

# CITY OF ST. LOUIS

## REQUEST FOR PROPOSALS

### Integrated Accounting and Human Resources Software

#### INFORMATION FOR RESPONDENTS

##### Purpose and Intent

The purpose of this RFP is to solicit sealed proposals for the purpose of Integrated Accounting and Human Resources Software through competitive selection.

The intent of this RFP is to award a contract to the respondent(s) who present(s) a detailed proposal conforming to this RFP that is most advantageous to the City of St. Louis regarding cost and other factors considered. St. Louis City reserves the right to award the contract(s) resulting from this RFP to one or more respondents, as required and appropriate to meet the needs of the City of St. Louis.

Proposals submitted via e-mail or facsimile will not be accepted.

Each respondent must submit one (1) sealed, complete, ORIGINAL proposal. Each respondent must also submit ten (10) sealed, full, complete and exact copies of the original. It is suggested that the respondent make and retain a copy of its proposal.

##### Background

City of St Louis is looking for a fully integrated, browser based software package to provide financial, and human resources support. It is essential that the successful vendor provide an off-the-shelf software package that has been proven in city governments with comparable number of employees. The City of St. Louis currently uses a legacy version of the GEAC Financial system. The payroll system is a completely custom built application.

The City of St. Louis is the second-largest city in the state of Missouri. The city has a 2010 population of 320,000 and is the principal municipality of Greater St. Louis, population 3 million, the largest urban area in Missouri. It is home to some of the country's largest privately held corporations, including Enterprise Rent-A-Car, Graybar, Scottrade, Edward Jones, and also some of the largest public corporations and corporate divisions, including Emerson, Energizer, Boeing Defense, Space & Security, Purina, Express Scripts,

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Charter Communications, Monsanto Company, Wells Fargo Advisers and MasterCard. Additional detailed information about the city may be found at [www.stlouis-mo.gov](http://www.stlouis-mo.gov).

Question and Answer Period

It is the policy of the City of St. Louis to accept questions and inquiries regarding this RFP only via U.S. mail. Written questions shall be mailed to the attention of the following individual:

Amy Williams  
City Hall  
1200 Market Street, Room 210  
Saint Louis, Missouri 63103

Questions must be postmarked no later than October 11, 2011, at 4:00 p.m. CST. Amy Williams will maintain a list of all firms and organizations requesting copies of the RFP and shall ensure that copies of all questions and responses hereto shall be made available to each entity on said list. Contact with selection committee members other than Amy Williams is strictly prohibited.

Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin referencing the RFP page number and section number to which it relates. Amy Williams will respond in writing to each contact and/or question. Short procedural inquiries may be accepted by telephone by Amy Williams; however, oral explanations or instructions given over the telephone shall not be binding upon the City of St Louis. Other than short procedural inquiries made by telephone, respondents shall not contact the Comptroller's office directly, in person, by telephone, facsimile, or by e-mail, concerning this RFP.

After the submission of proposals, unless requested by the Comptroller's office, contact with Amy Williams is limited to status inquiries only and such inquiries are only to be directed to the above-named individual. Any further contact or information about the proposal to Amy Williams or any other city official connected with this RFP will be considered an impermissible supplementation of the respondent's proposal.

Submission of Proposal

In order to be considered by the City of St. Louis, a respondent's proposal must be received by November 7, 2011 at the appropriate location by 11:00 a.m. Proposals received after this deadline will not be accepted. THE DATE, TIME AND LOCATION ARE:

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Date: November 7, 2011  
Time: 11:00 a.m. CST  
Contact: Amy Williams  
Location: 1200 Market Street, Room 210  
St. Louis, MO 63103  
Tel #: (314) 589-6166

Proposals must be labeled on the outside of the package to clearly indicate they are in response to the REQUEST FOR PROPOSALS – INTEGRATED ACCOUNTING AND HUMAN RESOURCES SOFTWARE.

Bids made in any other manner are not valid and will not be considered. Sealed bids may be mailed or delivered personally but must be received by the point of contact listed in this Section of this RFP by the deadline listed in this Section. Bids received late will not be considered. Respondents shall assume full responsibility for timely delivery of sealed bids at the designated location.

Representations

In submitting a bid, each respondent represents that:

- 1) he or she has read and understands the RFP and that the bid is submitted in accordance therewith;
- 2) the costs have been arrived at independently without collusion with any other person or firm for the purpose of restricting competition;
- 3) he or she has not employed or retrained, paid or agreed to pay any fee, commission or percentage to any person or firm (other than a full time employee working solely for the respondent) to solicit or secure this contract.

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## I. PROPOSAL SUBMISSION REQUIREMENTS

The following statements should be addressed in full preparing any responses to the RFP. Each statement should be restated in bold with a detailed response immediately following unless inclusion in an appendix is more practical. Proposals are limited to double spaced pages excluding cover letter and appendices.

1. Proposer's full name and principal office address, and descriptions of the type of business entity (e.g., publicly held corporation, private non-profit, proprietorship, partnership, etc.).
2. If Proposer is incorporated, include the state, in which it is incorporated, and list the name and occupation of those individuals servicing on the board of directors, along with the name of any entity or person owing 10% or more of the corporation.
3. The name, title, mailing address, telephone number, fax number, and email address of the contact person for this RFP and the proposal.
4. A description of products which are being proposed.
5. Include total price for the products including any and all costs and expenses. Proposer shall submit a price list appropriately evidencing and itemizing Proposer's prices, including any applicable discounts.
6. Proposers must provide a description or evidence of their experience and qualifications to provide the Products described in this RFP.
7. Proposers must provide evidence or information as to their financial condition and stability.
8. Proposers must provide a minimum of five (5) references with names, addresses and phone numbers, and including specifically any governmental entities for which each proposer has provided the products being proposed.
9. Proposers must state whether they have been involved in any litigation during the last five years, and if so, describe any such litigation.

### **Selection Criteria**

The selection committee will review proposals using the following criteria as a guide to determine which proposals, if any, are the most advantageous to the City of St. Louis and which respondent(s) is not qualified for the requested services. The criterion includes but is not limited to the following:

1. How closely the respondent's core application matches the requirements of the City of St Louis, as determined by answers to the questions enclosed.
2. The specialized experience, qualifications and technical competence of the respondent and its staff, to perform the services as requested in this RFP.
3. How the respondent will address the stated goals and objectives and the specific items identified in the scope of services

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4. Past record and performance of the respondent with respect to schedule compliance, cost control and quality of work.
5. The respondent's ability to provide innovative solutions for the requested services.
6. The respondent's proposal to handle expenses associated with these services and the various costs/fees of these services to the City of St. Louis.
7. The respondent's familiarity and experience working with all applicable federal, state and local laws and any other applicable rules and regulations with regard to the scope of services
8. The respondent's availability of financial and operating resources as required to complete the work.
9. The capacity of the respondent to perform the work within the time limitations.
10. Fee or fee structure.

**Reservations**

The City of St. Louis reserves the right to interview, or call for a presentation from an respondent submitting a response, as well as form additional evaluation criteria for the presentations. The City of St. Louis also reserves the right to discuss the proposals with any or all respondents. Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful respondent shall not be construed as an offer of engagement until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

The Selection Committee reserves the right to: 1) reject any and/or all bid responses with or without cause, 2) request additional information from respondents as they may deem necessary, 3) waive any and/or all non-material irregularities pertaining to this selection and/or the submission of responses, 4) disqualify any and/or all firms or respondents and reject any and/or all bid responses for failure to comply with this RFP or to promptly provide additional requested materials or information, and 5) cancel this RFP.

**Intent**

It is the intent of the City of St. Louis to award the Contract to the lowest responsible qualified respondent provided the bid response has been submitted in accordance with the requirements of this RFP.

ADDITIONAL INFORMATION

**Amended Proposals**

A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously

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submitted proposal and must be clearly identified as such in the transmittal letter. Amy Williams will not merge, collate or assemble proposal materials.

**Right to Withdraw Proposal**

Respondents will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The respondent must submit a written withdrawal requested signed by the respondent's duly authorized representative(s) addressed to Amy Williams.

**Revisions to this RFP**

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum.

**Respondent Responsibility**

The respondent assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a respondent's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the respondent represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

**Cost Liability**

Any cost incurred by the respondent in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP, including oral presentation and demonstration if required, shall be borne solely by the respondent.

**Contents of Proposal**

All materials submitted in accordance with this RFP will become and remain the property of the City of St. Louis and will not be returned.

All proposals shall be considered public records, but may be deemed and treated as "closed" or "exempt" by the City of St Louis, at the sole discretion of the City of St Louis, pursuant to the City of St Louis understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City of St Louis, cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

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**No Obligations**

This RFP in no manner obligates the City of St Louis, to the eventual purchase of services or products offered until confirmed by an executed written Contract. Progress toward this end is solely at the discretion of the City of St Louis, and may be terminated at any time prior to the signing the Contract.

**Termination**

This RFP may be canceled at any time and any and all proposals may be rejected, in whole or in part, when the City of St Louis determines it is in its best interest.

**Governing Law**

This RFP, and any contract or agreement with respondents that may result, shall be governed by the laws of the State of Missouri.

**Nondiscrimination**

In connection with the contract resulting from this RFP, the firms agrees that in performing any services resulting from this RFP, neither he/she nor anyone under his/her control will permit discrimination against any business, employee, applicant, client or subscriber because of race, color, sex, age, disability, religion, sexual orientation, national ancestry or origin.

**Americans with Disabilities Act**

In connection with the furnishing of goods and services under any contract resulting from this RFP, the firm shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

**Indemnification**

Each respondent, in seeking, receiving or possessing this RFP and/or in submitting a response, does release, indemnify, and hold the City of St Louis and its employees, representatives and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the City of St Louis, as a result of issuing this RFP, making any revisions thereto, conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

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**Unauthorized Aliens Employees**

As a condition for the award of this contract, Contractor, shall, pursuant to the provisions of Sections 285.530 through 385.555 of the Revised Statutes of Missouri 2000, as amended, by sworn affidavit (attached hereto as Appendix 1) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. Contractor shall also sign an affidavit (attached hereto as Appendix 1) affirming that it does not knowingly employ any period who is an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes.

**Insurance**

The successful Proposer will be expected to provide the following types of insurance with the described limits.

Commercial General Liability Insurance: Proposer shall procure and keep in full force and effect for the duration of the contract commercial general liability insurance written by an insurance company approved by the State of Missouri and acceptable to the City. The commercial general liability insurance must list as certificate holder the City of St. Louis and as additional insured, its officers, employees and appointed representatives. The Commercial General Liability Insurance Policy, must include products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on an "occurrence" basis ("Claims Made" coverage is not acceptable) insuring personal injury and property damage against the hazards of Premises and Operations, Products and Completed Operations, Independent Proposer's and Contractual Liability (specifically covering the indemnity) and the minimum limits of liability listed below. The Commercial General Liability policy shall include contractual liability coverage. The Commercial General Liability policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the following limits:

- \$1,000,000 per Occurrence
- \$2,000,000 per General Aggregate
- \$2,000,000 per Products/Completed Operations and Aggregate

Auto Liability Insurance: The Proposer shall procure and maintain a Business Automobile Liability Policy with liability limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence or a policy with a Combined Single Limit of not less than \$1,000,000 covering any owned, non-owned or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits. Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles and Additional Insured Endorsement and Contractual Liability.

**Taxes**

Proposers shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the City of St. Louis.

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**Use of Information**

Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information ("Information") furnished or disclosed to interested parties under this RFP, or as the result of this RFP, shall remain the property of the City of St. Louis and, when in tangible form, all copies of such information shall be returned to the City of St. Louis upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by the City of St. Louis or a third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

No specifications, drawings, sketched, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any interested party to the City of St. Louis under this RFP shall be considered to be confidential or proprietary.

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## DESCRIPTION OF PRODUCTS

Through this RFP, the City of St. Louis is seeking to obtain proposals from qualified and experienced persons, organizations, companies or firms to provide the Products described herein. The City of St. Louis intends to contract with the successful Proposer to provide the Products consistent with the terms of this RFP. While subject to final determination, the City of St. Louis anticipates that the successful Proposer will begin work on or about first quarter 2012, and will complete delivery of the Products on or about the fourth quarter of 2012.

### DESCRIPTION OF PRODUCTS:

1. Financial Management and HR/Payroll software package that supports the city government environment including Human Resources, Payroll, Accounts Payable, Purchase Order, Requisitions, Encumbrance Accounting, Project Accounting, General Ledger and Budgeting.
2. The system should be a comprehensive management solution designed to automate and streamline all aspects of government human resources and payroll management
3. The system should be fully integrated between the financial and human resources applications.
4. The product should be an off-the-shelf package that is currently operating in city governments comparable to the number of employees and citizens in the City of St Louis.
5. The product must be a web based system capable of using at a minimum, Microsoft Internet Explorer 8.0.
6. The following is a list of organizations or systems that are currently interfaced with the GEAC and Payroll system. The new system must provide for interfacing their system with the following list. The cost to interface the system should be provided in the pricing section of the proposal.

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COST (Pricing Page)

A. ONE-TIME COST

Listed below are several potential one-time costs associated with a typical system implementation. Please review the list and confirm (in the Responses column) all one-time items and associated costs.

Resource costs should be a range of estimated total cost by item (using your experience with other similar size city implementations) is preferred. Assume no existing city hardware/software is currently available for user.

DESCRIPTION	COST
APPLICATION SOFTWARE LICENSING	
SOFTWARE INSTALLATION AND TESTING	
DATA CONVERSION	
DATABASE SETUP AND TUNING	
SYSTEM TESTING AND INTEGRATION	
REPORT DEVELOPMENT	
ONSITE TRAINING (DAILY COSTS)	
PROJECT MANAGEMENT	
OTHER SOFTWARE LICENSING (I.E., OS, DATABASE)	
EQUIPMENT (E.G., SERVERS)	
OTHER ONE-TIME COSTS – PLEASE EXPLAIN	
OTHER ONE-TIME COSTS – PLEASE EXPLAIN	
OTHER ONE-TIME COSTS – PLEASE EXPLAIN	
TOTAL	

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**B. RECURRING COST**

Listed below are several potential recurring costs. Please review the list and confirm (in the Responses column) the items and associated costs. If you do not offer a listed service (e. g., offsite database administration), please indicate as Not Applicable). If you offer services not listed, please include them.

ANNUAL RECURRING COSTS	COST
ANNUAL APPLICATION SOFTWARE MAINTENANCE FEE	
ANNUAL HELP DESK SUPPORT FEES	
ANNUAL DATABASE SOFTWARE MAINTENANCE FEE	
ANNUAL OPERATING SYSTEM FEE (FOR REMOTE OPERATION/MAINTENANCE BY PROVIDER)	
ANNUAL DATABASE ADMINISTRATION FEE (FOR REMOTE ADMINISTRATION BY PROVIDER)	
ANY OTHER POTENTIAL RECURRING COSTS	
TOTAL	

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**C. INTERFACE PRICING**

The current STL payroll and finance system interfaces with other software systems and export and import utilities have been built to process information. It is the intent of STL to have these interfaces re-created for the new system.

The Proposer may provide firm, fixed pricing for additional software identified in this RFP, optional features, expansion options and/or enhancements for the proposed software solution. Please include other software options that are not included with the software application license, but sold and maintained separately.

EXTERNAL INTERFACES	COST
Bank of America	
daily transmission of positive pay information	
daily transmission of ACH payments	
daily receipt of bank reconciliation records	
US Bank	
daily receipt of bank reconciliation records	
State of Missouri - Division of Unclaimed Property	
periodic transmission of stale warrants in A/P	
IRS Fire System	
annual transmission of A/P 1099-MISC	
KPMG	
annual transmission of multiple A/P & G/L files to comply with annual audit	
United Missouri Bank	
periodic (usually once or twice a week) transmission of positive pay information	
biweekly transmission of direct deposits	
First Financial Credit Union	
biweekly transmission of credit union contributions	
Ceridian in Chicago	
biweekly receipt of pay check data for employees of the Art Museum,	

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Library, and Zoo;	this is used for updating their retirement records	
Dental Source		
	biweekly transmission of dental insurance deducted from paychecks	
United Concordia Dental		
	biweekly transmission of dental insurance deducted from paychecks	
AFLAC		
	biweekly transmission of AFLAC insurance deducted from paychecks	
CONSECO		
	biweekly transmission of CONSECO insurance deducted from paychecks	
Hyatt Legal		
	biweekly transmission of legal insurance deducted from paychecks	
Anthem Blue Cross		
	biweekly transmission of medical insurance deducted from paychecks	
	annual receipt of new enrollments for medical insurance	
City Employees Retirement System		
	twice-a-year transmission of membership data to the actuaries	
Police Retirement System		
	biweekly transmission of Police pension contributions	
Firemen's Retirement System		
	biweekly transmission of Firefighters' pension contributions	
Police Fraternal Organization		
	biweekly transmission of police union dues deducted from paychecks	
Police Relief Association		
	biweekly transmission of association dues deducted from paychecks	
Police Funeral Association		
	biweekly transmission of association dues deducted from paychecks	

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State of Missouri	
quarterly transmission of unemployment insurance	
annual transmission of W-2 data	
KPMG	
annual transmission of multiple payroll files to comply with annual audit	
MAXIMUS	
annual transmission of payroll files to comply with annual audit	
U.S. Social Security Administration -	
Medicare annual transmission of medical coverage history for senior employees	
U.S. Internal Revenue Service	
annual transmission of W-2 data	
TALX -	
Unemployment accounting firm	
quarterly transmission of unemployment insurance	
Benlink / Great West	
biweekly transmission of deferred compensation contributions	

**D. OPTIONAL SOFTWARE**

The Proposer may provide firm, fixed pricing for additional software identified in this RFP, optional features, expansion options and/or enhancements for the proposed software solution. Please include other software options that are not included with the software application license, but sold and maintained separately.

DESCRIPTION	SOLUTION	COST

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**E. HARDWARE CONFIGURATION**

Provide a server hardware configuration and approximate cost for a system that will support your product for a comparable size city and number of employees.

Provide the minimum hardware and software requirements for a workstation to be able to run your product.

Optional

If the product you propose is available as a "Software as a Service" (SAS), provide all costs to run the application remotely.

**F. SYSTEM SOFTWARE CONFIGURATION**

Provide any server system software configuration required to run your application including operating system, run-time environment, database and any supporting software.

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**SOFTWARE QUESTIONNAIRE**

	Yes	No	Comments
<b>G. GENERAL REQUIREMENTS</b>			
<b>SYSTEM REQUIREMENTS</b>			
1. Is your company publicly held? If Public, please provide your market symbol.			
2. How many years has your company been doing business under your current name?			
3. Has your company ever done business under another name? If so, what name?			
4. Where is your Headquarters located?			
5. How many full time employees?			
6. Do you have a Midwest office/presence?			
7. Do you have a Missouri office/presence?			
8. What is the name of your web-based Finance/Human Resources Software			
9. Is your product 100% web-based (defined minimally as follows)?			
a. A system built from the ground up to run over the Web, requiring only a web browser, security, and access to the web site, (intranet or Internet) for a user to connect and use the product.			
b. A system that does not require any additional client/server companion products to set up, maintain, or use the product			
c. The product resides on a web server			
10. Does your software support Internet Explorer Version 8.0?			
11. Does your software support the Safari browser?			
12. Has your product been generally available on the market for over 5 years?			
13. Do you offer your product as "Software as a Service" or "Cloud"?			
14. Is your current product running a single enterprise-wide database?			
15. Is your current version/release of your web-based product in use at over 5 cities in the United States?			
16. How many cities with an active employee base of 7,000 or			

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	Yes	No	Comments
more are running the current version/release of your web-based product in production?			
17. How many cities are running the current version/release of your web-based product in production?			
18. How many cities with and a residence population of 720,000 or more are running the current version/release of your web-based product in production?			
19. What Operating System(s) is used for your current web-based product?			
20. What database product is used for your current web-based product?			
21. Is the source code available to the city?			
22. If so, is there a cost?			
23. Indicate which of the components/features listed below are included in your current "core" web-based product offering (i.e., integrated as part of your web-based product and included in the cost).			
a. Payroll			
b. Accounts Payable			
c. Accounts Receivable			
d. General Ledger			
e. Asset Management			
f. Budgeting			
g. Cash Management			
h. Cash Receipts			
i. Activity Based Costing			
j. Project Accounting			
k. 1099 Reporting			
l. Employee Information			
m. Certification and Skills Tracking			
n. Employee Reviews			
o. Employee Benefits			
p. Employee Health			
q. Cobra Administration			
r. Leave Administration			
s. Requisitioning			

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	Yes	No	Comments
t. Purchase Order			
u. Cash Management for Activities			
24. Are additional components or modules (beyond those listed above) provided as part of your core System web-based product that would be useful for cities?			
USER ACCESS			
25. Can authorized users access all system functions/data via the Internet from work, home, etc.?			
26. Is the user access over the Internet provided through a browser?			
SYSTEM INTERFACE REQUIREMENTS			
27. Provide ability to create flexible export files for interfacing external systems?			
USER INTERFACE			
28. Does the system provide a consistent user interface? This includes screen layouts, report layouts, messages, field labels and date display.			
29. Does the system allow the user to access on-line help regarding screen or field description and its intended use?			
30. Does the system allow the user to access on-line help regarding valid table values for appropriate fields?			
31. Does the system provide, where appropriate, default values for fields?			
32. Can defaulted values be able to be overridden by the user?			
SECURITY			
33. Does security allow or exclude users by:			
a. One or more departments			
b. Function (such as payroll, accounts payable, employee maintenance, etc.)			
c. Task (adding, changing, printing, deleting)			
d. Specific program function (posting invoices in a			

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	Yes	No	Comments
batch)			
e. Table			
f. Fields			
g. Year			
34. Does the system provide a secured environment by employing sign-on identifiers and passwords?			
35. Does the system allow a periodic "forced" password change?			
36. If an authorized user forgets their password, are there methods available to reset their password?			
37. Ability to create custom user menus?			
38. Ability to create custom dashboards by user profile?			
39. Are sign on attempts logged/tracked?			
40. Does the system lock out users after multiple invalid login attempts?			
41. Does the software prevent cross-site scripting attacks?			
42. Does the software prevent SQL injection attack?			
43. Has the software been tested with an External Penetration Audit and certified?			
44. Does the system provide security for data transfers?			
SYSTEM BACKUPS			
45. Does the system provide back-up capabilities?			
46. Does the system provide archiving?			
47. Does the system perform selective and full back-ups and recoveries of the database?			
DATA EXCHANGE			
48. Does the system provide utilities/tools for importing and exporting data to and from its database?			
49. Does the system have the ability to interface with a handheld computing devices or cell phones?			
50. Does the system facilitate/support the use of input devices (e.g., scanners)?			
51. Does the system have the capability to use different types of printers (i.e. ink jet, laser, digital copiers, etc.)?			

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	Yes	No	Comments
END USER REPORT WRITER/AD HOC REPORTING TOOL			
52. Does the software provide an end-user tool that is easy to use and powerful in its capabilities? The tool should be totally integrated with the application and the commercial database proposed.			
53. Users can create lookup and reports without knowing any programming language?			
54. Listing of table values can be supplied in a pop-up type environment for easy entry and referral?			
55. The tool provides for context-sensitive help features throughout?			
56. The tool provides for automatic joining of tables without any programming or knowledge of table relationships?			
57. Users are able to select from financial / human resource table/view authorized in the database?			
58. Users are able to define reports and initiate their production?			
59. The tool allows report definitions to be saved and used again, modified or copied and changed?			
60. There is a capability of allowing the results of executing a report to be accessible on screen, on paper, or transferable in ASCII format for loading into another package or tool (e.g., MS Excel, Access, Word, CSV, XML.)?			
61. The queries and reports are able to be produced based on conditions such as greater than, less than, greater than or equal to, less than or equal to, not equal to, contains, begins with, ends with, matches, is null, between, is found in list, is not found in list, wild card characters?			
62. Does the tool allow for summary reporting by count, mean, median, mode, minimum, maximum, sum, sum of weights, variance, std. deviation, standard error, range, frequency, percentage of group, by group, by nested groups?			
63. Does the tool provide graphing and charting capabilities?			
64. Does the tool provide report formatting (e.g., table headings, footers, fonts, borders, etc.)?			
IMPLEMENTATION			
65. Is the status of the implementation schedule viewable			

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	Yes	No	Comments
online?			
66. Is a project manager assigned to each implementation project?			
67. Is project management included in your base costs or is it an incremental cost?			
68. Do you provide incremental imports and backups for implementation?			
TECHNICAL SUPPORT			
69. Is remote technical support (e.g., Help Desk) available?			
70. Is the support available after 5:00 CST and on weekends?			
71. How many full-time employees are allocated (i.e., support is their primary responsibility) to the technical support function? How are they allocated (i.e., 1st level, 2nd level)?			
72. Are support requests recorded and tracked and available for user review online?			
73. Do you have a defined support escalation process?			
74. Is the average response time to resolve an issues less than four hours?			
75. Do you offer remote OS administration and maintenance?			
76. If so, is it included in your base pricing (e.g., ongoing maintenance fee) or as an optional fee?			
77. Do you offer remote database administration? If so, is it included in your base pricing (e.g., ongoing maintenance fee) or as an optional fee?			
78. Would you have secure online access (e.g., via VPN) to our system for problem diagnosis or maintenance?			
79. Are customer technical skills recommended/needed to effectively operate and administer the system OS/database/application?			
80. Does the application come fully documented (end user guide & operations/administration)?			
81. Are local users able to upgrade to new software release?			
82. Are training options are available for new software releases?			
83. Do you provide at least one major releases in a year?			
84. Are custom modifications upgraded as part of a new release?			

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	Yes	No	Comments
85. Are there additional costs for upgrading custom modifications for a release?			
86. Are help desk personnel trained to support custom modifications?			
87. Is there an electronic distribution used to apply changes to the user system?			

	Yes	No	Comments
H. HUMAN RESOURCES SUITE			
GENERAL			
1. Maintains employee information such as employee reviews and employment history.			
2. Provides user-defined security procedures to limit access to employee and confidential payroll information.			
3. System can support an unlimited number of employees, dependent only on data storage and server size.			
4. System provides help screens at the form and field level			
5. Provides audit trail of changes to user-designated data elements.			
6. Human resource system is fully integrated with general ledger system.			
7. Provides for date-sensitive entry of data (e.g., changes can be put into the system with advance effective dates).			
8. System view and update security is defined at form or field level.			
9. Provides full drill down capability on all HR Suite fields.			
10. Provide for multiple hire and termination dates			
11. Provide for multiple job codes for one person at the same time			
12. Identify when an employee has worked the maximum hours/days for a position			
13. Retain background checks on employees			
14. System is completely integrated from applicant through payroll with one set of info			
15. Provide position control by identifying budgeted positions without employee assignment			
16. Process terminations, releases, retirements online immediately discontinuing payroll for current and next year			
17. Provide for user selection of variable health insurance options and opting out dollars			
18. Provide for variable number of persons in dental plan			
19. Provide for variable number of persons in vision plan			

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	Yes	No	Comments
20. Provide a benefits statement identifying benefits, workman's comp, sick days, vacation etc			
21. Provide for deductions into various employee savings plans			
22. Provide online access to employees for pay history			
23. Provide online access to employees for W-2s			
24. Provide interface to external timekeeping systems			
25. Provide for multiple shift patterns			
EMPLOYMENT			
26. Provides unique job reference number for each employee			
27. Provides position management functionality including headcount, full time equivalent (FTE), pay rate, multiple assignment definition.			
28. Flexible multiple contract types to include administrators			
EMPLOYEE INFORMATION			
29. Assigns employee numbers/codes automatically, or permit them to be assigned manually by Human Resources staff, within parameters established by Position Management and is not the Social Security Number.			
30. The ability to establish an individual employee position Identification number for all approved positions. Certain portions of the number needs to be tied to department, type of job function, etc.			
31. Maintains multiple addresses per employee – e.g., home address, mailing address, temporary address.			
32. Stores complete emergency contact information including, but not limited to, name, address, telephone number, relation to employee, and alternate contact.			
33. Stores city experience including dates of employment, job title, salary, full/part time position, employment dates, stores job advancement history within the city.			
34. Provides a method for clearly distinguishing the records of active employees from those of inactive employees and for preventing inactive employees from being processed as active.			
EMPLOYEE REVIEWS			
35. Tracks performance review dates and produces appraisal reminders.			
36. Allows online tracking of employee performance review due dates, review conducted dates, and next date to review.			
37. Allows online tracking of employee performance review results including performance ratings and action plans as a result of the rating.			
EMPLOYEE BENEFITS			
38. Ability to upload/download information with the online benefits enrollment			

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	Yes	No	Comments
system.			
39. Allows for maintenance of an unlimited number of benefit areas, benefit options, tiers of coverage.			
40. Provides full flexible benefits management.			
41. Base system provides complete new hire and open enrollment process for employee self-service.			
42. Benefits can automatically be updated based on:			
a. Birth date			
b. Age			
c. Hire date, used to calculate years of service			
d. Salary			
43. Supports multiple providers and maintains employee and dependent data for all standard and user-defined benefit plans.			
44. Provides for a variety of coverage options for each plan (e.g., individual, individual and spouse).			
45. Provides ability to reference benefit plan description documents for employee self-service.			
46. Ability to track multiple benefit accrual rates based primarily on benefit classification with the ability to modify rate based on other fields (e.g., job class, department).			
47. System can process retiree benefits including enrollment, changes, and terminations.			
48. Maintains data for retirement plans including hours, pensionable earnings and retirement and participation dates.			
49. Provides the ability to set deduction characteristics (pre-tax/post-tax, varying frequencies, etc.) with automatic appropriate calculations.			
50. Provides online benefit statements for employee self-service.			
51. Provides functionality to define varying eligibility, contribution, and option rules for multiple groups of employees within the same plan structure.			
52. Calculates appropriate effective-dated benefit deduction immediately upon entry of employee enrollment data.			
53. Calculates appropriate effective-dated benefit deduction immediately upon entry of employee enrollment data by employee via self-service.			
54. Maintains data on former and non-employees with benefit coverage (e.g., retirees, spouses, students).			
55. Tracks detailed dependent benefit information.			
56. Automatically updates benefit amounts and parameters when employee's status changes.			
57. Allows rates for a new year plan to be added and new deductions calculated for each employee prior to the close of the old plan year.			
58. Provides a set of standard and user-defined reports.			
59. Provides ability to create/maintain many multiple pay grade structures.			

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	Yes	No	Comments
60. Maintains details of each City benefit plan online.			
61. Maintains multiple health plan types, including self-insured, insurance and unbundled coverage.			
62. Provides an effective-dating capability for all benefits activities.			
63. Flags employees and retirees who are on City benefit plans but are direct billed for premiums.			
64. Calculates health insurance amounts to be direct-billed to employees and retirees.			
65. Incorporates rules for retiree participation in City health plans.			
66. Provides full self-service for benefits enrollment including paycheck modeling. Self-service should be intuitive and require little if any training.			
<b>EMPLOYEE HEALTH</b>			
67. Maintains routine employee health data (e.g., tuberculosis tests, x-rays, hepatitis vaccines, access restrictions) and maintains a history of the data.			
68. Tracks and maintains Worker's Compensation information including date of injury and visit history.			
69. Provides the ability to request an employee injury/illness profile.			
<b>COBRA ADMINISTRATION</b>			
70. Administers COBRA including initial notices, election forms, termination notices, and tracking and billing of participants.			
71. Tracks relevant COBRA information.			
72. Provides reports that are compliant with COBRA legislation.			
73. Automatically generates COBRA notification.			
<b>VOLUNTARY DEDUCTIONS</b>			
74. Calculates and records deductions for, at minimum, the following types of voluntary deductions			
75. Provides the flexibility to add, delete and modify deductions based on City-defined priorities.			
76. Processes elections, changes and cancellations of voluntary deductions online.			
77. Interfaces with accounts payable to prepare and issue payments to organizations receiving voluntary deductions.			
<b>PAYROLL</b>			
78. Supports labor reporting for previous period, year to date, last year to date			
79. Supports multiple pay period dates (weekly, bi-weekly, etc.) and multiple facilities for those pay periods.			
80. Allows line item listing on payroll checks for all job duties as well as line item listing of all benefits received.			

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	Yes	No	Comments
81. When an employee changes jobs requiring an accounting code change, the system automatically moves budget and accounting information into the appropriate areas.			
82. Ability to upload time card information from a time card system.			
83. System has the ability to void payroll checks for a specified period of time (12 or 18 months, etc.) from the check date and changes are applied to applicable quarter totals. System generates payroll checks whenever needed.			
84. System has the ability to generate W-2 Forms and 1099 forms, with the ability to mark which one is needed based on how retiree who substitutes for the city chooses to receive pay.			
85. Magnetic and electronic W-2 filing format is supported.			
86. Provides the ability to handle direct deposit to multiple financial institutions			
87. Provides functionality enabling employees to manage direct deposit accounts via employee self-service.			
88. Provides employee self-service functionality enabling employees to update W-4 elections via the intranet.			
89. System has the ability to handle multiple preset parameters for deductions (e.g., health insurance taken two times monthly).			
90. Provides the ability to capture historical data by pay period, month to date, fiscal and calendar year to date			
91. Provides the ability to capture the totals for all earnings, deductions, etc. for calendar year-end reconciliation.			
92. Provides the ability for automated bank reconciliation of the payroll account; with bank tape file matched against the check file and generates appropriate reports, such as cleared checks, outstanding checks, etc.			
93. Provides the ability to make pension payments periodically or in one lump sum.			
94. Provides tables for maintenance of all necessary user-initiated payroll issues relative to weekend, holiday pay, etc.			
95. Provides capability to re-run selected steps of the payroll process for selected portions of the employee population.			
96. Provides on-demand exception reports for user-defined parameters such as hours, dollars, etc. prior to payroll run.			
97. Automatically updates earnings, hours, and deductions when a check is canceled or manually written.			
98. Includes regulatory limits such as FICA and 403(b)/401(k) into manual check calculation.			
99. Produces check reconciliation.			
100. Deductions can be based on flexible methods			
101. Supports tape or electronic submission to regulatory agencies.			
102. Supports allocation of employee earnings and/or labor expense to unlimited number of accounting units and accounts.			
103. Provides fiscal YTD and current YTD figures for labor distributions.			

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	Yes	No	Comments
104. Permits authorized staff to make dollar amount adjustments to an employee's schedule, grade and step salary.			
105. Records annual, pay period, daily and hourly rates of pay.			
106. Monitors compliance with system-maintained salary tables before salary changes occur and after the changes are finalized.			
107. Provides the ability to create and maintain salary tables online; link salary tables to jobs/positions.			
108. Supports a salary program based on grades and steps.			
109. Garnishments requested for employees by other entities can be entered into system and kept current for each payroll run.			
110. Provides and maintain as part of support pre-configured tax tables for payroll.			

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	Yes	No	Comments
I. FINANCIAL SUITE			
GENERAL SPECIFICATIONS			
1. Real-time integration exists among all modules with a drill-down capability available in all applications that can be performed outside of a pre-defined path.			
2. Users of the drill-down capability can drill from one application into another.			
3. Drill-down is available from a browser interface, from within other industry standards such as Microsoft Excel and Crystal Reports.			
4. Provides the ability to define "short cut" data entry keys with predefined account distributions.			
5. Ability to define workflow capabilities.			
6. Application workflow capabilities provide event monitoring, allowing for the electronic notification of the occurrence of certain processing or data values.			
7. System enforces data logic so transactions occur in the correct order.			
8. Ability to move while within one screen to a related screen and return, without losing data input on the first screen.			
9. Ability to maintain security restrictions at the fund level, at any level of the account string.			
10. System supports validation and authentication devices (i.e., biometrics, tokens, and certificates).			
11. System maintains audit trail of changes made.			
12. Provides modifiable automated work/process flows out of the box.			
13. Provides for the modification of presentation layer screens without the customization of source code.			
14. Provides system tools for integrating the financial system with other third party systems such as time entry programs.			
15. Capability to import data from third-party applications, such as Excel.			
16. Capability to export data to other applications			
17. Provides for integrated functionality throughout all modules: Financials, Procurement, GL, HR, Payroll, Benefits, etc.			
CHART OF ACCOUNTS			
18. Ability to produce chart of account listing.			
19. Chart of accounts incorporates summary and posting accounts			
20. Allow chart of accounts numbering by account number.			
21. Allow chart of accounts numbering by optional sub account number.			
22. Allow flagging of accounts as inactive to prohibit posting of transactions to an account.			
23. Allow new accounts to be automatically activated among all or specified cost centers.			
24. Posting accounts allow amounts, units or both.			

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	Yes	No	Comments
25. Posting accounts can restrict posting from subsystems.			
26. Allow subsystem posting in summary or detail.			
27. Provides a flexible chart of accounts structure that can be modified as needed and to meet statutory reporting requirements.			
28. Allows definition of an unlimited number of account codes to comprise the chart of accounts.			
29. Ability to maintain history of transactions when account numbers change.			
VENDOR FILE			
30. Allows for full sharing of vendor master file so that all updated information is available throughout the accounts payable and purchasing systems.			
31. Vendor file has comprehensive list of fields			
32. Provides ability to establish an unlimited number of alternate addresses for vendor(s).			
33. Ability to access and maintain vendor information on line with proper authority			
34. Ability to alpha search on partial name information and then select from a list of closest matches.			
35. Ability to control duplicate entries for same vendor.			
36. Ability to make online request for addition of new vendor.			
37. Ability to search by commodity code and have access to all applicable vendors.			
38. Ability to define vendors as 1099 vendors, with the appropriate reference number entered for each vendor.			
39. Ability to automatically total 1099 activity and display online.			
40. Allows both "order from" and "remit to" vendor addresses.			
41. Ability to enter vendor number or name and have the system complete address, delivery, terms, etc. information from the vendor master file.			
42. Ability to eliminate or deactivate a vendor file or exclude from use.			
43. Ability to provide preferred vendors with secure portal access for tracking orders and updating data.			
44. Allows full drill down capability on all vendor related fields.			
ACCOUNTS PAYABLE REQUIREMENTS			
45. Provides three-way match of vendor invoices against purchasing and receipts information.			
46. Control totals and user-defined invoice variance specifications determine invoice match.			
47. All or partial lines on purchase order can be matched.			
48. Supports matching to multiple purchase orders for single invoice.			
49. Allows inquiry access to complete item, purchasing, and receipts information.			

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	Yes	No	Comments
50. Allows full look-up capabilities for vendor, purchase order, invoice, item, and general ledger account information.			
51. Allows allocation of overall discount, tax, and freight to either one General Ledger account, across all lines on the invoice or to a certain General Ledger category and the departments charged on the invoice.			
52. Provides automatic calculation of discount and due dates.			
53. Verifies general ledger accounts are valid.			
54. Identifies and will not allow entry of duplicate invoices.			
55. Discrepant invoices can be placed on hold for purchasing to easily review discrepancies and authorize invoices for payment.			
56. Supports 1099 data collection at invoice or item levels.			
57. Allows credit memo and debit memo.			
58. Allows set-up of recurring invoices.			
59. Supports one-time vendor processing.			
60. Allows for separate entry of information for each line of an invoice, including:			
a. amount			
b. general ledger account code distribution (including ability to post to multiple account numbers for a single line item)			
c. default general ledger distribution by invoice			
d. distribution of general ledger to be allocated to multiple accounts by fixed dollar amounts or percentages			
e. notes			
61. Allows for online entry and editing of vendor direct pay invoice detail, including vendor number; windowed access for lookup for vendor name; invoice number; purchase order number; invoice date; 1099 code; due date; pay date; payment terms; bank; check type (normal, manual or wire transfer).			
62. Allows for line item payment, partial payment of line items or lump sum payments.			
63. Allows the option to prevent payment on invoices when the items ordered have not been received.			
64. Prevents paying an invoice twice to the same vendor.			
65. Allows for direct payments for items not encumbered on a purchase order. P-Cards			
66. Allows for direct pay invoices to be routed to various areas for approval prior to payment.			
67. Provides for various online approval paths based on:			
a. direct chain of command			
b. dollar amount of invoice			
c. account code			
d. commodity code			
68. Provide for online alternate approval paths based on authorization levels			
69. Allows for online lookup of invoices by multiple fields			

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	Yes	No	Comments
70. Provides ability to manage recurring accounts payable invoices based on known due dates and amounts.			
71. Provides for full online budget checking and security control when an invoice exceeds the purchase order amount.			
72. Systems provides a warning if the invoice exceeds the encumbered amount.			
73. Provides ability for selected users to override over budget conditions in real-time during entry of an invoice.			
74. Allows vendor numbers to be assigned by authorized city staff as an online process without requiring preliminary paperwork. – PREFER NOT			
75. Ability to attached digital documents to transactions.			
76. Ability to import electronic invoice information.			
ADVANCED PAYABLE FEATURES			
77. Provides system-identified payment limits.			
78. Generates manual checks on demand during invoice processing or allows entry for handwritten manual check number and date.			
79. Places overflow remittance information on blank paper eliminating the need to void checks.			
80. Provides on-screen Check Inquiry to assist with vendor inquiries with "drill-down" invoice capabilities.			
81. Handles both manual and electronic bank statement reconciliation of cleared and outstanding checks.			
82. Generates 1099 forms on laser printer and allows electronic filing to IRS.			
PRE-ENCUMBRANCES AND ENCUMBRANCES			
83. System automatically pre-encumbers funds upon entry of requisition.			
84. System automatically reverses the pre-encumbrance or encumbrance when a purchasing transaction is cancelled.			
85. Ability to automatically encumber funds in the budget system when purchase orders are entered and multiple accounting codes split from one purchase order.			
86. Related pre-encumbrance balances are liquidated when the encumbrance is created.			
87. Ability to automatically liquidate the encumbrance and release dollars when accounts payable invoices are entered, final payment is processed or the purchase order is closed.			
88. The outstanding balance of an encumbrance is liquidated when the related payment is a final payment.			
89. System can encumber against multiple accounts at the lowest organization level on a single purchase order by line item or purchase order.			
90. Ability to encumber service contracts.			

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	Yes	No	Comments
91. Ability to automatically check for budget capacity when an authorized payment greater than the outstanding encumbrance balance occurs.			
92. Ability to drop or roll over pre-encumbrances based on user-selected requisitions rolled over at year-end.			
93. Maintains a complete encumbrance history for each General Ledger item.			
94. Automatically adjusts encumbrance amounts when a modification is made to a purchase order, etc.			
95. Maintains encumbrances for grant funds.			
96. Provides available balances for, at minimum, the following:			
a. accounting period to date			
b. quarter to date			
c. year to date			
d. project/program to date			
BUDGETING			
97. Ability to produce projection reports combining actual and budget amounts, units or both.			
98. Ability to copy budgets to subsequent years.			
99. Allows mass update to budget with user-defined calculations.			
100. Lock budgets to prevent changes.			
101. Ability to upload/download budgets from spreadsheets or databases.			
BUDGET PREPARATION			
102. System provides ability to automatically interface to the general ledger/ budgetary system to:			
a. move ledger account status and detail history into the beginning budget development process			
b. transfer approved budget values into the general ledger			
103. Allows for creation and support of a multiple year budget.			
104. Provides ability to support multiple budget versions from initial request through final approval.			
105. Allows for the secured maintenance of multiple budget versions so that it cannot be changed, but is available for inquiry.			
106. Provides budget staff with the ability to perform modeling and develop trend analyses online.			
107. Ability to maintain budget accounts as hierarchies that can have an unlimited number of sub-levels and sub-accounts.			
BUDGET MANAGEMENT			
108. Provides budget staff with a wide variety of display and reporting options for budget data, including both standard and ad hoc reports.			

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	Yes	No	Comments
109. Allows on-line submission of budget transfers with approval pending based on user defined parameters.			
110. Ability to auto encumber budget transfers until final approval is complete.			
111. Ability to build restrictive rules for transferring budgetary dollars into other accounts.			
112. Provides accurate and immediate reporting on the status of any account code against the budget for that account, providing detail reports as well as online inquiries.			
BUDGET REPORTING			
113. Inquires by:			
a. Posting accounts			
b. Posting sub account			
c. Summary accounts			
d. Cost center			
e. Period or year selection			
114. Allows job schedules to be used to schedule reports to run at any time.			
115. Provide report writer output to Microsoft Excel and/or Adobe PDF			
116. Provide ability to export financials to a file for posting on web site			
117. Report writer includes auto distribution of completed report to user-defined recipients via e-mail.			
GENERAL LEDGER			
118. The General Ledger supports the following features:			
a. Provides user-defined interfund relationships to facilitate auto-balancing.			
b. 13 period processing.			
c. Prior period posting.			
d. Summary and posting cost centers.			
e. Manual journal entries requested by budget administrator and approved by city defined reviewer.			
f. Pull down 'look up' menus at entry fields.			
g. Allows and/or requires duplicate posting of journal entry to activity management (activity based costing, project accounting).			
h. Journal entry transactions accepts amounts, units or both.			
i. Auto reversing journal entries.			
j. Auto zero journal entries.			
119. System supports the following for recurring journal entries:			
a. ability to specify posting date			
b. ability to specify all periods or selected periods			
c. duration of recurring journal entries overlaps Fiscal Years			

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	Yes	No	Comments
120. Provides for online input of journal entries with real-time account verification and balancing.			
121. Allows for ability to maintain a running onscreen batch total for journal entries to balance to off-line totals.			
122. Allows for multiple users to simultaneously input journal entries and keep separate totals by operator of all entries for balancing purposes.			
123. Requires balancing entries (amounts).			
124. Displays T-Accounts for all transactions.			
125. Creates future period journal entries (normal, auto reversing and recurring).			
126. Produces recurring journal control report identifying status.			
127. Uploads journal entries from spreadsheets.			
128. Provides ability to generate financial statements as of any prior period (closed or open) while posting has continued on current period(s).			
129. Produces journal edit listing of detailed transactions.			
130. Produces journal control report identifying journal entry status.			
131. Produces balance sheet and income statements.			
132. Ability to post allocations in summary or detail.			
133. Provides online approval process for access, approval or disapproval of all over-budget requests.			
134. Allows for user-defined levels of budget management so that different general ledger accounts may be managed at different levels.			
135. Provides the ability to define summary accounts that define logical groupings of accounts throughout the system.			
136. Provides summary account and account roll-up capabilities.			
137. Maintains a variety of account types, including, but not limited to, summary accounts, statistical accounts and suspense accounts.			
138. Performs year-end closing automatically or according to a city-defined schedule.			
139. Allows for online inquiry into account balance and detail by posting date for any previous date for at least five years.			
140. Provides the ability to track and report on grants and projects that cross multiple funds and/or multiple years.			
141. Provides the ability to view, via online inquiry, all generic ledger transactions that are associated with projects and/or grants.			
142. Provides for inquiry into detail history by account number or transaction type.			
143. Allows users to access only those accounts to which they are authorized through the account security system.			
144. Provides audit trail capability for all entries posted to the general ledger.			
145. Allows the city to define and produce a variety of financial reports			
CASH MANAGEMENT			

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	Yes	No	Comments
146. Provides the ability to maintain a repository of all bank transactions, reconcile bank accounts, and retain bank account balance information.			
147. Uploads bank reconciliation information from a bank tape, file, or via transmission			
148. For each bank account, system produces a detailed check register with current balance.			
149. Allows for payment of multiple vendor invoices with one check, including detailing on check stub.			
150. Allows for online entry of cancelled checks that have cleared the bank, or the use of a bank-supplied tape for clearing of checks.			
151. Provides the automated ability to support wire transfer.			
152. Allows for the full tracking of activity related to a check including status, invoice(s) paid, dates, amount, etc.			
153. System can print checks by:			
a. fund;			
b. vendor name;			
c. vendor number;			
d. bank account;			
e. any element in the account code;			
f. location.			
1099 REPORTING			
154. System processes 1099 income reporting forms in accordance with Federal regulations.			
155. System produces both 1099 paper forms and magnetic media.			
156. Allows for electronic filing of 1099 forms and reports in compliance with IRS reporting requirements.			
157. Allows a vendor's 1099 status to be changed at any time during the year.			
158. Allows individual invoices to be included or excluded from 1099 income for a vendor as appropriate.			
159. Allows 1099 data to be pulled from two fiscal year databases showing totals by vendor name.			
160. Allows for 1099 Federal tax withholding on invoice payment.			
REPORTS			
161. Invoice matching reports include the following:			
a. Unmatched invoice listing			
b. Match analysis			
c. Proof of delivery statements			
d. Unmatched receipt listing			
e. Accounts payable reports include the following:			

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	Yes	No	Comments
f. Vendor listing			
g. Invoice edit report			
h. Open payables			
i. Cash forecasting			
j. Hold payments			
k. Invoice Accrual reconciliation			
l. Cash payment register			
m. Vendor payments			
n. Invoice distributions			
o. Reportable income			
p. Vendor labels			

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	Yes	No	Comments
J. PROCUREMENT SUITE			
PURCHASING-SPECIFIC REQUIREMENTS			
1. Ability to electronically authorize purchase orders navigating through authorization levels.			
2. System can combine multiple requisitions for items requested from the same vendor into one purchase order.			
3. System can combine identical items for different inventories and departments into a single order.			
4. Items not currently in item file database can be ordered, and then added to database.			
5. System will receive electronic pricing and order status confirmation from vendors.			
6. Allows users to fax purchase orders to vendors from within the application.			
7. Delivery documents may be viewed and receipt acknowledged electronically by customer at time of delivery, through use of hand-held data device.			
8. Purchase orders can be recalled using vendor name or purchase order numbers.			
9. Receiving by exception is available.			
10. System may prompt user of existing purchasing orders placed to a particular vendor while in the compose purchase order mode.			
11. When composing a purchase order, buyer can add purchase order notes that will be stored and can be printed on the purchase order document and accessed electronically by the accounts payable department at designated manager level.			
12. When composing a purchase order, buyer can add receiving notes that can be stored and accessed online by the Receiving department for delivery instructions. – Manager Level			
13. When composing a purchase order, fields of information can be defaulted from the item field when a new item is added to the order:			
14. When printing a purchase order, the user can select from many options			
15. Supports multiple authorization levels for purchase orders			
16. Provides automatic generation of purchase orders for inventory items, with ability to override manually.			
17. User can inquire online for purchase order status with multiple criteria			
18. Purchase order file has robust set of fields			
19. Procurement transactions are routed automatically for electronic approvals prior to arriving in purchase department for processing.			
20. Provides ability to default selected data (example – coding block, ship-to address, etc.) and the ability to override defaults.			
21. Ability to accommodate two- and three-way automatic matching process in any combination.			

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	Yes	No	Comments
22. Ability to electronically deliver purchase orders based upon the vendor's profile, including e-mail, fax, EDI, Vendor Portal and e-Commerce.			
23. Provide ability for vendors to enter W-9's online.			
24. Ability to attach digital documents (bids) to purchase orders			
25. Provide ability for vendors to log into system and retrieve their purchase orders			
26. Provide ability to track emergency, blanket and immediate POs			
27. Provide ability to override purchase order approval to designated personnel			
28. Retain images of purchase orders			
REQUISITION PROCESS			
29. Provides online requisition process for various types of requisitions including warehouse for filling supply orders, processing print jobs and issuing purchase orders to vendors.			
30. Ability for employees to enter requisition information online from system or web-base applications with automatic system review of the account code validity and budget capacity.			
31. Provide requisition templates for frequently ordered items.			
32. Allows requisitions to be sent out for electronic approval with warning messages available when budget capacity has been exceeded and optionally turn off the warning messages.			
33. Allows multiple levels of approval.			
34. Inquiry function allows requestors to view requisition status at any point in the process			
35. Ability to send requisitions directly to affected departments for immediate action.			
36. Accommodates multiple description lines that are printed on the purchase order form for each line item.			
37. Allows online bidding for orders needing multiple bids.			
PURCHASE ORDERS			
38. Provides conversion of quantities when vendor order units do not match inventory-tracking units.			
39. Ability to encumber against a blanket purchase order at the time the purchase order is issued.			
40. Ability to process blanket orders requiring multiple shipping dates for each item ordered.			
41. Ability to track the following on a blanket order:			
a. Payments made			
b. Number of orders			
c. Quantities			

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	Yes	No	Comments
d. By organization and account number			
e. Cumulative totals			
42. System edits the blanket order contract limit, remaining quantities and expiration date before allowing an additional purchase order, payment or encumbrance.			
43. Allows blanket purchase orders that permit partial payments.			
44. Allows Purchasing to consolidate and centralize purchase requirements from multiple locations/cost centers.			
45. Enables Purchasing to issue multiple purchase orders against one requisition.			
46. When a purchase order is allocated across multiple accounts, ensures that the total allocated balances with the total value of the purchase order.			
47. Permits fast tracking of purchase orders that meet certain City-defined criteria, e.g., under a certain amount or of a certain type, and include a reason for the fast track.			
RECEIVING-SPECIFIC REQUIREMENTS			
48. Provide for online receiving of goods ordered via Purchase Order at locations			
49. Allows user to enter receipts by exception (i.e., quantity received matches quantity ordered on all lines, user overrides).			
50. Receipts adjustments can be entered on partially received or closed purchase orders.			
51. Provides online inquiry of current receipt status for any purchase order or requisition.			
52. System will calculate and display the issue unit of measure based on the order unit of measure for a line item provided the contents breakdown is reflected in the Item File.			
53. Receipts of items allows:			
a. Multiple receipt locations			
b. User ID code of person receiving			
c. Receiving comments			
d. Receiving status			
54. In receipt mode, system can prompt user for invoice (packing slip) number.			
55. In receipt mode, the receiving person's name or user ID is automatically filled in on screen based on the user's sign-on.			
56. System allows multiple receiving reports to be entered for a single purchase order.			
57. Provides capability to default expected quantities from the purchase order into the receiving report entry screen, or to suppress expected quantities from being displayed.			

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	Yes	No	Comments
58. System automatically defaults all information from the purchase order to the receiving report entry screen.			
59. System automatically matches receiving information against purchase order information to determine if an invoice is ready for payment.			
60. Ability to handle overages, shortages, wrong or missing items.			
61. Ability to apply text to purchase orders to track vendor communications for returns, exchanges, warrants for current and previous fiscal years.			
PURCHASING/RECEIVING MANAGEMENT REPORTS			
62. Comprehensive reports for purchasing and receiving			