warranty tracking	High	Fleet	<p>Tyler has indicated that replacement parts/components that are warrantied are not identified within system, this may result in purchasing parts and components that should have been replaced via warranty. System must identify all applicable warranties down to component level and prompt the service writer and mechanic that warranties are in effect.</p>		Contract Mod Required		<p>To discuss with Tyler Development. 07-29-13: A modification will be required to automate this process. At the time of a repair order being created, a notification will have to appear identifying all warrantees on the vehicle. 08-20-13: Currently this is handled in Munis by the existing 'Warranty' functionality. When creating assets within the Work Order module the user has the ability to create multiple warranty records for the equipment record where one warranty could be for equipment and then multiple warranties for each component. Later, when creating a Work Order for equipment, if warranties exist the 'Warranty' folder is highlighted yellow to alert the user of the warranty/warranties. Note that the folder will only be highlighted if the warranty is 'current' by either the number of days or number of miles. Clicking the 'Warranty' folder opens the warranty screen to review the associated warranties. If the user determines that one of the warrantees is valid, the 'Warranty Service' flag can be flipped on the work order to track the subsequent work as warranty work."To assist in specifying which component the warranty applies to, Munis can add the component field to the warranty screen.</p>	Jason Quint		

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
164	164 (Continued)							This would allow the user creating warranties to associate the warranty to a specific component instead of relying on the description. The displayed component list for the equipment also be updated to show which components have a warranty. The cost of this modification would be \$5,500."		\$5,500	\$0
165	Generate a work order using bar coding	High	Fleet	Tyler has indicated that bar coding to expedite work orders is not available, Issue changed to resolved status 8/20/2013		Potential Gap Resolved		To discuss with Tyler Development. 07-29-13: This functionality is coming in version 10.4 to address much of this. Jason to get some ideas to facilitate data entry by the mechanics.08-20-13: Version 10.4 will allow for an asset, e.g. a truck, to be scanned. A nearby PC will bring up the asset to the screen and allow for a WO to easily be created or an existing WO to easily be accessed.	Jason Quint	\$0	\$0
166	Paper work orders	Show-Stopper	Fleet	Tyler has indicated that the fleet system does not generate a paper work order that facilitates multiple labor and part entries				To discuss with Tyler Development. Want a one-page paper work order if possible. 07-29-13: Tied to #165	Jason Quint	\$0	\$0
167	Performance Measurement Reporting	High	Fleet	Tyler has indicated that the Fleet system does not have a performance measurement reporting capability. Sent Roger info on what we are needing for this and ICMA survey 7/24/13 item #171		City Workaround Required		City to provide us with some information that shows the data needed to do performance measurement reporting. 07-29-13: Jason to provide a list of metrics that are currently tracked within Munis. They will need to create an SSRS report to show it. 08-20-13: See note to Asset Management #187.	Jason Quint	\$0	\$0
168	Reports	High	Fleet	Tyler has very few preset or standard fleet reports, must have fuel consumption and miles/hours over given time period, maintenance costs by type over given time period. Other reports standard to maintenance industry.		City Workaround Required		City to provide us with some information that shows the data needed to do reporting. 07-29-13: To be addressed during implementation. City work around. To be addressed by some of the dedicated report development assistance as well as through the new Munis Work Order data cubes.	Jason Quint	\$0	\$0
169	Fuel tax rebate tracking.	Show-Stopper	Fleet	Need to be able to track fuel consumption at the unit level by either over the road, off-road or stationary equipment by a given date range. This must be a standard report.		City Workaround Required		To discuss with Tyler Development. Do we track "Off road" or "On Road" 07-29-13: Tyler feels through the use of the class codes, that this issue would be addressed.	Jason Quint	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
169.5	Tracking rental inspections down to the unit level	Show-Stopper	Inspections and	Tyler rental inspection program. We are not sure if we can track rental inspections down to the unit.		Potential Gap Resolved		Discussion with Energov Development Required. Current OOTB Functionality: EnerGov's Rental Property Management module offers the ability to manage multiple individual Rental Property's against a single Landlord License Holder; with each Rental Registration representing a Unit. Information such as Parcels, Addresses (including Unit/Suite #), Contacts, Fees, Inspections, Holds, Attachments and Reports can be managed against each Rental Property record. While the original design of the Rental property Registration module was designed to have each instance of a Rental Property represent more than 1 unit (there is a "Number of Units" field on the form) the City could chose the leave the field as "1" all the time. Additionally, with the ability to associate multiple Addresses (each with a unique Unit/Suite #) to a Rental Property as well as multiple Inspection Cases that could be targeted at the individual Addresses, the City could easily create an Inspection Case for each Address/Unit.	Ray Kinard		
170	Work orders must be a single page with equipment identified, VIN, last meter reading, problem description and all applicable warranties, plus fields for current meter reading, mechanic comments and multiple labor and part issue lines.	Show-Stopper	Fleet	Minimum data necessary and fields necessary to perform maintenance. Set to "resolved" status 8/20/2013		Potential Gap Resolved		See #166 above. 07-29-13: Tied to #165	Jason Quint		
170	170 (Continued)					Contract Mod Required		o Possible Product Enhancements: We would also like to suggest several enhancements that could be selected by the City and incorporated into the proposal to help allow the EnerGov system to better accommodate the City's needs. These would require additional scoping with between EnerGov's product Strategy team and the City before a firm, fixed cost could be provided. The following are two possible enhancements: § Copy Rental Property Function: Similar to EnerGov's Copy Permit function, we could develop a "Copy Rental Property" function that speeds up the process of creating multiple Rental Property records, each with their own unique Address. This would be useful if the City prefers to create a Rental Property record for each Unit rather than managing multiple units within a single Rental Property record. We would estimate this at ~40 hours of development effort.		\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
170	170 (Continued 2)					Change Business Process		§ Break Separate Rental Units from Rental Property Registration records: In this approach we would use the Rental Property record as a grouping mechanism for Rental Units, which would be a new record type created from off of a Rental Property record. These Rental Units would have custom fields, Inspections Cases and other applicable fields for managing the individual units. This would be a significantly larger development effort and would be estimated at ~160 hours. 08-20-13: City to review and approve.			
171	ICMA weight and unit identification classification reporting.	Show-Stopper	Fleet	Annual requirement to report ICMA standards using the ICMA designated weight/type unit classifications. Must be able to change classifications at unit level as ICMA reporting requirements change. This must be a standard report. Send Roger ICMA survey 7/24/13 Discussed 7/29/13 that this would be part of hours for developing reports.		City Workaround Required		To discuss with Tyler Development. Refer to ICMA survey identified in #167. 07-29-13: Related to #167. 08-20-13: See note to Asset Management #187.	Jason Quint	\$0	\$0
172	Bar coding	High	Fleet	Parts inventory receipts and issues must be capable of using bar codes to increase accuracy and speed.		Potential Gap Resolved		To Discuss with Tyler Development. 07-29-13: Jason to discuss with Troy due to "Inventory" subject.08-20-13: Tyler to follow up with Jason Quint and Troy McGahey 08-27-13: Munis offers a walk up issue program where items can be picked and added to a work order. It's kind of like checking out at a grocery store but in this case it's a parts garage. Someone in the garage would have a work order and they would identify the list of items they need for a particular job. They would gather up those parts, go into the walk-up issue program, enter a couple of pieces of information (garage location, work order, etc) and then itemize the list of parts they are taking out of inventory. Barcode readers optionally work with this process. If they had bar code readers then they would just scan the bar codes instead of hand keying the inventory number. Any bar code readers would do and they wouldn't need BMI for this. We created this program specifically for this job function..	Jason Quint	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
173	Work order preparation	Show-Stopper	Fleet	Columbia's fleet operations is a very high paced organization with over 10,000 work orders generated each year. Work orders must be generated with minimum key strokes and produce a mechanic copy in less than one minute from initiation. Work orders must allow a parent/child sequence where multiple defects are identified by separate pages.		Potential Gap Resolved		<p>To Discuss with Tyler Development. 07-29-13: Jason to provide information regarding ease of use. Related to #165. 08-20-13: Jason to provide input.</p> <p>08-27-13: Munis offers a walk up issue program where items can be picked and added to a work order. It's kind of like checking out at a grocery store but in this case it's a parts garage. Someone in the garage would have a work order and they would identify the list of items they need for a particular job. They would gather up those parts, go into the walk-up issue program, enter a couple of pieces of information (garage location, work order, etc) and then itemize the list of parts they are taking out of inventory. Barcode readers optionally work with this process. If they had bar code readers then they would just scan the bar codes instead of hand keying the inventory number. Any bar code readers would do and they wouldn't need BMI for this. We created this program specifically for this job function.</p>	Jason Quint	\$0	\$0
174	Multiple maintenance shop locations	Show-Stopper	Fleet	Tyler did not demo but recent organizational changes in Fleet Operations Division now require software to support multiple shop locations under same organization. Will require inventory for each location that will have unique identity. Software must support tracking work performed at each location with an internal service fund operation that allows costs, revenues and activity reporting for each.		Potential Gap Resolved		To Discuss with Tyler Development. 07-29-13: Munis can meet this issue.	Jason Quint	\$0	\$0
175	Parts mark-up	High	Fleet	Need ability to have different mark-up amounts on different parts and components to support internal service fund operations.		Potential Gap Resolved		To Discuss with Tyler Development. 07-29-13: Can be handled in Munis (numerous ways).	Jason Quint	\$0	\$0
176	Is there one global contact manager file for the Tyler ERP system that is integrated for all CD modules, with parent child functionality ?	High	Business License	SEE ALSO ITEM 160 and 139.		Potential Gap Resolved		<p>Discussion of Munis / Energov integration 08-20-13: Tyler to provide Munis / Energov integration document.</p> <p>08-28-13: Tyler can commit to creating an integrated customer concept inclusive of Munis and Energov sourced items at no cost. Expanding that concept outside of Tyler products can not be provided at this time. The goal being to provide awareness of customer balances / data in various Tyler-controlled applications. No cost.</p>	Kirk Cameron	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
177	Do rental licenses integrate to code enforcement violations by property ?	High	Inspections and Code Enforcement		Gap closed based on discussion 8/1/13	Potential Gap Resolved		Discussion with Energov Development Required. Yes, Code Enforcement cases in EnerGov can be related to Parcels, Addresses and Contacts all of which are also related to Rental Licenses and Rental Property records respectively. As such, a user could reference a property and/or a contact to see if any current or previous code cases exist.	Ray Kinard	\$0	\$0
178	System for tracking bonds, escrow agreements, and building permits with functionality for refunding or adjusting fees to customers, and that these transactions are properly integrated and recorded in the general ledger system.	Show-Stopper	Permits		Gap closed based on discussion 7/31/13	Potential Gap Resolved		Discussion with Energov Development Required. 7/31/13 EnerGov offers the ability to manage Bonds and Escrow accounts in both its Land Management and License and Regulatory suites and of course Building Permits are a central tenant of EnerGov's Land Management suite, specifically the Permit Management module. Within each of these areas and across many other aspects of the EnerGov system we offer fee assessment, adjustment, voiding, refunding and the processing of insufficient funds where applicable and where the user has the appropriate security privileges to do so. All financial transactions where revenue changes hands whether between customers and the City or within the City via interdepartmental transactions, EnerGov records the appropriate GL Credit and Debit entries and can also manage AR Credit and Debit entries at the time of invoicing. These journal entries are stored in EnerGov and transmitted to the financial system based on the specifications and requirements of the City.	Ray Kinard	\$0	\$0
178	178 (Continued)							o As discussed on the Solution GAP call we believe this item may have either been placed onto the list by mistake or perhaps was just not demonstrated for this particular scenario in the previous product demonstrations		\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
179	Etag functionality and relationship with work orders and/or emailing utilities	Medium	Permits	<p>Affects functionality in Advanced utility billing too.</p> <p>Sent email to CD 8/28/13 to get additional info on this issue.</p> <p>8/29/13 Etag is a short name for the "Electrical Tag", which is a tag that is hung at a site after a city inspector approves the electrical wiring on the site and finds it is in compliance with city code. The contractor arranges the electrical inspection. The city inspector goes out and performs the inspection. Once it passes, we need to communicate to the electric utility so they can then schedule and go set the meter. This process now is done manually (by emailing or calling). Additionally, the inspector currently does not always know which utility, the city, or Boone Electric, will provide electrical service. Boone Electric provides service within the city limits. We are looking that this communication to the utility be automated, rather than a manual step. Maybe this could be done by email, workflow, or via text messages. We have a similar work flow issue with the gas inspections.</p>		Potential Gap Resolved		<p>Need to discuss with the City. Unsure of the nature of this issue.</p> <p>EnerGov could easily configure an Intelligent Object to fire an automatic email to send to Boone Electric with details merged into it such as the permit number, address, parcel number, owner, inspection date, inspection result, etc. following the successful completion of say a Temp Power or Final Power Inspection within a case's workflow. Additionally, if there is the ability to determine, within GIS, which agency is responsible for providing power to that property (Boone or the City) we could use a GeoRule to establish that value at the time the permit is created and factor it in as a condition of the Intelligent Object to know which service provider to notify when the Inspection is outcomed.</p>		\$0	\$0
180	Pre-annexation and annexation for new property into the city, tracking agreements, and applying fees charged based on services received, including utility billing	Medium	Permits	Affects functionality in Advanced utility billing too	EnerGov GIS integration or Web Services are the preferred options if Advanced demonstrates that it can read data from REST GIS services. (The version of Advanced used by Lee's Summit did not support this.) If not, the other options discussed in Tyler's comments are on the table. Flat files will assuredly work, but significantly affects the latency of data exchange. MJG 8/29/2013.	Change Business Process		<p>Discussion with Energov Development Required. 7/31/13 EnerGov can serve as the "system of record" for pre-annexation and annexation regulatory review, approval and permit issuance (where applicable) including the assessment of fees and collection of pertinent data. As with all major case types in EnerGov, if the annexation case is associated to a GIS feature (Parcel, Address or otherwise) it will write a case history entry in the City's SDE representing the geometry of associated GIS features as well as metadata about the case including Case Type and Applied Date. This GIS History information could then be accessed by the Advanced utility billing system without requiring any development on EnerGov/Tyler's behalf to facilitate this integration.</p> <p>o However, if having the City's GIS server as the intermediary/facilitator between EnerGov and Advanced isn't feasible; EnerGov's Data Services team could be utilized to produce an integration directly between the two systems. The following is the order or preference for integration (excluding using GIS as described above, which is our first option):</p>	Ray Kinard		

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
180	180 (Continued)							<p>§ Flat File: This is the simplest, lowest risk and cheapest integration methodology; however, it doesn't allow for "real-time" communication as it typically occurs once a day during non-business hours.</p> <p>§ Web Services: An integration utilizing web services by both parties is the preferred methodology if real-time, near real-time and/or bidirectional communication is required. 08-20-13: City to review and approve.</p> <p>§ Advanced API: If web services isn't supported by Advanced Utility Billing then we would look to Advanced to provide a published API that we can develop against.</p> <p>§ Direct DB Integration or Staging DB: An integration between databases could be produced but this typically carries with it a higher degree of risk. It would also be possible, yet slightly more complex, to publish data between the systems using a staging database; which offers a lower risk to direct database communication.</p>			
180	180 (Continued 2)					Change Business Process		<p>§ EnerGov Developed End-to-End Solution: This is the most complex, highest risk and most expensive solution and would only be utilized if Advanced offers no options for integration. EnerGov's Data Services team would develop all aspects of the integration between the two systems typically through the use of a Windows services and/or a client app that can be scheduled with a Windows scheduled task. EnerGov would produce the trace logging, import and export functions and configuration of both ends of the integration.</p> <p>08-20-13: City to review and approve.</p>			
181	Stormwater utility charges should come from building permit system and transferred into the Utility Billing system	High	Permits			Potential Gap Resolved		Discussion with Energov Development Required. 7/31/13 Please see the response to 180 above. Interface will be discussed during implementation.	Ray Kinard		
182	The Health Department staff would like to see a demo of the Social Services Module. (This was not included in our RFP)	High	Social Services	Requested Tyler provide us information about this module	This module is only used by 4 cities. And Tyler is planning to discontinue. Written in Java. PMO recommends not pursuing 7/24/13	City Workaround Required	Ron	Not a viable Tyler Product. Issue to be deleted.		\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
183	Inquire when goods and services are received	High	Accounts Payable	A/P spec # 71. In A/P with a three-way match, the A/P staff will often receive the invoice before items and services are received. In those cases the A/P staff is needing to manage the payment function and be able to hold the invoice payment until the items and goods are "received on", and be able to make payment timely when the receipt function is processed. Additionally, city staff needs the ability to inquire after the fact for invoices paid, to be able to learn the dates items were received. Accounting principles require the liability for the invoice to be recorded on the date the title to items are transferred to the city (or the date the service is provided), and it is not based on the date of the invoice, and it is not based on the date of the invoice payment.	System has capability for user to see when items are received	Potential Gap Resolved	Ron	Follow Up with Development Call. Why do we require a modification. 07-26-13: No longer an issue. Should have been answered "YES"	Troy McGahey	\$0	\$0
184	Inquire on expected payment date	High	Accounts Payable	A/P spec # 74. In A/P once the invoices are entered for payment, and are in accordance with the purchase order terms, and the items are received, the system is to schedule and process payment in accordance with the p.o. payment terms. The A/P staff, and Treasury staff are needing the ability to manage this function, and to be able to inquire on specific invoices to learn the expected payment date.	Can inquire in system to see scheduled payment date	Potential Gap Resolved	Ron	Follow Up with Development Call. Why do we require a modification. 07-26-13: No longer an issue. Should have been answered "YES"	Troy McGahey	\$0	\$0
185	Inter-Departmental Transactions	High	Accounts Payable	A/P sepc # 178. This is a significant issue for us currently. We process payments (and transfer cash) for bills between city departments. Examples are utility bills, and street repairs.	discussed with Rich 8/14/13 and he feels this is not a mod, to be handled via inter-dept billing in general billing. For Advanced Utility would require an import process.	Potential Gap Resolved	Ron	Have A/P describe how this works. If it is electronic, can the paying department be included in the workflow process? 07-26-13: This is an Iner-departmental Charge issue and should be a GL issue not an A/P issue. 08-20-13: To have call with Jason Quint. 08-27-13: The charge-back process creates a journal to the appropriate accounts for the transfer. Workflow would be setup on the journal for those accounts.	Jason Quint	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
186	System supports linear assets (pipelines, roads, rail, electric lines etc.). Linear assets are assets that have linear properties and are often connected together within a network or system. Linear assets have linear properties that often change over the length of the asset (i.e. pavement type, number of lanes, guardrail). So a single linear asset record, such as a highway that is many miles long, can now possess characteristics that hang over the span, allowing the linear asset to be virtually segmented without impacting the underlying geometry. In addition, relationships may be defined which articulate how linear assets join, cross, run in parallel, or pass over or under one another.	Show-Stopper	Asset Management	Asset management spec # 5	Tyler software does not currently have this functionality. Per the City's selection day meeting discussison, this type of functionality is something that exists in other softwares that we will look at growing into in the future. In the mean time, the Tyler workorder and asset management functionality, as it works with our asset data stored natively in GIS, should suffice as an environment for the City to develop its data and workflows for more robust asset management functionality in the	Gap Unable to be Resolved	Ron	Development has said "NO". Let's discuss with Tyler development why this is. 07-26-13: Need to schedule a demonstration of the current fixed asset module to see how close of a fit the Munis module is and where the gaps may exist. 08-20-13: City Asset Management Team to give Tyler final decision on Asset Management Module.	Jason Quint		
187	System provides the ability to perform asset analysis, including: Failure Analysis	High	Asset Management	Asset management spec # 43		City Workaround Required	Ron	Development has said "NO". Let's discuss with Tyler development why this is. 07-26-13: Functionality currently exists between the work order and fixed asset modules that would show failure / repair activity (date, cost, frequency, etc.). An SSRS report may need to be created to display the information the way the City wants it."08-20-13: Performance Measurement Reporting - Here is a sample list of items which could be used to report performance from information available in Munis Work Orders. Either the Work Order Excel Cube or SSRS would be necessary to report on many of these examples: Equipment maintenance amounts Equipment billed amounts Work Order billed amounts by department Equipment scheduled repair (preventative maintenance) costs versus unscheduled repair costs Fuel Usage by vehicle within a class MPG by vehicle assuming a fueling system was used to capture both fuel and odometer readings.	Jason Quint		

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
187	187 (Continued)							A count of maintenance events for equipment by job type to highlight problematic equipment Employee hours per job type Estimated versus Actual job cost Number of completed jobs by department Scheduled Start versus Actual Start dates"		\$0	\$0
188	System provides the ability to perform asset analysis, including: Failure Cost Analysis	High	Asset Management	Asset management spec # 46	to be resolved by creating reports.	City Workaround Required	Ron	Development has said "NO". Let's discuss with Tyler development why this is. 07-26-13: Functionality currently exists between the work order and fixed asset modules that would show failure / repair activity (date, cost, frequency, etc.). An SSRS report may need to be created to display the information the way the City wants it. Tyler will demonstrate this capability. . 08-20-13: See note to #187 above.	Jason Quint	\$0	\$0
189	System provides referential integrity to the geobase database at the system database level (i.e. not via the client application)	High	Asset Management	Asset management spec # 53	Functionality reached in a different way through reliance on data and asset information accessed through REST services from City GIS servers. MJG 8/29/2013.	City Workaround Required	Ron	Development has said "NO". Let's discuss with Tyler development why this is. 07-26-13: Need to follow up with this further with Tyler's GIS expert. 08-20-13: City to get Matt Gerike's input on whether this issue is still open.	Jason Quint	\$0	\$0
190	System provides an Electronic O & M (Operations & Maintenance) manual - customizable tabs to link to other web based application to the work order, group, etc.	High	Asset Management	Asset management spec # 54		City Workaround Required	Ron	Development has said "NO". Let's discuss with Tyler development why this is. Could Tyler Incident Manager or Tyler Sharepoint Dashboard be used to accomplish this? 07-26-13: This is addressed via Tyler Content Manager.	Jason Quint	\$0	\$0
191	System supports mobile (wireless) inventory manager tools and applications.	High	Asset Management	Asset management spec # 57		Potential Gap Resolved	Ron	Tyler's thoughts are that HTML5 will allow access to the full version of Munis from a hand held device. Tyler Tech team to describe City's need to allow this to occur. 07-26-13: This is addressed not only via the HTML5 project, but also through the BMI Asset Manager application.	Jason Quint	\$0	\$0
192	System provides ability to configure and define relationships between all point, line, and polygon assets allowing users to identify all linked assets.	High	Asset Management	Asset management spec # 132	Functionality jointly met between spatial data that the City has or can develop, and how it is architected, and the access functionality of the asset management product. MJG 8/29/2013.	City Workaround Required	Ron	Development has said "NO". Let's discuss with Tyler development why this is. 07-26-13: Tyler believes we can address this. However, we will demonstrate this capability. 08-20-13: City to get Matt Gerike's input on whether this issue is still open.	Jason Quint	\$0	\$0

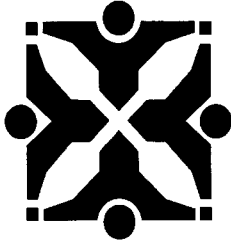
Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
193	Ability to synchronize enterprise asset information between systems - software integration environment allows for field level configuration of synchronization rules	High	Asset Management	Asset management spec # 145	Based on several conversations, core data will either be stored in GIS or in Tyler. As long as data in both are accessible through the other through linked records and relationships, or as long as core data stored natively in GIS is able to be loaded into Tyler (discussions point at multiple options to be decided on later), the system should work as desired. MJG 8/29/2013.	City Workaround Required	Ron	Discussion of integration of Munis Fixed Assets and Advanced Utility Systems needs to occur. 07-26-13: City to provide clarification on this. 08-20-13: City to get Matt Gerike's input on whether this issue is still open.	Jason Quint	\$0	\$0
194	System provides ability to configure and define relationships between all point, line, and polygon assets allowing users to identify all linked assets.	High	Asset Management	Asset management spec # 133		Potential Gap Resolved	Ron	DUPLICATE OF #192. Ron Barrett to delete.		\$0	\$0
195	Ability to output to microfilm from scanned images at any time.	High	Document Management	Doc Management spec # 137	PMO discussed 7/25/2013 that there is no MO law requiring the city to microfilm records. So modification of software will not be pursued.	Change Business Process	Ron	TO DELETE? City to research whether it is a state requirement.		\$0	\$0
196	The incentive program encourages property owners with an I&I violation (i.e. sump connected to a sanitary, downspout connected to sanitary, etc.) to correct the violation. The City reimburses owner for the cost rather than proceed with fines and court action.	High	Inspections and Code Enforcement	Spec item # 127	Gap closed based on discussion 8/1/13	Potential Gap Resolved	Ron	Discussion with Energov Development Required. This functionality could be accommodated within EnerGov's Code Enforcement module in several different ways including the ability for a owner to submit a "Request for Reimbursement" online via EnerGov's ePortal which can in turn be linked to the corresponding Code Case for reference and record retention purposes. Furthermore, EnerGov can processes transactions such as refunds that will write to the appropriate General Ledger accounts. o As discussed on the Solution GAP call we believe this item may have either been placed onto the list by mistake or perhaps was just not demonstrated for this particular scenario in the previous product demonstrations.	Ray Kinard	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
197	Ability to track partially used inventory (e.g. a 1,200' reel of wire where 400' has been used and 800' is remaining).	High	Inventory Management	Spec item # 58 Changed to "resolved" status 8/20/2013 pending review by Inventory Team		Potential Gap Resolved	Ron	Munis has this capability. We can discuss this when discussing Inventory. 07-26-13: Roger will put together a document that shows how Munis could handle this issue and possibly indicate any shortcomings. Critical issue to the City. 08-20-13: Tyler to provide document that illustrates how this would occur.	Troy McGahey	\$0	\$0
198	Ability to allow for user-defined Economic Order Quantities (EOQ) to establish suggested order quantities.	High	Inventory Management	Spec item # 62	Group discussed 7/26 that system does not have some of the data for complex EOQ calc, such as carrying costs. System does offer ability to management items for inventory, does offer lead time data, so we can order items when we need to for replacement.	City Workaround Required	Ron	To Be Discussed with Tyler Development. 07-26-13: Tyler offers functionality that will meet the City's needs in this area.	Troy McGahey	\$0	\$0
199	System provides the ability to track easements related to each parcel or address.	Medium	Master Address	Spec item # 44	EnerGov software supports this functionality through its integration with GIS. The issue for the City is that it does not have the data developed in a spatial electronic format. If the City implements a program to develop and maintain easements into the future (and perhaps work back to develop historic data), the software would provide this function. This is not a software issue, it is a "does the City have the data available and in the appropriate accessible format" issue, of	City Workaround Required	Ron	Need to discuss this with the City. Does the fact that the Munis UB system will not be part of the project affect the need to have the Munis Central Customer file? It's not uncommon for Easements can be tracked as case in EnerGov Plan and/or Permit Management modules and related both to the base Property (via Parcel and/or Address) as well as using EnerGov's GIS Feature tool to draw points, lines and polygons to represent the area of land on the base property affected by the Easement. A user could pull up a property in EnerGov by Parcel, Address or GIS feature and determine if any Easements cases exist on them. o NOTE: I believe this was the item that sparked the conversation regarding the implementation of a "Tyler CRM" product for centralized contact management across the complete family of Tyler products including EnerGov. I've run this up the flagpole and am awaiting a formal "stance" on this that will provide the City with peace of mind on this topic. However, I don't anticipate getting that response until next week and I didn't want to hold up getting all the other responses over to you. I'll pass along the statement on centralized contact management as soon as I receive it.	Ray Kinard	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
200	Contract Management Module to link contracts (e.g. development agreements) to a parcel or address.	High	Master Address/Contract Management	Master Address spec item # 112		Contract Mod Required	Ron	<p>To Be Discussed with Tyler Development. 07-26-13: How to address revenue contracts (e.g. contract with cell phone tower companies). Need to have discussion regarding A/R capabilities in this area. 07-29-13: Need to demonstrate current capabilities. Want to see via an ESRI map, the ability to see revenue contracts and drill down to the actual document via TCM. Handling of development agreements regarding Energov? 7/31/2013 Similar to the "Easements" explanation above; Contract Agreements could be managed as a Permit, Plan Case or Project in EnerGov and related to the appropriate Parcels and/or Addresses that are affected by them. Within each of those modules (Permit, Plan and Project) the City can manage contacts, custom fields, fees, etc. and specifically within the Permit and Plan modules the City could manage Workflows related to the Contract Agreement case types as well as offer the ability to them to be applied for online via EnerGov's ePortal if desired.</p> <p>08-28-13: Modification. Utilize the recurring invoices as seen today with the following improvements: Create an alert to the user of an upcoming expiration of a recurring invoice pattern. \$5,500.</p>	Ray Kinard & Rich Taylor	\$5,500	\$0
201	Ability to configure value-based thresholds that trigger an alert that supporting documentation is required when posting transactions to a project/grant.	High	Projects and Grants	Spec item # 125. Discussed 7/29 and we thought this should be closed. Not exactly sure where this point came from.		Potential Gap Resolved	Ron	<p>To Be Discussed with Tyler Development. 07-29-13: This can be addressed via Munis workflow.</p>	Jason Quint	\$0	\$0
202	Ability to configure a grant reimbursement request workflow.	High	Projects and Grants	<p>Spec item # 177.</p> <p>The city needs the grant module to allow the city to manage grants. This includes not only the reimbursement requests. It also includes managing all of the grant approval process at the beginning of the grant life cycle. This includes managing and recording all internal city staff approvals prior to seeking the grant, and that any required matching funds and the grant revenues and expenditures are appropriated by the city council.</p>		Potential Gap Resolved	Ron	<p>To Be Discussed with Tyler Development. 07-29-13: Munis contains workflow for the grant billing process via General Billing. City checking on the intent of this question. 07-29-13 (2): Jason to verify that Munis functionality can currently meet this need.</p> <p>08-20-13: Jason to verify.</p> <p>08-27-13: Grant Application Approval work flow provides a method to review and approve grant applications prior to applying for the award. This can be managed by Department, Grant Type, and Requested Amount.</p>	Jason Quint & Rich Taylor	\$0	\$0
203	System allows a work order number to be associated with a procurement card purchase.	High	Purchasing	Spec item # 20		Contract Mod Required	Ron	<p>To Be Discussed with Tyler Development. 07-26-13: Would require a modification. Troy to provide modification information.</p> <p>08-19-13: Development cost = \$5,000</p>	Troy McGahey	\$5,000	\$0
204	System provides ability to require work order number based on account or project code.	High	Purchasing	<p>Spec item # 21 Discussed 7/26/13 that this is dependent on how we set up the system, Chart of Accounts, and use work orders. We may find we can use the project number instead of a w/o. Roger indicated system would do this 8/20/2013 changed to "resolved"</p>		Potential Gap Resolved	Ron	<p>To Be Discussed with Tyler Development. 07-26-13: Feel that the Munis Project & Grant accounting module should address the City's needs.</p>	Troy McGahey	\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
205	System provides ability to require project/grant number based by department, account, or work order.	High	Purchasing	Spec item # 25 Roger indicated this functionality is in system 8/20/2013 changed to "resolved"		Potential Gap Resolved	Ron	To Be Discussed with Tyler Development. 07-26-13: Feel that the Munis Project & Grant accounting module should address the City's needs.	Jason Quint	\$0	\$0
206	Ability to view award notice postings online. Please explain the workflow for posting in the comments column.	High	Purchasing	Spec item # 243 Discussed 7/26 and Tyler has added this to online Purchasing system.		Potential Gap Resolved	Ron	To Be Discussed with Tyler Development. 07-26-13: Functionality now exists for this.	Troy McGahey	\$0	\$0
207	Ability for the system to accommodate when an employee changes FLSA cycles multiple times within a single pay period.	Show-Stopper	Time and Attendance	<p>Spec item # 84. FLSA reg § 778.302 Computation of overtime due for overlapping workweeks We discussed this issue with Kronos 7/31/13 while they were onsite.</p> <p>Explanation: We have employees switch from one FLSA type of cycle (workweek) to another in the middle of a pay period. For example from a 40 hour cycle to a 204 hour cycle for Fire. If the employee is changing to a FLSA cycle (workweek) that has not ended, we will process the check for all of the hours worked with no overtime premium payment.</p> <p>After the employee works through the end of the new FLSA cycle (workweek), we will run a report we have created that calculates the overtime premium (if any) two ways: 1) as though the employee had worked the OLD cycle and had not changed, and 2) as though the employee had been on the NEW cycle for the entire cycle. We compare the overtime dollars between the first and second calculation (if any) and pay the</p>	changed from Mod required to Discussion needed 8/7/13. This is a legal requirement for processing overtime for employees required by FLSA. reg 778.302	City Workaround Required	Ron	<p>To Be Discussed with Tyler Development 08-06-13: City to provide Tyler with specific information. Tyler to review and get back to City.</p> <p>08-20-13: For the FLSA calc, provided the City is entering time through time entry, they could produce an SSRS report which would help them reconcile employees that were switching FLSA cycles in the middle of a payroll. There is not a lot of value in providing this programmatically and since the City suggested they currently run a report to address. City to review and approve.</p>	Mark Morrill	\$0	\$0
208	Is SSRS included with the proposal ?	High	Time and Attendance	Spec item # 168	Disc w Kronos 7/24 and they indicated when we buy Sequel we get SSRS. This is software for developing reports.	Potential Gap Resolved	Ron	Tyler Reporting Services, which is based on SSRS, is included in the proposal. SSRS comes with the Microsoft SQL database.		\$0	\$0

Item #	Issue/Action Item	Priority	Module, if relevant	General Comments	Resolution Description	Resolution	Comments By:	Roger's Notes	Tyler Responsible Party	One-Time Cost, if any	Annual Cost
209	Food Inspection Module	High	Food Inspection	The Health Department is interested in learning more about this module and its functionality from EnerGov. WebX demo scheduled for 8/1/13. Sent info to Roger and Ray on 8/21 for licensing provided by Dan in Health Department. 8/27 Ron sent email to Roger to include this on investment list.		Contract Mod Required	Ron	Energov Demonstration to Be Scheduled. Reviewed EnerGov for mobile food inspections with Health Department on Wednesday, July 31st. If the Health Department would like to use EnerGov as part of the City's ERP system, further scoping for number of user licenses and implementation services would be required. 08-20-13: City to provide numbers for licensing. 09-10-13: Tyler to provide four separate modifications to address this functionality. Mod #1: Custom Field exposed in iG Inspect Mobile (\$5,000). Mod #2: Ability to include other reports in iG Inspect Mobile (\$5,000). Mod #3: Inspection checklist grouping (\$5,000). Mod #4: Manage non-compliances in iG Inspect Mobile (\$5,000). These four mods have added \$4,000 to maintenance on EnerGov applications.	Ray Kinard	\$20,000	\$4,000
209	Ability to require photo(s) showing state before and after work completed.	High	Work Orders	Spec item # 72		City Workaround Required	Ron	To Be Discussed with Tyler Development 08-20-13: Jason Quint to review. 08-27-13: The process of approving and completing work orders can both be routed through work flow. The individual responsible for approving the start of a Work Order can ensure the before picture is included, and the person for approving the closing of work orders would be required to check if the appropriate before and after photos had been attached.	Jason Quint	\$0	\$0
210	HR currently use IVIS and Identipass software to capture employee photo IDs, key fobs and setup system access to doors/hallways/etc in City buildings. These were initially noted in the HR Module as a possible point of integration with the ERP software. The IVIS and Identipass software is no longer supported and we will need to find a replacement as this is a city-wide issue.		HR	We will need an RFP for this software, but we should discuss with Tyler before we proceed. 8/22 Tyler still to provide a list of identity badge/security access software currently used by other customers.		Software Not Incl in Proposal	Ron and Jackie	Really not an issue. Tyler can provide employee information to the City's selected system. 08-06-13: Tyler to survey users on the Tyler Community to see what systems they are using for this purpose. 08-20-13: Kronos to review and recommend a solution.		\$0	\$0
211	Provide information regarding Disaster Recovery and OSDBA Services		All	Disaster Recovery, OSDBA. What services are offered by Tyler for DR and OSDBA ?		Potential Gap Resolved		Information e-mailed to Ron on 08-06-13		\$0	\$0
212	Tyler Meeting Manager - module for City Clerk		City Clerk Module	Sytem for city to use for publishing city council agendas, minutes, and related documents on city website. An interface to granicus system. Discussed with Tyler 8/8/13. Roger to arrange a demo. Demo date/time confirmed for 8/23 at 1:00 MO time		Potential Gap Resolved		08-20-13: Tyler can demonstrate this application at 12 or 1 p.m. Missouri time on Friday, 08-23-13		\$0	\$0
Total Costs:										\$128,850	\$44,000



Source: City Manager

Agenda Item No:

To: City Council
From: City Manager and Staff

Council Meeting Date: November 4, 2013

Re: Columbia Financial Enterprise Resource System (COFERS) Project - Contract with Tyler Technologies, Inc.

EXECUTIVE SUMMARY:

Staff has prepared for Council consideration an agreement with Tyler Corporation for enterprise software to replace the City's existing systems which have been in place since 1997. This software will address needs throughout the City in areas including but not limited to finance (accounting, budgeting, accounts payable/receivable, purchasing, fixed assets), human resources and payroll, customer relationship management (CRM), cashiering, work orders, fleet and facilities management, and community development (code enforcement, permitting, business license, inspections, electronic plan review).

DISCUSSION:

In May of 2012, the City entered into contract with a highly qualified consulting firm, Plante Moran, to assist the City with evaluating our technology needs, preparing specifications for each functional area, evaluating responses to the City's Request for Proposal, and assisting in the contract and scope of work negotiations with selected vendors.

The primary goal of this project which was identified during the creation of the Project Charter states as follows: *"To identify the future business systems environment that will support City staff in the delivery of government services and activities, take advantage of best practices, and significantly improve the efficiency and effectiveness of the City's customer service and business processes."* Over the past eighteen months, over 130 city employees have played significant roles in identifying challenges including people, processes and technology with current City business practices; identifying opportunities for process improvements, and identifying options for the City to consider in moving forward with a new business systems environment. Exhibit A to this memo provides a detail of the timeline and major milestones achieved to date.

Some of the business drivers that this project will address include:

- having one current view of the data (a single source of the truth);
- eliminating conflicting information;
- reducing processing time through business process re-engineering;
- utilizing best practices in the government sector;
- eliminating or reducing paper-based processes and forms, and
- moving improved customer service to the front of the transaction.

Following receipt and initial review of proposals that were deemed responsive in January, 2013 (Round 1 Evaluation - Exhibit B), City staff began an exhaustive evaluation process (Round 2 Evaluation) which included a detailed review of each firm's functional, technical and implementation requirements, and participation in on-site vendor software demonstrations from the following vendors:

- Advanced Utility Systems
- Ciber Corporation
- Interlocken Technology
- New World Systems
- Sungard
- Tyler Technologies

Vendors were rated and scored by each of the City's module teams (Technical, Finance, CRM, Infrastructure Management, etc.) and three firms were moved into Round 3 Evaluation (Tyler Technology, Ciber and Advanced Utility Systems). This final step involved contacting references around the country and meeting

with other Missouri cities who are using the vendor's proposed software suite (Lee's Summit and St. Louis County). Considering everything that had been learned during the evaluation period about each vendor's proposal, the module team leaders met on June 20, 2013 and recommended that Tyler be chosen as the City's overall ERP solution provider along with Advanced Utilities for utility billing. This recommendation was affirmed by the Software Selection Committee comprised of eleven department directors.

Over the course of the next few months, staff, with the assistance of the consultant Plante Moran, began negotiating a contract with Tyler which is presented here to Council for approval along with the detailed scope of work, investment summary and other associated third party agreements. During the negotiation process, it was determined that the City would be better served by contracting directly with Kronos to perform the time and attendance software solution (originally included in Tyler's proposal as a third party agreement). The agreement with Kronos for time and attendance, and Advanced Utility Systems for utility billing will be addressed under separate Council Bills for approval.

Implementation of the software modules purchased from Tyler will occur in several phases as depicted in Exhibit C. In addition to the various phases shown for Tyler will be the implementation of the Kronos time and attendance software which is expected to begin in late 2013, concluding on April 30, 2014, and the utility billing software which staff anticipates purchasing from Advanced Utility Systems which should occur concurrently with Phases 4 and 5 of the Tyler schedule.

Technology solutions within the scope of the City's COFERS project still to be determined include Housing Management, Asset Management, and Capital Improvement Planning (CIP). Additional RFPs are anticipated in the near future to evaluate other systems to be interfaced with the planned systems covered in this agreement.

FISCAL IMPACT:

The cost for licensed software and services as a result of this agreement will be \$4,812,057.

VISION IMPACT:

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

10 Vision Statement: Columbia's governance is a model of transparency, efficiency and citizen participation that enjoys the strong confidence of its residents.

10.1.8 Strategy: Increase the accountability of the City administration to the City Council and the public.

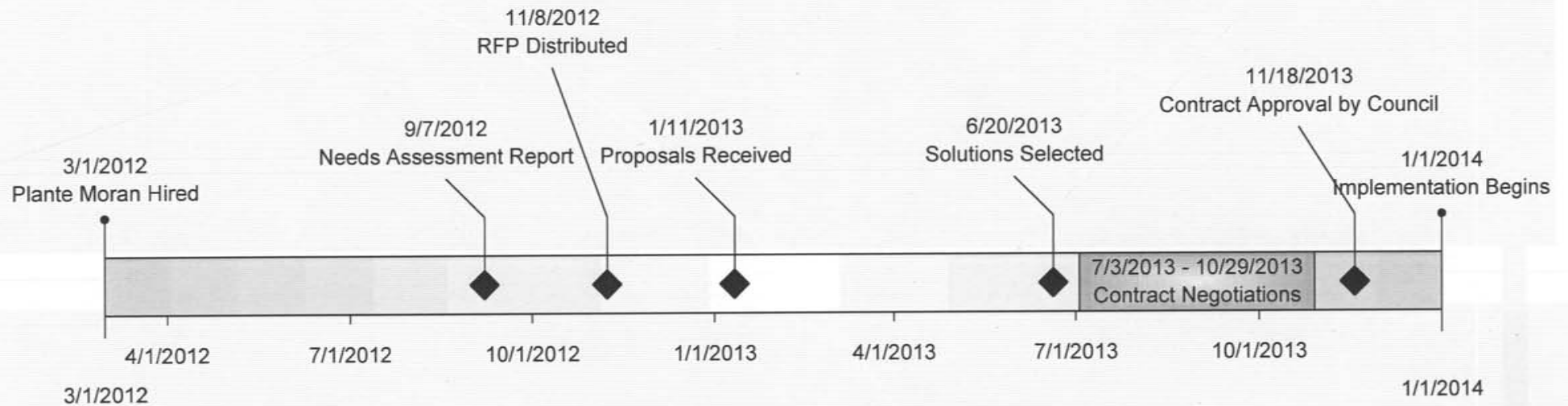
SUGGESTED COUNCIL ACTIONS:

Approval of the legislation authorizing the contract with Tyler Technology.

FISCAL and VISION NOTES:					
City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	\$0.00	New Program/ Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	\$0.00	Duplicates/Expands an existing program?	No	Vision Implementation impact	
Amount of budget amendment needed	\$0.00	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		Resources Required		Vision Impact?	Yes
One Time	\$0.00	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	4.3.2
Operating/ Ongoing	\$0.00	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	

COFERS Project Timeline

Exhibit A



Decision Making Approach

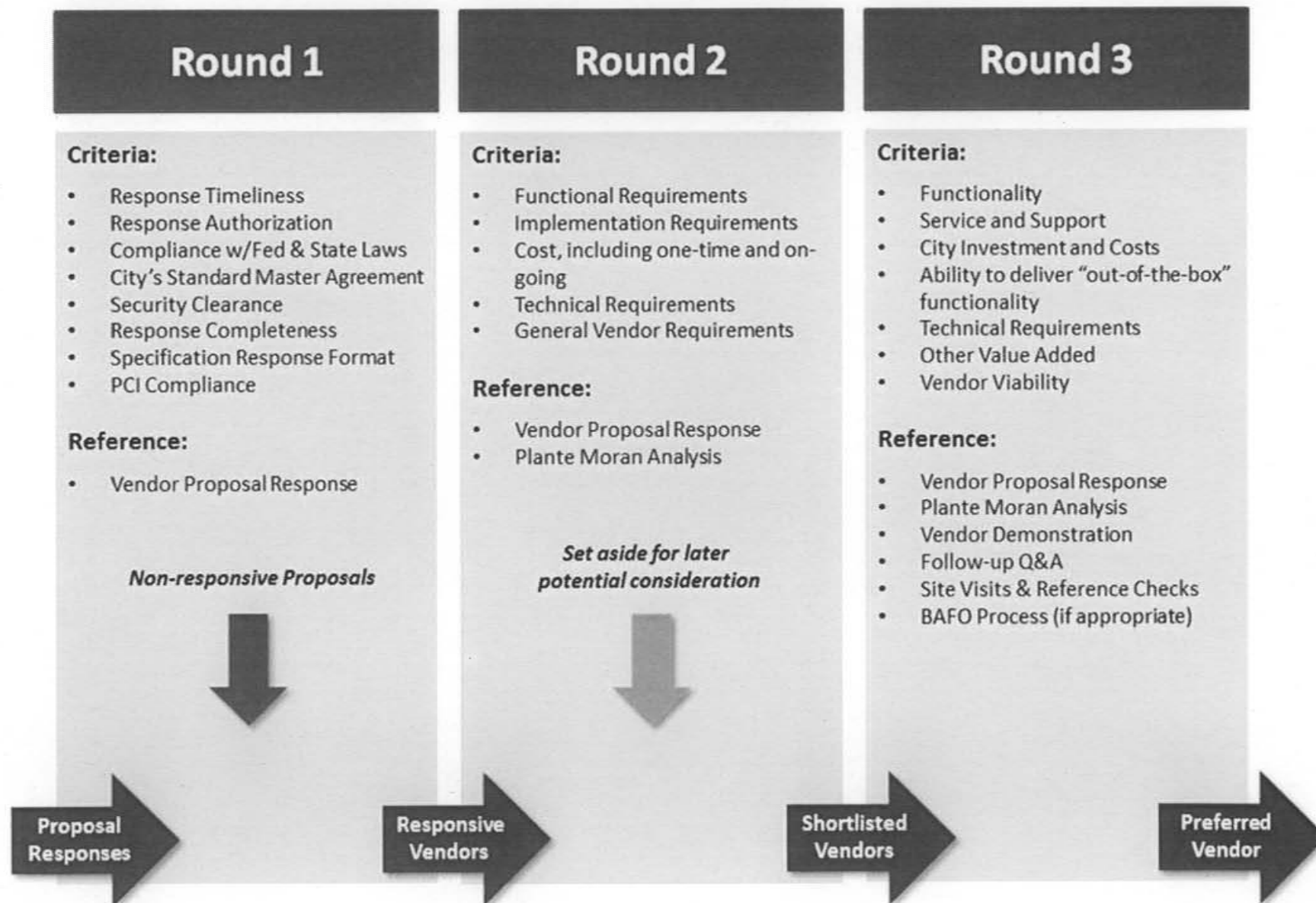


Exhibit C

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