



**Town and School District of Mansfield,  
CT & Region 19 School District**

***Request for Proposal for an  
Integrated Financial Management, Human  
Resources, and Payroll System  
Bid # 2019-05***

**Issued: September 20, 2019  
Due: October 18, 2019**

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**Town and School District of Mansfield & Region 19 School District**

**Mansfield, Connecticut**

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

Subject: Request for Proposal No. 2019-05

Issued: September 20, 2019

Due On: October 18, 2019

Re: **Integrated Financial Management, Human Resources, & Payroll System**

The Town of Mansfield and Mansfield School District, along with Regional School District 19 of Mansfield Connecticut, will receive **SEALED BIDS** for performing the work as outlined in the accompanying specifications, in accordance with the following instructions, conditions and reservations:

**I. TOWN, SCHOOL DISTRICT, & REGION BACKGROUND**

**A. Statement of Purpose**

The Town, School District, and Region 19 School District of Mansfield are seeking qualified software vendors to replace their current financial management and human resource systems (Admins AUC), which includes general ledger, accounts payable, purchasing, treasury receipts, budgeting, and human resources (includes payroll). Mansfield also has a software system for Fixed Assets that they would like to replace with the new integrated system. The successful bidder(s) must be able to provide software solutions, project management services, installation services, training, hardware implementation (if required), and data conversion services. Bidders are expected to bid with a comprehensive software package that covers all modules, except for those identified as optional.

**B. Town of Mansfield, Mansfield School District, and Region 19 Overview**

The Town of Mansfield is a community in Tolland county, with approximately 26,000 residents and a total approximate area of 46 square miles. Mansfield contains many local attractions, art museums and galleries, and nature sites like bike paths, trails, and the Mansfield Hollow State Park. The Town also contains the community of Storrs, which is home to the main campus of the University of Connecticut.

The Mansfield School District includes four (4) public schools (3 Elementaries, 1 Middle). The combined operating budget for Town and School District is \$42,897,800. The budget for the Region is \$22,237,320.

Region 19 School District (also known as Edwin O. Smith High School) is a Regional High School for students in Mansfield, Ashford, and Willington, as well as agricultural education students from Coventry and Windham, CT and is served by a regional board of education.

Collectively, Mansfield anticipates requiring approximately 35 concurrent users on the system at any one time.

### C. Project Overview

The purpose of this project is to replace the current Financial Management and Human Resources/Payroll systems now in use by the Town, School District and Region. Mansfield has recognized that the lack of an integrated financial system and adequate financial management tools affects many departments ability to sufficiently process, track and report on the variety of financial and business data critical to their operations. In addition, limited financial information has resulted in a reliance on independent tracking methods that prevent users from easily sharing information within their respective departments and the School District as a whole.

An Integrated Financial Management System will provide the primary foundation for the Town, School District and Region's financial and human resources administrative operations. The project entails the identification and implementation of an integrated financial management system that meets Mansfield's fund accounting and business operating needs. The software solution should be easy-to-use, comprehensive, and reliable. It should also be able to consolidate all sources of the Town, School District, and Region's funding. Ultimately, the goal is to provide all personnel, regardless of location, easy access to complete, timely, and reliable financial, human resources and payroll information as required.

Town-wide standardization of a financial management system used for day-to-day activities will result in a number of beneficial impacts throughout the Town School District, and Region. Personnel will have access to the functions and information they need to communicate with other staff and perform their work whether they are located centrally in Town Hall or at the various locations or schools throughout the Town. Standardizing on a single integrated system will eliminate the confusion of dealing with more than one (1) software tool and concentrate staff energies towards becoming more proficient with one integrated solution.

D. Definition of Integration

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

E. Goals & Objectives of Computer Operations

As previously mentioned, the purpose for this project is to implement a new software application that will better meet the financial management, human resources and payroll needs of the Town, School District, and Region 19 while providing management with the tools required to direct the organization. Within this context, the goals and objectives of this effort are:

1. To establish a common database for the processing and tracking of all financial and personnel information for the Town and School District of Mansfield, and Region 19.
2. Identify a software solution that allows for future growth and expansion.
3. Implement an easy to use, web-based graphical user interface (if available) that allows for varying levels of computer expertise and ever-changing technology.
4. Select a system that allows importing and exporting of information into other applications including but not limited to: Excel, Word and Microsoft Access.

The Town, School District, and Region 19 are interested in a cloud-based, hosted SaaS software. Relevant SOC reports will be required prior to final selection.

F. Bid Process

Mansfield will receive sealed proposals until 12:00 PM on October 18, 2019 in the Finance Department Office of the Town of Mansfield. Please direct all mail to the following address:

Town of Mansfield  
Attention: Cherie Trahan  
Director of Finance  
4 S. Eagleville Road  
Audrey P. Beck Building  
Storrs-Mansfield, CT 06268  
(860) 429-3345

REQUEST FOR PROPOSAL FOR ANINTEGRATED FINANCIAL MANAGEMENT, HUMAN RESOURCES, AND PAYROLL SYSTEM

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

1. Proposal Inquiries

Any questions regarding the RFP's content and intention will be fielded and clarifications will be made. No questions or clarifications will be addressed unless received via email or in writing to Cherie Trahan ([TrahanCA@mansfieldct.org](mailto:TrahanCA@mansfieldct.org)) within the Town's Finance Department, no later than the due date identified under section 3. Key Project Dates. Any responses to these questions shall be sent to all registered bidders in writing or by email.

2. Instructions

Proposals may be hand-delivered or mailed to the attention of Cherie Trahan, Director of Finance at the above address and must be in a sealed envelope clearly marked "INTEGRATED FINANCIAL MANAGEMENT SOFTWARE SYSTEM-BID #2019-05." Please submit one (1) original and Six (6) copies of the proposal. Also include an electronic copy of the proposal on USB.

3. Key Project Dates

The key dates for this proposal are as follows:

| <b>Item</b>                               | <b>Date</b>                          |
|---|--------------------------------------|
| a. Bid posting                            | September 20, 2019                   |
| b. Optional Pre-Bid Teleconference        | October 8, 2019 11:00 am EST         |
| c. Bidder Questions Due                   | October 8, 2019 4:30 pm EST          |
| d. Answers to Questions Due               | October 11, 2019                     |
| <b>e. Bid response due</b>                | <b>October 18, 2019 12:00 pm EST</b> |
| f. <i>Selection of Finalists</i>          | <i>October 25, 2019</i>              |
| g. <i>Test Drive Vendor Presentations</i> | <i>December 2 – 6, 2019</i>          |
| h. <i>Reference Checks</i>                | <i>December 9 – 12, 2019</i>         |
| i. <i>Bid Award</i>                       | <i>December 17, 2019</i>             |
| j. <i>Begin Contract Negotiations</i>     | <i>December 18, 2011</i>             |

*\*Items f-j are tentative due dates and are subject to change.*

#### 4. Method of Award

An Award will be made to the bidder meeting the conditions and specifications as set forth herein. Mansfield reserves the right to select the bidder whose software best meets the RFP criteria and is in the best interests of the Town, School District and the Region. Mansfield is not obligated to select the lowest bidder.

#### 5. Award Procedure

Based on the responses to the RFP, the project team will short-list and invite selected bidders to participate in the next phase of the evaluation process, the "Test Drives." The "Test Drives" provide an opportunity for Mansfield personnel to review the overall capabilities of the integrated financial management and human resource/payroll solution. The successful bidders will receive written notice from the Town and be provided with information for this presentation. Please note that not all vendors responding will be given an opportunity to provide a "Test Drive."

The Town, School District, and Region 19 may also visit or contact selected client reference sites to gain a better understanding of how the systems operate. (Please note the dates set aside for reference checks and demonstrations under the Key Project Dates section.) Mansfield reserves the right to accept or reject any proposal and to request detailed responses to follow up questions following the Test Drives. All finalists will be provided an opportunity to clarify or detail responses to the same questions.

#### 6. Evaluation Criteria

At the completion of this project, Mansfield will review all information received (including RFP responses, Test Drive evaluations, references, and costs) to identify the successful bidder. All Bidders will be evaluated based on the following criteria:

- a. Software functionality, as indicated in the responses to the general and functional requirements.
- b. Background and experience in providing software solutions to Towns and School Districts similar in size, structure, and complexity to the Town and School District of Mansfield (including Region 19). Additional weight will be given to companies with installations in Connecticut Towns and School Districts.
- c. The vendor's on-site, hands-on software Test Drive (only selected vendors will perform the on-site test drive).

- d. Vendor's client references and demonstrated record of successful implementations.
- e. Accuracy and format of the RFP response.
- f. Complete, integrated software solution.
- g. Cost.

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

Notice of Award will be issued to advise the successful bidder of the intended award of the contract, and of the vendor's obligations to Mansfield in the way of bid documents furnished by the vendor, including the Performance Bond and the required Insurance Certificate (as covered in Section G). Until the successful bidder meets these obligations, the vendor is forbidden to proceed with the contract.

#### G. Conditions

##### 1. Performance Bond

The vendor awarded the contract must provide to the Town of Mansfield a performance bond in the amount of one hundred (100) percent of the contract. The bond shall be drawn to the order of the "Town of Mansfield" and provided prior to the commencement of work. A company authorized to write such surety bonds in the State of Connecticut must issue the bond.

##### 2. Insurance

The successful contractor will be required to provide insurance coverage as follows with the Town of Mansfield named as an additional insured:

- a. General Liability: \$1,000,000 per occurrence; \$2,000,000 aggregate, with Town of Mansfield included as additional insured.
- b. Automobile Liability: \$1,000,000 Combined single limit
- c. Workers' Compensation: Per State of Connecticut Statute, and Employer Liability coverage of \$100,000/\$500,000/\$100,000.
- d. Professional Liability: \$1,000,000 each claim/\$1,000,000 annual aggregate.
- e. Umbrella Liability: \$2,000,000 per occurrence/\$2,000,000 aggregate, extending over the General Liability, Automobile Liability, and Employer Liability section of the Workers Compensation Policy.



- f. Recommended: Cyber Liability coverage of at least \$1,000,000 for first- and third-party claims.

3. Taxes

Since the Town and School District of Mansfield, including Region 19 are exempt from all taxes, no charges for taxes of any kind should be included in your bid or on any invoices to Mansfield.

4. Assignment of Contract

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

5. Prices

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

6. Federal, State and Local Laws

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

7. RFP Responses

The RFP document and responses to this RFP will become part of the contract between the Town, School District, Region 19 and the selected bidder.

8. Exception to Specifications

No protest regarding the validity or appropriateness of the specifications or of the Invitation for Bids will be considered, unless the protest is filed in writing with the Purchasing Authority, prior to the closing date for the bids. All bid proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the bidder.

9. Unless Otherwise Noted

It will be assumed that all terms and conditions and specifications will be complied with and will be considered as part of the Bid Proposal.

## II. SOFTWARE SYSTEM REQUIREMENTS

In this section, we have provided a breakdown of the critical functions and features we require on a module by module basis. It is our intention that the selected system will meet, and exceed, all of the stated criteria. Integration of all these modules is required in order to ensure accuracy, timeliness and minimize duplication of effort. However, we recognize that each vendor's software modules might not be organized in the same fashion as outlined on the following pages.

The functionality of the overall software system is critical to Mansfield, not the module name. As you respond to this RFP please identify the module that contains this functionality if it is not within the designated module. We will be carefully weighing independent application functionality against ease-of-integration issues as we evaluate the responses.

### A. General Ledger

The general ledger should be a roll-up of the detailed transaction information typically originating within other installed modules, including accounts payable, accounts receivable, grants/projects, payroll, etc. The general ledger should, in detail, track all financial transactions by Fund, Function, Department, Object, Program and sometimes/where needed, Project. The general ledger should allow users the ability to "drill down" into various levels of transaction information.

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

### B. Budget

The Budget module should be used to enter and track next year's Town and/or School District and Region 19's proposed financial budget figures. Budget figures for FTE's and other expenditures should be entered in summary and/or line item detail allowing reports to be generated based on Town departments or by School District and Region 19 business segments. The goal is to enter and submit budget requests online without reentry of information. Each Department/School should be able to submit their budget (derived originally from the previous year's FTEs and expenditure information) and incorporate their respective budget into the overall Town, School District and Region's budgets. The Town, School District, and Region must maintain and track separate budgets.

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

C. Purchase Requisitions

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

D. Purchase Orders

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

E. Accounts Payable

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

F. Accounts Receivable

The accounts receivable module should directly integrate with the general ledger. Accounts receivable should maintain and track cash receipts, post cash and adjustments entries to invoices and automatically update financial information in the general ledger. Accounts receivable should maintain a historical record of all clients’ invoices and respective payments for a

minimum of 5 years. This module must also be able to generate bills for a wide variety of purposes.

G. Fixed Assets

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

H. Inventory (Not Required)

The Town, School District, and Region do not presently use an inventory management system, nor are goods for either organization maintained or entered into an inventory system. However, the Town and/or School District and/or Region may wish to use an inventory system to track and store a limited amount of information related to inventory items. In this case, the software should be integrated with the purchase order, accounts payable, and grant/project modules. "Drill-down" inquiry functions should provide easy look-up of inventory items.

I. Grants/Project Management

The grants/project management module should be able to interface to the general ledger, accounts payable and accounts receivable module. This module should be able to easily track income and expenditures against a grant and/or project. The module should track the entire grant/project process, from an initial inquiry to an approval of a grant/project. The grants module should allow users to set up multiple funds or budgets for a grant/project. This system should be able to manage grants and projects that span multiple years and/or across fiscal years. The ability for the system to notify users when a grant is nearing end (e.g. funds need to be spent down) would be beneficial.

J. Student Activity Funds (Not Required)

Mansfield currently uses QuickBooks to manage student activity funds. The Mansfield Middle School is the only School with an Athletic Activity Fund Account. The account is a single signature checking account for the High School (Region 19) and dual signature checking accounts for all other schools with select individuals, as appointed by the Superintendent, to sign for checks.

Each school activity collects money through various fundraising events. Collections are summarized on an Activity Collection Form. The Tax Collector's Office is currently responsible for entering the receipts into the General Ledger after reviewing the Collection Form. Accounts are reconciled monthly by the Accounting/Finance Department through the use of spreadsheets maintained by each School.

Schools can request disbursement of funds from Finance after obtaining appropriate approvals and setting up a purchase order with supporting documentation.

Mansfield would like to automate the processes surrounding the setup, collection of, and disbursement of student activity funds.

K. Human Resources

The human resources module must be tightly integrated with the payroll module. This module should be able to maintain employee's personal information including employee pay rates according to tenured and non-tenured experience, sick time, vacation time, and any other paid time off. The personnel module should be able to track School District positions – certified and classified, personnel certifications, union memberships, training and education. Position Control capability is essential. Electronic personnel action forms (ePAFs) should be available.

This system should be able to maintain customized personnel information by adding custom fields for employee's record such as evaluations and job performance. The system should also provide an interface or have experience in exchanging data with automated substitute management systems.

We would like to consider offering a portal for employees through the system (e.g. Employee Portal/Self-Service functionality). This is referenced in lines 26 and 27 of the HR tab of the accompanying Functions and Features Checklist.

L. Payroll

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

As a shared services municipality, Mansfield is unique in that it manages six (6) payroll entities as follows:

1. Town of Mansfield
2. Mansfield School District
3. Region 19 School District
4. Eastern Highlands Health District
5. Mansfield Discovery Depot
6. Mansfield Downtown Partnership

The payroll module must be able to accommodate these six (6) entities with different tax IDs and bank accounts.

M. Time and Attendance (Not Required)

Mansfield currently utilizes paper timesheets for both salaried and hourly employees as a means to capture hours worked as well as employee accruals (sick days, vacation, etc.). Mansfield would like to replace paper timesheets with an electronic timekeeping system that integrates with the payroll module. This module is not required of vendors in order to respond to this RFP. If your software does not offer a timekeeping/time and attendance component, please specify the systems that your software is compatible with.

The School District (and some Town Departments) currently use Frontline (formerly AESOP) software for time and attendance as well as time requests off. The Parks and Recreation Department (Mansfield Community Center) uses FinTrac (a product from Vermont Systems) to manage time for their employees. Please indicate if your software will be able to integrate with these existing systems in order to track employee accruals and process payroll.

N. Report Writer

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

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

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

- Sub-totals and summary information on any selected field

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

O. Content/Document Management (Not Required)

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

P. On-line Search Capabilities

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

Q. Security

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

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

### III. SOFTWARE EVALUATION CRITERIA

#### A. Project Objectives

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

- Eliminating unnecessary duplication of efforts,
- Improving timeliness and accuracy of information entered,
- Allowing for up-to-the-minute information to management to support critical business decisions,
- Decentralized processing,
- Integrating data between modules,
- Integrating/interfacing data between systems (the new financial management system and existing Mansfield software).

#### B. System Platforms

As part of this project, Mansfield is reviewing their technology environment to determine the most effective platform for primary business systems and office automation. All platforms will be considered.

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

#### C. Training and Vendor Support

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

#### D. "Test Drives"

After all responses to the RFP have been evaluated and reviewed, the Town, School District, and Region 19 may select two to three vendors to move into the next phase of evaluation. The "Test Drive" is the phase of evaluation that allows the Town, School District, and Region 19 to see the proposed system first hand. The Project Team will develop and provide the selected software vendors in advance with operational scenarios in order to confirm that the software will meet the organizational needs. It is our goal to "test drive" the vendors software system to confirm its ease of use, flow of information entered, and ability to report on and extract information.



#### IV. RESPONSE GUIDELINES

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

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

THE DESIGN AND FORMAT OF THESE DOCUMENTS ARE THE SOLE PROPERTY OF THE TOWN OF MANSFIELD, MANSFIELD SCHOOL DISTRICT, AND REGION 19 SCHOOL DISTRICT. Use of these formats without the express permission of the Town, School District, and Region and is prohibited. If additional space is necessary to complete your response, please indicate this on the respective form and provide the additional documentation.

##### A. Vendor Information

The first section of your proposal should include the following:

##### **1. Company Information (first page):**

- a. Company Name, Address, Phone Number, Fax Number, E-Mail Address and web site (if applicable)
- b. Name and title of the individual(s) authorized to make representations for the bidder.

##### **2. The vendor shall represent and warrant in the proposal that:**

- a. The software proposed shall conform to the vendor's written specifications;
- b. The software proposed shall function according to published manufacturer specifications at the acceptance date for such software
- c. The vendor shall also modify, adjust, repair and/or replace said software as the Town, School District, and Region deem it to be necessary or appropriate to have it perform in full accordance with the vendor's written specifications.

##### **3. "Statement of Qualifications" that contains the following:**

- a. Historical, financial, sales, and organizational information.

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

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

4. **Four (4) Town and/or School District references from unrelated projects.** Although Connecticut references are preferred, they are not required. At least one (1) reference should be a customer for whom a dual implementation (Town and School) was performed. At least one (1) reference must be a client for whom an implementation has been performed in the past two (2) years and at least one (1) must be for a current customer that implemented more than three (3) years ago. The systems installed at the reference sites must be comparable to that being proposed. References must include the following information:
  - a. Town/School District name and address.
  - b. Date of installation.
  - c. Configuration.
  - d. Contact information and phone number(s) of functional system users.
5. **Four (4) Town/School references where software support is being provided.** At least one (1) reference should be a customer for whom a dual implementation was performed. References must include the following information:
  - a. Town/School District name and address; contact and phone number(s) for those responsible for making support calls and working directly with the Bidder to resolve.
  - b. Support services used (coverage periods and response times).
  - c. Date support initiated.
  - d. Products supported.
  - e. Configuration.

f. Geographic area.

*Please note: The same references may be provided for both sections 4 and 5. However, the System users references must be oriented toward functionality and software reliability, whereas the support users reference will address responsiveness to support calls.*

## 6. Client Reference Worksheet

Please complete the table below with the number of (installations, new clients, clients lost, etc.) for each module. (E.g. The number of new clients added in 2018 who installed the General Ledger module).

|   | Description                                    | General Ledger | Purchasing | Payroll | Human Resources |
|---|--|----------------|------------|---------|-----------------|
| A | All Installations                              |                |            |         |                 |
| B | CT Town Installations                          |                |            |         |                 |
| C | CT Board of Education Installations            |                |            |         |                 |
| D | Combined Town and BOE Installations            |                |            |         |                 |
| E | Town Installations                             |                |            |         |                 |
| F | Board of Education Installations               |                |            |         |                 |
| G | Combined CT Town and BOE Installations         |                |            |         |                 |
| H | New Clients added in calendar year 2018        |                |            |         |                 |
| I | Existing Clients lost in calendar year 2018    |                |            |         |                 |
| J | New CT Clients added in calendar year 2018     |                |            |         |                 |
| K | Existing CT Clients lost in calendar year 2018 |                |            |         |                 |
| L | New Clients added in calendar year 2017        |                |            |         |                 |
| M | Existing Clients lost in calendar year 2017    |                |            |         |                 |
| N | New CT Clients added in calendar year 2017     |                |            |         |                 |
| O | Existing CT Clients lost in calendar year 2017 |                |            |         |                 |

## 7. A realistic sample implementation plan for all modules proposed that contains the following information:

- Tasks, resources, and milestones for all items proposed in the RFP.
- A number of days base, rather than actual dates.
- Clearly identify Mansfield's obligation for the implementation.

**8. Project deliverables, including a list of major tasks, resources, milestones, and criteria acceptance for each proposed module for training, consulting, and data conversion.**

**9. A sample training plan identifying:**

- Vendor and client responsibilities.
- Training styles and techniques.
- Expected number of client employees to be trained.
- Expected results after training session.
- Training handouts.
- Retraining/follow-up training policies.
- Training room requirements.

## B. Package Profile

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

1. Name and Release of proposed system:

---

2. Date of first release of proposed system:

---

3. Last major release date of proposed system:

---

4. Next planned release date of proposed system:

---

5. Next release version number:

---

6. Frequency of per year (on average):

Major releases \_\_\_\_\_

Minor releases \_\_\_\_\_

7. Please indicate major enhancements made to the software over the last 3 years (by version/release and date):

8. Programming language and/or development tool for your software:

9. Identify the data architecture and database for your software (please give name and vendor). Also, please provide a pictorial presentation of your data architecture (i.e. Data model).

10. Hardware and operating systems your software runs on:

11. Warranty period (included in purchase price):

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

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

14. Please indicate any other applications that may meet the Town, School District and Region's needs for which:

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

- A third-party built a custom interface to (please describe):

- Any application you are aware of that may integrate well with your system (For example, the Town currently uses Vision Appraisal for tax assessment and Quality Data Systems (QDS) for tax collection) Please also identify any timekeeping software:

15. Software support services/options:



16. What are your available Disaster Recovery services/options? Additionally, if you have a Disaster Recovery Plan or a public summary of how you handle Disaster Recovery, we welcome its inclusion in the submission.

17. What are your Application Service Provider (ASP)/Software as a Service (SAAS) services/options?

18. Do you have a Service Level Agreement (SLA) for reliability of your cloud-based solution such as up time, maintenance windows, performance speeds, and/or available data storage size? Additionally, can you speak to your past performance with your system in the past 24 months in terms of similar reliability measures?

19. How do you handle security and compliance requirements since you host confidential and sensitive financial and human resource data? For example, how do you handle physical/procedural security; how do you handle security of your data center; and how do you handle industry data compliance standards?

20. For an end-user to connect to your cloud-based solution, what is required? For example, is it Windows-based only, or does it work on alternate operating systems as well? (I.e. Chrome devices, iOS tablets, etc.). Additionally, is it HTML 5 compatible? Do any components of your offerings require the user to install a plug-in or additional piece of software?

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

Contact    \_\_\_\_\_

Location    \_\_\_\_\_

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

Contact    \_\_\_\_\_

Location    \_\_\_\_\_

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

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

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

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

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

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

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

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

|                             |  |
|-----------------------------|--|
| Number of Support Personnel |  |
| Number of Sales Personnel   |  |
| Number of R&D Personnel     |  |
| Number of Other Personnel   |  |

31. Describe your approach to technical support and what your guaranteed response time is:

C. Report Writer

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

D. Other Services

**1. Conversion**

- a. Describe conversion services provided.
- b. Include a description of the tasks required to load or build the databases and the party responsible for completing the tasks.
- c. Describe any conversion aids that may be available.
- d. Provide a time table of the conversion process.
- e. Describe responsibilities for validating converted data.
- f. Our current system has a large quantity of scanned documents (invoices, quotes, etc.) that users have attached to records in our current financial system. Describe how you might handle migration of scanned documents in the existing system.

**2. System Implementation**

- a. Estimate the overall duration and effort required implementing the system.
- b. Include a brief description of the implementation and estimated time for each task.
- c. Provide information on your recommended sequence of implementation for modules/groups of modules.

- d. Estimate the amount of time you typically dedicate to implementing the recommended system at an organization comparable in size and complexity to the Town and School District of Mansfield.
- e. Please specify what the client responsibilities would be.
- f. What are you recommended testing methods for software during the implementation phase?

### **3. Training**

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

### **4. Annual Maintenance**

- a. Identify how annual maintenance fees are calculated.
- b. When does the annual maintenance period begin?
- c. What services are included in the annual maintenance program?
- d. How much is annual maintenance expected to increase over the next five years?
- e. What have the historical increases in maintenance costs been over the past 5 years?

E. Cost Summary

Assuming that there are 35 concurrent users, please provide the costs for the following:

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

**a. Software and Annual Maintenance Costs**

|   | Application Software<br>Module | Software<br>Price | Annual<br>Maintenance<br>Price | Total |
|---|--------------------------------|-------------------|--------------------------------|-------|
| A | General Ledger                 |                   |                                |       |
| B | Budget                         |                   |                                |       |
| C | Purchase Requisitions          |                   |                                |       |
| D | Purchase Orders                |                   |                                |       |
| E | Accounts Payable               |                   |                                |       |
| F | Accounts Receivable            |                   |                                |       |
| G | Fixed/Capital Assets           |                   |                                |       |
| H | Inventory                      |                   |                                |       |
| I | Grants/Project Management      |                   |                                |       |
| J | Human Resources                |                   |                                |       |
| K | Payroll                        |                   |                                |       |
| L | Time & Attendance              |                   |                                |       |
| M | Report Writer                  |                   |                                |       |
| N | Document Management            |                   |                                |       |

**Total**

---

**Optional Software and Annual Maintenance Price**

|  | Application Software<br>Module | Software<br>Price | Annual<br>Maintenance<br>Price | Total |
|--|--------------------------------|-------------------|--------------------------------|-------|
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |
|  |                                |                   |                                |       |

**Total**

---



**b. Consulting Services Costs**

|   | Application Software Module | Rate \$ per Day | Minimum Number of Days | Minimum Total | Max Number of Days | Total |
|---|-----------------------------|-----------------|------------------------|---------------|--------------------|-------|
| A | General Ledger              |                 |                        |               |                    |       |
| B | Budget                      |                 |                        |               |                    |       |
| C | Purchase Requisitions       |                 |                        |               |                    |       |
| D | Purchase Orders             |                 |                        |               |                    |       |
| E | Accounts Payable            |                 |                        |               |                    |       |
| F | Accounts Receivable         |                 |                        |               |                    |       |
| G | Fixed/Capital Assets        |                 |                        |               |                    |       |
| H | Inventory                   |                 |                        |               |                    |       |
| I | Grants/Project Management   |                 |                        |               |                    |       |
| J | Human Resources             |                 |                        |               |                    |       |
| K | Payroll                     |                 |                        |               |                    |       |
| L | Time & Attendance           |                 |                        |               |                    |       |
| M | Report Writer               |                 |                        |               |                    |       |
| N | Document Management         |                 |                        |               |                    |       |

**Total**  
**Travel cost for consulting**

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**Optional Consulting Services**

|  | Application Software Module | Rate \$ per Day | Minimum Number of Days | Minimum Total | Max Number of Days | Recommended Total |
|--|-----------------------------|-----------------|------------------------|---------------|--------------------|-------------------|
|  |                             |                 |                        |               |                    |                   |
|  |                             |                 |                        |               |                    |                   |
|  |                             |                 |                        |               |                    |                   |

**Total**  
**Travel cost for optional modules**

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**c. Training Services Costs**

|   | Application Software Module | Rate \$ per Day | Minimum Number of Days | Minimum Total | Max Number of Days | Total |
|---|-----------------------------|-----------------|------------------------|---------------|--------------------|-------|
| A | General Ledger              |                 |                        |               |                    |       |
| B | Budget                      |                 |                        |               |                    |       |
| C | Purchase Requisitions       |                 |                        |               |                    |       |
| D | Purchase Orders             |                 |                        |               |                    |       |
| E | Accounts Payable            |                 |                        |               |                    |       |
| F | Accounts Receivable         |                 |                        |               |                    |       |
| G | Fixed/Capital Assets        |                 |                        |               |                    |       |
| H | Inventory                   |                 |                        |               |                    |       |
| I | Grants/Project Management   |                 |                        |               |                    |       |
| J | Human Resources             |                 |                        |               |                    |       |
| K | Payroll                     |                 |                        |               |                    |       |
| L | Time & Attendance           |                 |                        |               |                    |       |
| M | Report Writer               |                 |                        |               |                    |       |
| N | Document Management         |                 |                        |               |                    |       |

**Total**

**Travel cost for training**

=====

=====

**Optional Training Services**

|  | Application Software Module | Rate \$ per Day | Minimum Number of Days | Minimum Total | Max Number of Days | Recommended Total |
|--|-----------------------------|-----------------|------------------------|---------------|--------------------|-------------------|
|  |                             |                 |                        |               |                    |                   |
|  |                             |                 |                        |               |                    |                   |
|  |                             |                 |                        |               |                    |                   |

**Total**

**Travel cost for optional training**

=====

=====

**d. Conversion Services Costs**

|   | Application Software Module | Rate \$ per Day | Minimum Number of Days | Minimum Total | Max Number of Days | Total |
|---|-----------------------------|-----------------|------------------------|---------------|--------------------|-------|
| A | General Ledger              |                 |                        |               |                    |       |
| B | Budget                      |                 |                        |               |                    |       |
| C | Purchase Requisitions       |                 |                        |               |                    |       |
| D | Purchase Orders             |                 |                        |               |                    |       |
| E | Accounts Payable            |                 |                        |               |                    |       |
| F | Accounts Receivable         |                 |                        |               |                    |       |
| G | Fixed/Capital Assets        |                 |                        |               |                    |       |
| H | Inventory                   |                 |                        |               |                    |       |
| I | Grants/Project Management   |                 |                        |               |                    |       |
| J | Human Resources             |                 |                        |               |                    |       |
| K | Payroll                     |                 |                        |               |                    |       |
| L | Time & Attendance           |                 |                        |               |                    |       |
| M | Report Writer               |                 |                        |               |                    |       |
| N | Document Management         |                 |                        |               |                    |       |

**Total**

**Travel cost for conversion**

=====

=====

**Optional Conversion Services**

|  | Application Software Module | Rate \$ per Day | Minimum Number of Days | Minimum Total | Max Number of Days | Recommended Total |
|--|-----------------------------|-----------------|------------------------|---------------|--------------------|-------------------|
|  |                             |                 |                        |               |                    |                   |
|  |                             |                 |                        |               |                    |                   |
|  |                             |                 |                        |               |                    |                   |

**Total**

**Travel cost for optional conversion**

=====

=====

**e. Custom/Enhancement Costs**

|   | <b>Application Software Module</b> | <b>Number Of Days</b> | <b>Total Amount</b> | <b>Comments</b> |
|---|------------------------------------|-----------------------|---------------------|-----------------|
| A | General Ledger                     |                       |                     |                 |
| B | Budget                             |                       |                     |                 |
| C | Purchase Requisitions              |                       |                     |                 |
| D | Purchase Orders                    |                       |                     |                 |
| E | Accounts Payable                   |                       |                     |                 |
| F | Accounts Receivable                |                       |                     |                 |
| G | Fixed/Capital Assets               |                       |                     |                 |
| H | Inventory                          |                       |                     |                 |
| I | Grants/Project Management          |                       |                     |                 |
| J | Human Resources                    |                       |                     |                 |
| K | Payroll                            |                       |                     |                 |
| L | Time & Attendance                  |                       |                     |                 |
| M | Report Writer                      |                       |                     |                 |
| N | Document Management                |                       |                     |                 |

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

|  | <b>Application Software Module</b> | <b>Number of Days</b> | <b>Total Amount</b> | <b>Comments</b> |
|--|------------------------------------|-----------------------|---------------------|-----------------|
|  |                                    |                       |                     |                 |
|  |                                    |                       |                     |                 |
|  |                                    |                       |                     |                 |
|  |                                    |                       |                     |                 |
|  |                                    |                       |                     |                 |
|  |                                    |                       |                     |                 |
|  |                                    |                       |                     |                 |
|  |                                    |                       |                     |                 |
|  |                                    |                       |                     |                 |

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

**f. Software Functionality Analysis and Features List**

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

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

Please use the comments fields to include any explanations or clarifications.

Note: If you would like to complete the functions and features checklist electronically, using Excel, please contact Mansfield Finance Director, Cherie Trahan ([TrahanCA@mansfieldct.org](mailto:TrahanCA@mansfieldct.org)), for a copy.

**Town of Mansfield**  
**Government Financial Management Software**  
**Vendor Functions and Features Checklist**

| <b>Table of Contents</b>                   |                     |  |
|--|---------------------|--|
| <b>Section</b>                             | <b>Abbreviation</b> | <b>Business Function/Application Area</b>  |
| <b>General and Technical Requirements</b>  |                     |  |
| <b>1</b>                                   | <b>GEN</b>          | General and Technical Capabilities         |
| <b>Financial and Operational Functions</b> |                     |  |
| <b>2</b>                                   | <b>GL</b>           | General Ledger                             |
| <b>3</b>                                   | <b>BUGT</b>         | Budgeting                                  |
| <b>4</b>                                   | <b>REQ</b>          | Requisitions                               |
| <b>5</b>                                   | <b>PO</b>           | Purchasing                                 |
| <b>6</b>                                   | <b>AP</b>           | Accounts Payable                           |
| <b>7</b>                                   | <b>AR</b>           | Accounts Receivable                        |
| <b>8</b>                                   | <b>FA</b>           | Fixed Assets                               |
| <b>9</b>                                   | <b>INV</b>          | Inventory (Not Required)                   |
| <b>10</b>                                  | <b>GA</b>           | Grant/Project Accounting                   |
| <b>11</b>                                  | <b>HR</b>           | Human Resources                            |
| <b>12</b>                                  | <b>PR</b>           | Payroll                                    |
| <b>13</b>                                  | <b>RW</b>           | Report Writing                             |
| <b>14</b>                                  | <b>CM</b>           | Content/Document Management (Not Required) |

| Town of Mansfield<br>Government Financial Management Software<br>General Features<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General and Technical Capabilities</b>  |   |                                 |                           |               |          |
| Requirement ID   |   |                                 |                           |               |          |
| <b>I. System Design</b>  |   |                                 |                           |               |          |
| 1.   | Designed specifically for Local Municipalities and Boards of Education/School Districts                           |                                 |                           |               |          |
| 2.   | Has a Windows graphical user interface (GUI) design   |                                 |                           |               |          |
| 3.   | Has a web-based user interface design   |                                 |                           |               |          |
| 4.   | Data is managed using a standard relational database engine   |                                 |                           |               |          |
| 5.   | ODBC compliant  |                                 |                           |               |          |
| 6.   | Data can be exported into standard spreadsheet file (Excel)   |                                 |                           |               |          |
| 7.   | Data can be exported into standard database file (Access)   |                                 |                           |               |          |
| 8.   | Data can be exported into standard word-processing file (Microsoft Word)  |                                 |                           |               |          |
| 9.   | Data can be exported to PDF   |                                 |                           |               |          |
| 10.  | Data can be exported into comma delimited file/CSV  |                                 |                           |               |          |
| 11.  | Data can be exported into an ASCII file   |                                 |                           |               |          |
| 12.  | All system master and transaction data files can be exported  |                                 |                           |               |          |
| 13.  | All system transaction records can be exported  |                                 |                           |               |          |
| 14.  | Allows the ability to electronically import all system master and transaction files from external source          |                                 |                           |               |          |
| 15.  | Fully integrated using a modular approach   |                                 |                           |               |          |
| 16.  | Data can be accessed using look-up windows, pull-down field lists (i.e., vendors, clients, etc.)                  |                                 |                           |               |          |
| 17.  | Multiple users can operate in multiple modules concurrently   |                                 |                           |               |          |
| 18.  | Multiple users can operate in the same module concurrently  |                                 |                           |               |          |
| 19.  | Data entry screens can be customized to user specifications   |                                 |                           |               |          |
| 21.  | Provides "drill-down" and "drill-up" capabilities for any and all transactions                                    |                                 |                           |               |          |
| 22.  | Provides "drill-down" and "drill-up" capabilities for any and all Accounting string segments                      |                                 |                           |               |          |
| 23.  | Provides "warning" messages when blatantly incorrect entries are attempted (i.e. posting payroll to capital fund) |                                 |                           |               |          |
| 24.  | School Interoperability Framework (SIF) compliant   |                                 |                           |               |          |
| 25.  | Ability to open or view/toggle multiple screens/windows simultaneously  |                                 |                           |               |          |
| 26.  | Ability to have a user-customized menu (what each user has access to)   |                                 |                           |               |          |
| 27.  | Ability to create a list of frequent items used (or favorites)  |                                 |                           |               |          |
| 28.  | Ability to view/access account description next to an account number  |                                 |                           |               |          |
| <b>II. Network Features</b>  |   |                                 |                           |               |          |
| 1.   | Operates in a Cloud environment   |                                 |                           |               |          |
| 2.   | Operates in a Windows 20xx server environment   |                                 |                           |               |          |
| 3.   | Works within a Terminal Services Environment  |                                 |                           |               |          |
| 4.   | Works within a Citrix Environment   |                                 |                           |               |          |
| 5.   | Supports network virtualization via VMware  |                                 |                           |               |          |
| 6.   | Supports network virtualization via Hyper-V   |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>General Features<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General and Technical Capabilities</b>  |  |                                 |                           |               |          |
| <b>III. Communications</b>   |  |                                 |                           |               |          |
| 1.   | Can be accessed with appropriate security via the Internet for all features                              |                                 |                           |               |          |
| 2.   | Allows remote access via Virtual Private Network (VPN)   |                                 |                           |               |          |
| 3.   | Allows remote access via direct dial-up  |                                 |                           |               |          |
| 4.   | Allows remote access via Citrix/Terminal Server  |                                 |                           |               |          |
| <b>IV. System Security</b>   |  |                                 |                           |               |          |
| 1.   | Security access controls throughout system can be set at the:  |                                 |                           |               |          |
|  | a. System level  |                                 |                           |               |          |
|  | b. Module level  |                                 |                           |               |          |
|  | c. Menu option level   |                                 |                           |               |          |
|  | d. Accounting string segments  |                                 |                           |               |          |
| 2.   | Security access controls allowed are:  |                                 |                           |               |          |
|  | a. No access   |                                 |                           |               |          |
|  | b. Inquiry/Read  |                                 |                           |               |          |
|  | c. Write   |                                 |                           |               |          |
|  | d. Change  |                                 |                           |               |          |
|  | e. Delete  |                                 |                           |               |          |
| 3.   | Security Access controls for multiple users can be assigned via workgroups                               |                                 |                           |               |          |
| 4.   | Group and/or role-based security   |                                 |                           |               |          |
| <b>V. Data &amp; File Maintenance Utilities</b>  |  |                                 |                           |               |          |
| 1.   | Backup and restore utilities are standard  |                                 |                           |               |          |
| 2.   | Data file recovery and control record correction utilities are standard                                  |                                 |                           |               |          |
| 3.   | Data integrity checks occur within the system at module startup  |                                 |                           |               |          |
| 4.   | Allows a user-friendly definable archive per module by:  |                                 |                           |               |          |
|  | a. Date range  |                                 |                           |               |          |
|  | b. Accounting String levels  |                                 |                           |               |          |
| 5.   | System allows a user-friendly definable purge/deletion per module by:                                    |                                 |                           |               |          |
|  | a. Date range  |                                 |                           |               |          |
|  | b. Accounting String levels  |                                 |                           |               |          |
| 6.   | Supports at least two different environments or databases to allow for production processing and testing |                                 |                           |               |          |
| 7.   | All system master and transaction database files retained for a minimum of 5 years                       |                                 |                           |               |          |
| 8.   | All system master and transaction database files retained until archived/purged                          |                                 |                           |               |          |



| Town of Mansfield<br>Government Financial Management Software<br>General Features<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General and Technical Capabilities</b>  |   |                                 |                           |               |          |
| <b>VI. Report Output Options</b>   |   |                                 |                           |               |          |
| 1.   | Reports printed to screen have full view access   |                                 |                           |               |          |
| 2.   | Reports printed to screen have "drill-down" access to information detail                                |                                 |                           |               |          |
| 3.   | Reports can be saved to ASCII file format without headers   |                                 |                           |               |          |
| 4.   | Reports can be saved to ASCII file format with headers  |                                 |                           |               |          |
| 5.   | Reports can be saved to a comma delimited file format without headers                                   |                                 |                           |               |          |
| 6.   | Reports can be saved to a comma delimited file format with headers                                      |                                 |                           |               |          |
| 7.   | Reports can be saved to MS Word file format   |                                 |                           |               |          |
| 8.   | Reports can be saved to MS Excel file format  |                                 |                           |               |          |
| 9.   | Reports can be saved to MS Access file format   |                                 |                           |               |          |
| 10.  | Reports can be saved directly to an HTML file format (for Internet use)                                 |                                 |                           |               |          |
| 11.  | Reports can be saved directly to an XML file format   |                                 |                           |               |          |
| 12.  | Reports can be saved to Adobe PDF format  |                                 |                           |               |          |
| 13.  | Standard reports can be run with ad-hoc selection criteria (i.e., specified data range, etc.)           |                                 |                           |               |          |
| <b>VII. Standard Report Features</b>   |   |                                 |                           |               |          |
| 1.   | Standard sets of reports are available within each module   |                                 |                           |               |          |
| 2.   | Standard reports can be run with ad-hoc selection criteria (i.e., specified data range, etc.)           |                                 |                           |               |          |
| 3.   | Ascending, descending and multiple sort criteria can be assigned to multiple fields                     |                                 |                           |               |          |
| <b>VIII. Report Writer Features</b>  |   |                                 |                           |               |          |
| 1.   | Has a user-friendly quick ad-hoc report writer feature  |                                 |                           |               |          |
| 2.   | Report writer has easy to use design and editing features (insert text, character formats, spacing)     |                                 |                           |               |          |
| 3.   | Data fields and formats can be formatted and positioned according to user needs                         |                                 |                           |               |          |
| 4.   | All fields within all module databases are available for report creation                                |                                 |                           |               |          |
| 5.   | Standard Query Language (SQL) is available  |                                 |                           |               |          |
| 6.   | Ascending, descending and multiple sort criteria can be assigned to multiple fields                     |                                 |                           |               |          |
| 7.   | Totals, averages, highest and lowest number functions can be set to any numeric group, column, or field |                                 |                           |               |          |
| 8.   | Boolean logic functions can be used for numeric fields  |                                 |                           |               |          |
| 9.   | Ad-hoc reports can be saved for future re-use and made available for any user                           |                                 |                           |               |          |
| 10.  | Report writer supports paper sizes greater than 132 columns   |                                 |                           |               |          |
| 11.  | Graphs and charts can be produced/created within system   |                                 |                           |               |          |
| 12.  | Includes a financial reports customization utility  |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>General Features<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General and Technical Capabilities</b>  |   |                                 |                           |               |          |
| <b>IX. Software Documentation</b>  |   |                                 |                           |               |          |
| 1.   | Full documentation is available in hard copy                            |                                 |                           |               |          |
| 2.   | Full documentation is available on-line within the system               |                                 |                           |               |          |
| 3.   | System documentation contains the following:                            |                                 |                           |               |          |
|  | a. Full system index  |                                 |                           |               |          |
|  | b. Full glossary of terms used within text                              |                                 |                           |               |          |
|  | c. All error codes and detailed instructions on how to resolve problems |                                 |                           |               |          |
|  | d. Detailed functional software documentation                           |                                 |                           |               |          |
|  | e. Detailed technical software documentation                            |                                 |                           |               |          |
|  | f. User training guide and manual                                       |                                 |                           |               |          |
| <b>X. On-line Help</b>   |   |                                 |                           |               |          |
| 1.   | On-Line help contains the following:                                    |                                 |                           |               |          |
|  | a. Context sensitive help information at module/field level             |                                 |                           |               |          |
|  | b. Help library can be searched using context sensitive queries         |                                 |                           |               |          |
|  | c. Key topics can be searched   |                                 |                           |               |          |
|  | d. User definable help messages may be added to system                  |                                 |                           |               |          |
|  | e. Error code detail can be obtained                                    |                                 |                           |               |          |
|  | f. System tutorial  |                                 |                           |               |          |
| 2.   | Error code messages are presented in plain English                      |                                 |                           |               |          |
| <b>XI. Tickler System</b>  |   |                                 |                           |               |          |
| 1.   | A Note/Tickler system exists within the General Ledger module           |                                 |                           |               |          |
| 2.   | A Note/Tickler system exists within the Accounts Payable module         |                                 |                           |               |          |
| 3.   | A Note/Tickler system exists within the Accounts Receivable module      |                                 |                           |               |          |
| 4.   | A Note/Tickler system exists within the P.O. Requisition module         |                                 |                           |               |          |
| 5.   | A Note/Tickler system exists within the Purchasing module               |                                 |                           |               |          |
| 6.   | A Note/Tickler system exists within the Grant/Project Accounting module |                                 |                           |               |          |
| 7.   | A Note/Tickler system exists within the Budget module                   |                                 |                           |               |          |
| 8.   | A Note/Tickler system exists within the Personnel module                |                                 |                           |               |          |
| 9.   | A Note/Tickler system exists within the Payroll module                  |                                 |                           |               |          |
| 10.  | Ticklers can be tracked by:   |                                 |                           |               |          |
|  | a. Entry date   |                                 |                           |               |          |
|  | b. Task start date  |                                 |                           |               |          |
|  | c. Task completion date   |                                 |                           |               |          |
|  | d. Task category  |                                 |                           |               |          |
|  | e. Tickler code   |                                 |                           |               |          |
|  | f. Unlimited text   |                                 |                           |               |          |
|  | g. Contract expiration date   |                                 |                           |               |          |
| 11.  | Reports can be generated based on tickler fields                        |                                 |                           |               |          |
| 12.  | User can access tickler reports on line                                 |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>General Features<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General and Technical Capabilities</b>  |   |                                 |                           |               |          |
| <b>XII. Audit Trail information</b>  |   |                                 |                           |               |          |
| 1.   | Audit trail information is captured for all module master and transaction files, including: |                                 |                           |               |          |
|  | a. Transaction description  |                                 |                           |               |          |
|  | b. Before and after image of transaction  |                                 |                           |               |          |
|  | c. Before and after image of change   |                                 |                           |               |          |
|  | d. Date and time stamp of transaction change  |                                 |                           |               |          |
|  | e. User identification information  |                                 |                           |               |          |
| 2.   | Prevents deletion of transactions that have been posted to the system                       |                                 |                           |               |          |
| 3.   | Reports meet GAAP (generally accepted accounting principles) guidelines                     |                                 |                           |               |          |
| 4.   | Produces standardized fund accounting reports   |                                 |                           |               |          |
| 5.   | Produces reports in compliance with GASB, including GASB 34                                 |                                 |                           |               |          |
| 6.   | Reports are available for viewing online and printed format                                 |                                 |                           |               |          |
| 7.   | Supports downloading of all reports into Excel, Access, and PDF files                       |                                 |                           |               |          |
| 8.   | Supports both laser and impact printers   |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>General Features<br>Vendor System Functions and Features List  |  | Software Functionality Analysis |                           |               |          |
|---|--|---------------------------------|---------------------------|---------------|----------|
|   |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General and Technical Capabilities</b>   |  |                                 |                           |               |          |
| <b>XIII. System Integrations</b>  |  |                                 |                           |               |          |
| For the systems below, please indicate if your system can be interfaced/integrated. Feel free to use the comments section for clarity/explanations. Please also indicate if an added cost will apply. |  |                                 |                           |               |          |
| 1.  | RecTrack (Parks and Recreation Program Management, online system; a product from Vermont Systems)  |                                 |                           |               |          |
| 2.  | FinTrack (Parks and Recreation Timekeeping system; a product from Vermont Systems)   |                                 |                           |               |          |
| 3.  | Magnet (Planning and Zoning Permitting system; integrates with Vision)   |                                 |                           |               |          |
| 4.  | InvoiceCloud (Online payment system)   |                                 |                           |               |          |
| 5.  | ViewPoint Cloud (Health Department Permitting system)  |                                 |                           |               |          |
| 6.  | QuickBooks (Used by the School District to manage Student Activity Funds; this can be replaced if your software offers student activity fund capabilities) |                                 |                           |               |          |
| 7.  | COTT (Public Records Management Software; used primarily by Town Clerk, Animal Control)  |                                 |                           |               |          |
| 8.  | Facility Dude (Work Order Management system; used by Facilities)   |                                 |                           |               |          |
| 9.  | Frontline Absence Management & Time and Attendance (formerly Veritime/AESOP; Used by Facilities & School District for Absence tracking and timekeeping)    |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>General Features<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General and Technical Capabilities</b>  |   |                                 |                           |               |          |
| 10.  | Frontline Recruiting & Hiring (formerly AppliTrack; Used by the School District for hiring; applicant tracking)   |                                 |                           |               |          |
| 11.  | ProCare (Used by Discovery Depot Daycare for Time and Attendance)   |                                 |                           |               |          |
| 12.  | Energy WatchDog (Web-based system where Facilities Department enters/tracks energy usage from utility bills)  |                                 |                           |               |          |
| 13.  | PowerSchool (Student Information System; includes Cafeteria Point of Sale (POS) system)   |                                 |                           |               |          |
| 14.  | Vision 8 (Appraisal software; Used by Assessor)   |                                 |                           |               |          |
| 15.  | Quality Data Systems (QDS) (Tax Collection software)  |                                 |                           |               |          |
| 16.  | J.P. Morgan/Chase Purchasing Card program (Pcards are used heavily by all Departments to make purchases. It is important that the financial system receives updated spending information from J.P. Morgan/Chase in order to update account balances for the Departments in real-time (or as soon as possible) |                                 |                           |               |          |
| 17.  | Mainstreet GIS (Geographical Information System; interfaces with Vision for property updates)   |                                 |                           |               |          |
| 18.  | RTA Fleet Management (Fleet Management Software; formerly known as Ron Turley)  |                                 |                           |               |          |

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

| Town of Mansfield<br>Government Financial Management Software<br>General Ledger<br>Vendor System Functions and Features List |    |   | Software Functionality Analysis |                           |               |          |
|--|----|---|---------------------------------|---------------------------|---------------|----------|
|  |    |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General Ledger Capabilities</b>   |    |   |                                 |                           |               |          |
| 23.  |    | System provides automatic due to/due from (interfund) processing for all transactions                     |                                 |                           |               |          |
| 24.  |    | System tracks pre-encumbrance and encumbrance activities  |                                 |                           |               |          |
| 25.  |    | Journal entries can be approved online via user defined workflow  |                                 |                           |               |          |
| 26.  |    | Standard and variable recurring journal entries may be established  |                                 |                           |               |          |
| 27.  |    | All general journal entry information is entered on one screen  |                                 |                           |               |          |
| 28.  |    | Each transaction has a unique reference number (General Journal Number plus General Journal Entry Number) |                                 |                           |               |          |
| 29.  |    | An unlimited number of transaction detail entries can be retained   |                                 |                           |               |          |
| 29.  |    | Ability to drill down to detailed transactions and attachments  |                                 |                           |               |          |
| 30.  |    | Ability to perform bank reconciliations   |                                 |                           |               |          |
| <b>III. Posting to General Ledger/General Journal</b>  |    |   |                                 |                           |               |          |
| 1.   |    | Transactions can be posted to GL in real-time mode making all key data current                            |                                 |                           |               |          |
| 2.   |    | Transactions can be posted to GL in batch mode by users   |                                 |                           |               |          |
| 3.   |    | Users can select specific batches to post   |                                 |                           |               |          |
| 4.   |    | System provides the ability to import journal entries from non-integrated systems                         |                                 |                           |               |          |
| 5.   |    | Imported journal entries are subject to the same controls as entries generated within the GL              |                                 |                           |               |          |
| 6.   |    | System allows posting to both prior and future accounting periods with appropriate permissions            |                                 |                           |               |          |
| 7.   |    | Date sensitive posting is allowed by:   |                                 |                           |               |          |
|  | a. | Designated posting period   |                                 |                           |               |          |
|  | b. | According to effective transaction date   |                                 |                           |               |          |
| 8.   |    | System will not post transactions unless debit/credit is in balance                                       |                                 |                           |               |          |
| <b>IV. On-Line Inquiry</b>   |    |   |                                 |                           |               |          |
| 1.   |    | Transaction detail can be viewed for current fiscal year  |                                 |                           |               |          |
| 2.   |    | Transaction detail can be viewed for any prior fiscal year  |                                 |                           |               |          |
| 3.   |    | Transaction detail may be viewed according to a user defined range of dates                               |                                 |                           |               |          |
| 4.   |    | Prior year transaction detail may be viewed by a user-defined range of dates                              |                                 |                           |               |          |
| 5.   |    | Ability to search by:   |                                 |                           |               |          |
|  | a. | Any chart of account segment  |                                 |                           |               |          |
|  | b. | General journal entry date  |                                 |                           |               |          |
|  | c. | Reference number (General Journal Number/General Journal Entry Number)                                    |                                 |                           |               |          |
|  | d. | User  |                                 |                           |               |          |
|  | e. | Amount  |                                 |                           |               |          |
| 6.   |    | On-line inquiry items can be printed  |                                 |                           |               |          |
| 7.   |    | On-line inquiry items can be exported to Excel  |                                 |                           |               |          |
| 8.   |    | On-line inquiry items can be exported to PDF  |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>General Ledger<br>Vendor System Functions and Features List |    |   | Software Functionality Analysis |                           |               |          |
|--|----|---|---------------------------------|---------------------------|---------------|----------|
|  |    |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>General Ledger Capabilities</b>   |    |   |                                 |                           |               |          |
| <b>V. Standard Reports</b>   |    |   |                                 |                           |               |          |
| 1.   |    | Reports are designed to be generated by end users with selection criteria                                 |                                 |                           |               |          |
| 2.   |    | Transaction detail reports may be:  |                                 |                           |               |          |
|  | a. | Printed according to a range of GL reference numbers  |                                 |                           |               |          |
|  | b. | Printed by date range   |                                 |                           |               |          |
|  | c. | Printed by journal type   |                                 |                           |               |          |
|  | d. | Sorted by journal entry number  |                                 |                           |               |          |
|  | e. | Sorted by journal entry date  |                                 |                           |               |          |
|  | f. | Include journal source data   |                                 |                           |               |          |
| 3.   |    | Reports can be generated on demand in detail or summary   |                                 |                           |               |          |
| 4.   |    | The following financial reports can be generated either on a MTD or YTD basis:                            |                                 |                           |               |          |
|  | a. | Town-wide Financial Statements  |                                 |                           |               |          |
|  |    | i. Statement of net assets  |                                 |                           |               |          |
|  |    | ii. Statement of activities   |                                 |                           |               |          |
|  |    | iii. Balance Sheet comprised of all funds   |                                 |                           |               |          |
|  | b. | Fund Financial Statements   |                                 |                           |               |          |
|  |    | Fund balance sheets   |                                 |                           |               |          |
|  |    | ii. Statement of revenue, expenditure and changes in fund balance   |                                 |                           |               |          |
|  | c. | Proprietary Fund Statements   |                                 |                           |               |          |
|  |    | i. Fund balance sheets  |                                 |                           |               |          |
|  |    | ii. Statement of revenue, expenditure and changes in fund balance   |                                 |                           |               |          |
|  |    | iii. Statement of cash flows  |                                 |                           |               |          |
|  |    | iv. Ability to create cash forecasts  |                                 |                           |               |          |
|  | d. | Fiduciary Fund Statements   |                                 |                           |               |          |
|  |    | i. Statement of net assets  |                                 |                           |               |          |
|  |    | ii. Statement of changes in fiduciary net assets  |                                 |                           |               |          |
|  | e. | Budgetary Comparison Reports  |                                 |                           |               |          |
|  |    | i. Budget-to-actual comparison schedule   |                                 |                           |               |          |
|  |    | ii. Statement of revenue, expenditure and changes in fund balance   |                                 |                           |               |          |
| 5.   |    | Ability to generate financial statements by grant/project   |                                 |                           |               |          |
| 6.   |    | System can produce all financial reports required by the State of Connecticut (ED001, ED111, ED141, etc.) |                                 |                           |               |          |
| 7.   |    | System can generate ED001 State reports (future)  |                                 |                           |               |          |
| 8.   |    | System capability to generate separate State/Federal reports for Town & School District (future)          |                                 |                           |               |          |



| Town of Mansfield<br>Government Financial Management Software<br>Budget<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Budget Capabilities</b>   |  |                                 |                           |               |          |
| Requirement ID   |  |                                 |                           |               |          |
| <b>I. System Integration</b>   |  |                                 |                           |               |          |
| 1.   | General Ledger: Budget transaction data automatically applied to specified GL accounts                                       |                                 |                           |               |          |
| 2.   | Provides ability to interface with the payroll/human resource modules to provide budgeting by position and for payroll costs |                                 |                           |               |          |
| 3.   | Import: System allows the ability to electronically import budget transactions   |                                 |                           |               |          |
| 4.   | Export: System allows the ability to electronically export budget transactions   |                                 |                           |               |          |
| 5.   | Ability to upload the budget to the system from Excel  |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>   |  |                                 |                           |               |          |
| 1.   | New fiscal year budget can be established automatically by rolling over the prior fiscal year budget                         |                                 |                           |               |          |
| 2.   | Rolling over budgets can be adjusted for the new fiscal year using a fixed dollar amount                                     |                                 |                           |               |          |
| 3.   | Rolling over budgets can be adjusted for the new fiscal year using a percentage amount                                       |                                 |                           |               |          |
| 4.   | Rolling over budgets can be adjusted for the new fiscal year using a formula   |                                 |                           |               |          |
| 5.   | Original and revised budgets for each account are retained   |                                 |                           |               |          |
| 6.   | All Budget Totals including Balance can be tracked at each Accounting String segment level                                   |                                 |                           |               |          |
| 7.   | Budget information can be stored for up to five years or more  |                                 |                           |               |          |
| 8.   | Budget module provides a warning if purchase requisition exceeds budget limit  |                                 |                           |               |          |
| 9.   | Budget module provides a warning if Purchase Orders exceed budget limit  |                                 |                           |               |          |
| 10.  | Budget override is available by security permissions   |                                 |                           |               |          |
| 11.  | Supports on-line centralized and on-line decentralized budget input during budget preparation                                |                                 |                           |               |          |
|  | Allows Departments to run their own projections and merge to final budget  |                                 |                           |               |          |
|  | System can notify Departments when budgets have been entered   |                                 |                           |               |          |
| 12.  | System automatically allocates the account budget amount across accounting periods   |                                 |                           |               |          |
| 13.  | Ability to aggregate user defined accounts to check budgets at a user defined level  |                                 |                           |               |          |
| 14.  | Provides for the input of text comments to explain budget entries  |                                 |                           |               |          |
| 15.  | Produces current year estimates based on current year budget and year-to-date actual amounts                                 |                                 |                           |               |          |
| 16.  | Supports decentralized input of budget adjustments   |                                 |                           |               |          |
| 17.  | Supports a user defined workflow for input, approval, and posting of budget adjustments                                      |                                 |                           |               |          |
| 18.  | Provides ability to drill-down on actual balances to see detail transactions for accounts                                    |                                 |                           |               |          |
| 19.  | Users can enter narratives/budget descriptions for each budget line item   |                                 |                           |               |          |
| 20.  | System tracks multiple narratives per budget line item   |                                 |                           |               |          |
| 21.  | Ability to add breakout codes (department code, and object code)   |                                 |                           |               |          |
| 22.  | Ability to handle different budget cycles  |                                 |                           |               |          |
| 23.  | Ability to generate the comprehensive budget book including graphs, photos, text descriptions                                |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Budget<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Budget Capabilities</b>   |   |                                 |                           |               |          |
| <b>III. Forecasting Features</b>   |   |                                 |                           |               |          |
| 1.   | Budget forecasts include the ability to create multiple "what-if" scenarios using existing data                     |                                 |                           |               |          |
| 2.   | Forecasts include employee compensation data including salaries, benefits and expected increases to both            |                                 |                           |               |          |
| 3.   | "What-if" scenarios can be saved for re-use and evaluation  |                                 |                           |               |          |
| 4.   | Produces 1-5 year projected budget  |                                 |                           |               |          |
| 5.   | Ability to create projected project costs for next year   |                                 |                           |               |          |
| 6.   | Forecasting scenarios can be rolled over to establish the adopted budget  |                                 |                           |               |          |
| 7.   | Ability to restrict employee access between Town, School District, and Region employees                             |                                 |                           |               |          |
| 8.   | Forecast data can be imported to/exported from Microsoft Excel spreadsheet formats                                  |                                 |                           |               |          |
| 9.   | System has ability, based on historical trends, to project total expenses and total revenues at the fiscal year end |                                 |                           |               |          |
| 10.  | Forecasting utilities include on-line multiple views  |                                 |                           |               |          |
| 11.  | Forecasting features include spreadsheet functionality  |                                 |                           |               |          |
| 12.  | Users can create multiple analytical "views" of forecast data   |                                 |                           |               |          |
| <b>IV. On-line Inquiry</b>   |   |                                 |                           |               |          |
| 1.   | Ability to query by:  |                                 |                           |               |          |
|  | a. Any combination of Accounting String Segment levels  |                                 |                           |               |          |
|  | b. Fiscal Year/Month  |                                 |                           |               |          |
|  | c. Calendar Year  |                                 |                           |               |          |
|  | d. Budget modification  |                                 |                           |               |          |
|  | e. Budget total amount  |                                 |                           |               |          |
|  | f. User definable field   |                                 |                           |               |          |
| 2.   | On-line inquiries can be printed  |                                 |                           |               |          |
| 3.   | Online inquiries can be exported to Excel   |                                 |                           |               |          |
| <b>V. Standard Reports</b>   |   |                                 |                           |               |          |
| 1.   | Actual vs. Budget Reports by any combination of Accounting String Segment levels                                    |                                 |                           |               |          |
| 2.   | Past budget vs. actual performance history  |                                 |                           |               |          |
| 3.   | Five-year Budget Comparison Report  |                                 |                           |               |          |
| 4.   | Provide monitoring reports based on user-defined parameters (ex. All expenditures more than 5% over budget)         |                                 |                           |               |          |
| 5.   | Budget Journal Report   |                                 |                           |               |          |
| 6.   | Budget Distribution Report  |                                 |                           |               |          |
| 7.   | Budget Adjustment Journals  |                                 |                           |               |          |
| 8.   | Encumbered Budget Report  |                                 |                           |               |          |
| 9.   | Departmental Budget Report  |                                 |                           |               |          |
| 10.  | Budget Worksheet Report   |                                 |                           |               |          |
| 11.  | Budget Detail for Selected Period   |                                 |                           |               |          |
| 12.  | Budget Detail by Date Range   |                                 |                           |               |          |
| 13.  | Budget reports by any combination of Accounting String Segment levels   |                                 |                           |               |          |
| 14.  | Year-to-Date Budget report  |                                 |                           |               |          |
| <b>VI. Audit Trails and Security</b>   |   |                                 |                           |               |          |
| 1.   | Maintains an audit trail of all budget level inputs and approvals   |                                 |                           |               |          |
| 2.   | Provides ability to lock budget after approval to prevent modification  |                                 |                           |               |          |
| 3.   | Maintains an audit trail of all budget adjustments (transfers or additional appropriations)                         |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Purchase Requisitions<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|---|---|---------------------------------|---------------------------|---------------|----------|
|   |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Purchase Requisitions Capabilities</b>   |   |                                 |                           |               |          |
| Requirement ID  |   |                                 |                           |               |          |
| <b>I. System Integration</b>  |   |                                 |                           |               |          |
| 1.  | General Ledger: Purchasing transaction data automatically applied to specified GL Accounts    |                                 |                           |               |          |
| 2.  | Budget: Purchasing transaction data automatically checks budget amount/availability           |                                 |                           |               |          |
| 3.  | Purchase Order: Requisition module automatically updates Purchase Order Module                |                                 |                           |               |          |
| 4.  | Inventory: Requisitions confirm and adjust on-hand quantities in specific locations           |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>  |   |                                 |                           |               |          |
| 1.  | Software allows users to electronically enter purchase requisition information                |                                 |                           |               |          |
| 2.  | Commodity can be assigned to requisition from a lookup table                                  |                                 |                           |               |          |
| 3.  | Vendor can be assigned to requisition from a lookup table                                     |                                 |                           |               |          |
| 4.  | Users can enter a request comment per requisition line item                                   |                                 |                           |               |          |
| 5.  | Requisition numbers are automatically generated by system                                     |                                 |                           |               |          |
| 6.  | Order date can be system generated to be current date   |                                 |                           |               |          |
| 7.  | Order date can be overridden by user with date greater than current date                      |                                 |                           |               |          |
| 8.  | A requisition can generate multiple purchase order numbers                                    |                                 |                           |               |          |
| 9.  | Supports centralized and decentralized input of purchase requisitions                         |                                 |                           |               |          |
| 10.   | Automatically commits funds when requisitions are approved                                    |                                 |                           |               |          |
| 11.   | Supports on-line documentation of vendor quotes received by requisitions                      |                                 |                           |               |          |
| 12.   | Users can distribute each line item to multiple accounts                                      |                                 |                           |               |          |
| 13.   | Ability to enter item quantities and amount by line item                                      |                                 |                           |               |          |
| 14.   | Special instructions to vendor can be added to requisition document                           |                                 |                           |               |          |
| 15.   | System provides free-form comment field for internal purposes                                 |                                 |                           |               |          |
| 16.   | Software prevents users from exceeding budget by line item (unless authorized by permissions) |                                 |                           |               |          |
| 17.   | Software prevents users from exceeding budget by group of line items (unless authorized)      |                                 |                           |               |          |
| 18.   | User security determines if a user has authority to exceed a budget line item                 |                                 |                           |               |          |
| 19.   | User defined workflow routes requisitions for approval  |                                 |                           |               |          |
| 20.   | Separate and distinct approval routings can be setup by department/location                   |                                 |                           |               |          |
| 21.   | Approvals can be established according to set dollar levels or authority                      |                                 |                           |               |          |
| 22.   | Allows input of requisitions for future year  |                                 |                           |               |          |
| 23.   | Requisitions can be filled by on-hand quantities in inventory                                 |                                 |                           |               |          |
| 24.   | Item quantities can be defined by vendor unit of measure                                      |                                 |                           |               |          |
| 25.   | Warning provided if requisition exceeds the budget limit for an account                       |                                 |                           |               |          |
| 26.   | Software can automatically route requisitions for approval                                    |                                 |                           |               |          |
| <b>III. On-line Catalog</b>   |   |                                 |                           |               |          |
| 1.  | Integrates with on-line vendor catalogs   |                                 |                           |               |          |
| 2.  | Catalog(s) and content can be searched by product or by vendor                                |                                 |                           |               |          |
| 3.  | Ability to limit selection of materials available for requisition                             |                                 |                           |               |          |
| 4.  | Catalog tracks quantities and prices ordered  |                                 |                           |               |          |
| 5.  | Catalog items can be linked to contract purchase orders established with vendor               |                                 |                           |               |          |
| 6.  | Requisitioners can quickly and easily find the items they need to buy                         |                                 |                           |               |          |
| 7.  | Integrates with Inventory to validate on-hand quantities vs. items that must be ordered       |                                 |                           |               |          |

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

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

| Town of Mansfield<br>Government Financial Management Software<br>Purchase Orders<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|---|---|---------------------------------|---------------------------|---------------|----------|
|   |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Purchase Order Capabilities</b>  |   |                                 |                           |               |          |
| 21.   | Ability to copy Purchasing Order Detail to new Purchasing Order                                   |                                 |                           |               |          |
| 22.   | Partially received orders may be manually closed  |                                 |                           |               |          |
| 23.   | Purchase Orders must be fully received to automatically be closed                                 |                                 |                           |               |          |
| 24.   | Purchase Order modifications are tracked  |                                 |                           |               |          |
| 25.   | Provides capability to utilize workflow to track modifications to purchase orders                 |                                 |                           |               |          |
| 26.   | Supports emailing purchase orders to vendor   |                                 |                           |               |          |
| 27.   | Ability to restrict employee access between Town and School District employees (future)           |                                 |                           |               |          |
| 28.   | Software prevents users from exceeding budget by line item  |                                 |                           |               |          |
| 29.   | Item quantities can be defined by vendor unit of measure  |                                 |                           |               |          |
| 30.   | Item amount can be overridden by a user   |                                 |                           |               |          |
| 31.   | Ability to hold PO until future year in which PO was input becomes current year                   |                                 |                           |               |          |
| 32.   | Ability to produce warnings and notifications for corresponding supporting documentation          |                                 |                           |               |          |
| 33.   | Ability to handle a split PO (multiple payments against one PO)                                   |                                 |                           |               |          |
| 34.   | Ability for PO to present short description when searched   |                                 |                           |               |          |
| 35.   | Ability to enter multiple purchase orders to the same line item on the same screen (continuously) |                                 |                           |               |          |
| 36.   | Ability to create credit memos  |                                 |                           |               |          |
| 37.   | Ability to create PO change orders with system approvals  |                                 |                           |               |          |
| 38.   | Ability to create recurring purchase orders   |                                 |                           |               |          |
| 39.   | Ability to link RFP's/RFQ's directly into the system for purchasing                               |                                 |                           |               |          |
| <b>III. On-line Inquiry</b>   |   |                                 |                           |               |          |
| 1.  | Ability to query by:  |                                 |                           |               |          |
|   | a. Purchase Order Date using a date range   |                                 |                           |               |          |
|   | b. PO Type  |                                 |                           |               |          |
|   | c. PO Number  |                                 |                           |               |          |
|   | d. Vendor Name  |                                 |                           |               |          |
|   | e. Vendor Number  |                                 |                           |               |          |
|   | f. Department/Location  |                                 |                           |               |          |
|   | g. Order Status   |                                 |                           |               |          |
|   | h. Requisition Approver   |                                 |                           |               |          |
|   | i. Requisition Number   |                                 |                           |               |          |
|   | j. PO Change Orders   |                                 |                           |               |          |
|   | k. PO receipts  |                                 |                           |               |          |
|   | l. Requisition & PO Comments  |                                 |                           |               |          |
|   | m. Commodity code   |                                 |                           |               |          |
|   | n. G/L Code   |                                 |                           |               |          |
|   | o. User Definable Fields  |                                 |                           |               |          |
| 2.  | On-line inquiries can be printed  |                                 |                           |               |          |
| 3.  | On-line inquiries can be exported to Excel  |                                 |                           |               |          |
| 4.  | On-line inquiries can be exported to PDF  |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Purchase Orders<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|---|---|---------------------------------|---------------------------|---------------|----------|
|   |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Purchase Order Capabilities</b>  |   |                                 |                           |               |          |
| <b>IV. Standard Reports</b>   |   |                                 |                           |               |          |
| 1.  | Order Status reports by:  |                                 |                           |               |          |
|   | a. Vendor Name  |                                 |                           |               |          |
|   | b. Vendor Number  |                                 |                           |               |          |
|   | c. Requestor's Department   |                                 |                           |               |          |
|   | d. Requestor's Approver   |                                 |                           |               |          |
|   | e. Date Range on Order Date   |                                 |                           |               |          |
|   | f. PO Status (open vs. closed)  |                                 |                           |               |          |
|   | g. PO Number  |                                 |                           |               |          |
|   | h. PO Change Orders   |                                 |                           |               |          |
|   | i. PO receipts  |                                 |                           |               |          |
|   | j. Requisition & PO Comments  |                                 |                           |               |          |
|   | k. Commodity code   |                                 |                           |               |          |
|   | l. G/L account  |                                 |                           |               |          |
| 2.  | Expected Delivery - List of deliveries by date required   |                                 |                           |               |          |
| 3.  | Purchase History - for current, year-to-date and prior fiscal years                             |                                 |                           |               |          |
| 4.  | Overdue Purchasing Documents by any combination of G/L account segments                         |                                 |                           |               |          |
| 5.  | Commodity Code purchase analysis by Department  |                                 |                           |               |          |
| 6.  | Receipt History report  |                                 |                           |               |          |
| 7.  | Encumbrance Reports by any combination of G/L account segments                                  |                                 |                           |               |          |
| 8.  | Vendor Performance Tracking   |                                 |                           |               |          |
| <b>V. Audit Trail and Security</b>  |   |                                 |                           |               |          |
| 1.  | Allows users to inquire the on-line audit trail   |                                 |                           |               |          |
| 2.  | Logs all changes made to vendor file showing user id, date, and time                            |                                 |                           |               |          |
| 3.  | Logs all changes made to requisitions and purchase orders showing user id, date, and time       |                                 |                           |               |          |
| 4.  | Provides software security over the ability to generate and electronically sign purchase orders |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Accounts Payable<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Accounts Payable Capabilities</b>   |  |                                 |                           |               |          |
| Requirement ID   |  |                                 |                           |               |          |
| <b>I. System Integration</b>   |  |                                 |                           |               |          |
| 1.   | General Ledger: Accounts Payable Transaction data automatically applied to specified GL accounts                           |                                 |                           |               |          |
| 2.   | Budget: Accounts Payable data automatically applied by Accounting String to Budget Module                                  |                                 |                           |               |          |
| 3.   | Purchasing: Accounts Payable automatically updated by Purchase Order Module  |                                 |                           |               |          |
| 4.   | Grant/Project Accounting: Accounts Payable Transaction data automatically applied to specific Grant/Project in this module |                                 |                           |               |          |
| 5.   | Fixed Assets: Accounts Payable module updates Fixed Asset module with new assets   |                                 |                           |               |          |
| 6.   | Import: System allows the ability to electronically import Accounts Payable transactions                                   |                                 |                           |               |          |
| 7.   | Export: System allows the ability to electronically export Accounts Payable transactions                                   |                                 |                           |               |          |
| 8.   | Payroll: Reimbursements can be added to payroll check  |                                 |                           |               |          |
| 9.   | Upload: Bank check list for the reconciliation of the AP account   |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>   |  |                                 |                           |               |          |
| 1.   | System allows multiple addresses to be used (i.e. billing, general address)  |                                 |                           |               |          |
| 2.   | System prevents input of duplicate vendors   |                                 |                           |               |          |
| 3.   | Vendors can be grouped and sorted by user definable categories   |                                 |                           |               |          |
| 4.   | Payment terms are user definable   |                                 |                           |               |          |
| 5.   | Discount amounts can be identified   |                                 |                           |               |          |
| 6.   | Vendors can be created for one-time usage with appropriate permissions   |                                 |                           |               |          |
| 7.   | Notes & dates on various vendor discussions can be captured in a free-form field   |                                 |                           |               |          |
| 8.   | Vendors can be setup for 1099 processing   |                                 |                           |               |          |
| 9.   | Ability to scan and attach copies of 1099s   |                                 |                           |               |          |
| 10.  | A/P module maintains all 1099 information (allows multiple amount thresholds based upon 1099 type and payment type)        |                                 |                           |               |          |
| 11.  | Credit/debit memos are supported   |                                 |                           |               |          |
| 12.  | Direct disbursements are supported   |                                 |                           |               |          |
| 13.  | Wire transfers are supported   |                                 |                           |               |          |
| 14.  | System tracks invoice history by vendor  |                                 |                           |               |          |
| 15.  | System tracks payment history by vendor  |                                 |                           |               |          |



| Town of Mansfield<br>Government Financial Management Software<br>Accounts Payable<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Accounts Payable Capabilities</b>   |  |                                 |                           |               |          |
| 16.  | System allows user to "drill down" into Purchase Order (if generated)  |                                 |                           |               |          |
| 17.  | System allows user to combine multiple vendors together and keeps all history (assuming they are duplicate vendors)  |                                 |                           |               |          |
| 18.  | This module tracks the following vendor information on a summary screen:   |                                 |                           |               |          |
|  | a. Year-to-date purchases  |                                 |                           |               |          |
|  | b. Year-to-date payments   |                                 |                           |               |          |
|  | c. Month-to-date purchases   |                                 |                           |               |          |
|  | d. Purchases last year   |                                 |                           |               |          |
|  | e. Date of last purchase   |                                 |                           |               |          |
|  | f. Current balance   |                                 |                           |               |          |
|  | g. Last check number   |                                 |                           |               |          |
|  | h. Last check amount   |                                 |                           |               |          |
|  | i. Last check date   |                                 |                           |               |          |
|  | j. Year-to-date discounts taken  |                                 |                           |               |          |
|  | k. Year-to-date discounts missed   |                                 |                           |               |          |
| 19.  | Ability to add vendors and have electronic notification sent to Finance for review and approval/acceptance           |                                 |                           |               |          |
| 20.  | Ability to liquidate/cancel a PO from the department level   |                                 |                           |               |          |
| 21.  | Ability to query the PO approval flow  |                                 |                           |               |          |
| 22.  | Ability to solicit vendors for setting up ACH payments   |                                 |                           |               |          |
| <b>III. Invoice Processing Features</b>  |  |                                 |                           |               |          |
| 1.   | Invoices can automatically input from PO information   |                                 |                           |               |          |
| 2.   | Invoices can be created without creating a Purchase Order  |                                 |                           |               |          |
| 3.   | Invoices can be paid without creating a Purchase Order   |                                 |                           |               |          |
| 4.   | Ability to scan and attach invoices by batch   |                                 |                           |               |          |
|  | a. Bar code/label technology to attach invoice automatically   |                                 |                           |               |          |
| 5.   | Invoice numbers can be manually entered  |                                 |                           |               |          |
| 6.   | System allows users to create recurring invoices   |                                 |                           |               |          |
| 7.   | System will not allow duplicate invoice numbers  |                                 |                           |               |          |
| 8.   | Invoice date can be system generated to be current date  |                                 |                           |               |          |
| 9.   | Invoice date can be overridden by user   |                                 |                           |               |          |
| 10.  | Vendor can be assigned to an invoice from a lookup table   |                                 |                           |               |          |
| 11.  | Vendors can be added "on-the-fly" while entering invoices with appropriate permissions                               |                                 |                           |               |          |
| 12.  | Ability to add vendors can be limited to authorized users only   |                                 |                           |               |          |
| 13.  | Provides adequate security and audit trail for online receiving process  |                                 |                           |               |          |
| 14.  | Allows for automatic and user-defined assignment of vendor numbers   |                                 |                           |               |          |
| 15.  | Accommodates unlimited accounts for invoice amount distribution  |                                 |                           |               |          |
| 16.  | Accommodates vendor discounts based on defaults, but allows users (with appropriate authority) to override           |                                 |                           |               |          |
| 17.  | Supports ability to scan supporting documentation and checks and associate the scanned images with the transaction   |                                 |                           |               |          |
| 18.  | Supports on-line receiving of goods where the receiving is automatically matched with the purchase order and invoice |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Accounts Payable<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Accounts Payable Capabilities</b>   |  |                                 |                           |               |          |
| 19.  | Provides a user-defined workflow for on-line receiving of goods                              |                                 |                           |               |          |
| 20.  | Provides a user-defined workflow for decentralized input of invoices                         |                                 |                           |               |          |
| 21.  | Provides a user-defined workflow for approval and payment of invoices                        |                                 |                           |               |          |
| 22.  | Prevents duplicate payments by comparing vendor/invoice combinations to paid invoices        |                                 |                           |               |          |
| 23.  | Each invoice line item may be assigned to multiple G/L accounts                              |                                 |                           |               |          |
| 24.  | User permissions determine if a user has authority to exceed a budget line item              |                                 |                           |               |          |
| 25.  | System provides an invoice adjustment option   |                                 |                           |               |          |
| 26.  | System provides ability to delete invoices   |                                 |                           |               |          |
| 27.  | System can calculate and track retainage amount on each invoice                              |                                 |                           |               |          |
| 28.  | Warning provided if invoice line item exceeds the budget limit for an account                |                                 |                           |               |          |
| <b>IV. Check and Payment Processing</b>  |  |                                 |                           |               |          |
| 1.   | Automatically assign check numbers   |                                 |                           |               |          |
| 2.   | Ability to select invoices by vendor   |                                 |                           |               |          |
| 3.   | Ability to select invoices by due date   |                                 |                           |               |          |
| 4.   | Ability to select invoices by discount date  |                                 |                           |               |          |
| 5.   | System automatically applies credit memo to check run  |                                 |                           |               |          |
| 6.   | Multiple Purchase Orders may be paid on a single invoice/single check                        |                                 |                           |               |          |
| 7.   | Payments can be placed on hold and flagged for later action                                  |                                 |                           |               |          |
| 8.   | Ability to print to user formatted checks  |                                 |                           |               |          |
| 9.   | Ability to reprint one or more checks  |                                 |                           |               |          |
| 10.  | Ability to process check re-runs, voids, or stale check processing                           |                                 |                           |               |          |
| 11.  | Accommodates manual checks   |                                 |                           |               |          |
| 12.  | Provides software security over the ability to generate and electronically sign checks       |                                 |                           |               |          |
| 13.  | Provides adequate security and on-line audit trail for invoice payment process               |                                 |                           |               |          |
| 14.  | Provides ability to create bank file to support positive pay                                 |                                 |                           |               |          |
| 15.  | Provides ability to pay vendors via ACH file   |                                 |                           |               |          |
| 16.  | Ability to import cancelled check file from bank and identify cleared and outstanding checks |                                 |                           |               |          |
| 17.  | Identifies vendors with missing information such as W-9 and TIN and allows user to:          |                                 |                           |               |          |
|  | a. Do not permit (stop process)  |                                 |                           |               |          |
|  | b. Permit but Warn (process after warning user)  |                                 |                           |               |          |
|  | c. Ignore (process without checking)   |                                 |                           |               |          |
| 18.  | Supports Positive Pay  |                                 |                           |               |          |
| 19.  | Allow multiple standard check formats  |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Accounts Payable<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Accounts Payable Capabilities</b>   |  |                                 |                           |               |          |
| 20.  | Free-form comments can be placed on check or check stub                            |                                 |                           |               |          |
| 21.  | Account number appears on check  |                                 |                           |               |          |
| 22.  | Invoices paid identified on check stub - by invoice number                         |                                 |                           |               |          |
| 23.  | Ability to sort checks by user code and create duplicate copy of check information |                                 |                           |               |          |
| 24.  | Void check function with auto reversal of entry                                    |                                 |                           |               |          |
| 25.  | System will not issue negative check if credit amounts exceed payment amounts      |                                 |                           |               |          |
| 26.  | Vendors can be placed on hold  |                                 |                           |               |          |
| 27.  | Partial payments can be processed  |                                 |                           |               |          |
| 28.  | Ability to use laser printed checks  |                                 |                           |               |          |
| 29.  | Checks can be viewed and modified prior to printing                                |                                 |                           |               |          |
| 30.  | Ability to import checks processed by the bank for reconciliation purposes         |                                 |                           |               |          |
| <b>V. On-line Inquiry</b>  |  |                                 |                           |               |          |
| 1.   | Ability to Query by:   |                                 |                           |               |          |
|  | a. Vendor number   |                                 |                           |               |          |
|  | b. Vendor name - full name, partial name, sort name                                |                                 |                           |               |          |
|  | c. Other vendor data   |                                 |                           |               |          |
|  | d. Invoice number  |                                 |                           |               |          |
|  | e. Invoice Status  |                                 |                           |               |          |
|  | f. Invoice date range  |                                 |                           |               |          |
|  | g. Order date range  |                                 |                           |               |          |
|  | h. Check date range  |                                 |                           |               |          |
|  | i. Check number  |                                 |                           |               |          |
|  | j. Check amount  |                                 |                           |               |          |
|  | k. User definable fields   |                                 |                           |               |          |
|  | l. Purchasing Order number   |                                 |                           |               |          |
| 2.   | Ability to "drill-down" to all invoice detail from any field on inquiry screen     |                                 |                           |               |          |
| 3.   | Ability to "drill-down" to all payment detail from any field on inquiry screen     |                                 |                           |               |          |
| 4.   | On-line inquiries can be printed   |                                 |                           |               |          |
| 5.   | On-line inquiries can be exported to Excel   |                                 |                           |               |          |
| 6.   | On-line inquiries can be exported to PDF   |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Accounts Payable<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Accounts Payable Capabilities</b>   |   |                                 |                           |               |          |
| <b>VI. Vendor access</b>   |   |                                 |                           |               |          |
| 1.   | Ability for vendor to inquire and view checks processed for them in the financial system                |                                 |                           |               |          |
| 2.   | Ability for vendors to electronically request updates to their information (address, TIN, etc.)         |                                 |                           |               |          |
| 3.   | Ability for vendors to obtain their 1099 information on-line  |                                 |                           |               |          |
| <b>VII. Standard Reports</b>   |   |                                 |                           |               |          |
| 1.   | Standard Vendor Reports by:   |                                 |                           |               |          |
|  | a. Vendor name (Partial name) or Range  |                                 |                           |               |          |
|  | b. Vendor number or range   |                                 |                           |               |          |
|  | c. Vendor purchase analysis   |                                 |                           |               |          |
|  | d. Invoice information by invoice date ranges (Order date, Receipt date, Date Required, Check Date)     |                                 |                           |               |          |
|  | e. Invoice status by date range   |                                 |                           |               |          |
|  | f. Invoice deletion list  |                                 |                           |               |          |
|  | g. Invoices "on-hold" list  |                                 |                           |               |          |
|  | h. General Ledger distribution  |                                 |                           |               |          |
|  | i. Aged payables (user defined aging) on demand   |                                 |                           |               |          |
|  | j. Check register by date range   |                                 |                           |               |          |
|  | k. Outstanding check register   |                                 |                           |               |          |
|  | l. Check history by vendor by date range  |                                 |                           |               |          |
|  | m. Pre-check register   |                                 |                           |               |          |
|  | n. Retention by vendor  |                                 |                           |               |          |
|  | o. Cash requirements/forecasting  |                                 |                           |               |          |
| 2.   | Ability to report on paid invoices  |                                 |                           |               |          |
| 3.   | Ability to create user-customized reports   |                                 |                           |               |          |
| 4.   | Ability to view reports on screen   |                                 |                           |               |          |
| 5.   | Produces a Vendor No Activity report showing vendors with no activity for a user defined period of time |                                 |                           |               |          |
| 6.   | Invoice batch edit report identifies invoices for accounts that are over budget                         |                                 |                           |               |          |
| 7.   | Produces check register reports for all checks printed, including manual, voided and leader checks      |                                 |                           |               |          |
| 8.   | System creates 1099 edit list prior to printing final 1099 forms  |                                 |                           |               |          |
| 9.   | System creates 1099 forms and 1099 files for electronic distribution                                    |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Accounts Receivable<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|---|--|---------------------------------|---------------------------|---------------|----------|
|   |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Accounts Receivable, Receipts and Billing Capabilities</b>   |  |                                 |                           |               |          |
| Requirement ID  |  |                                 |                           |               |          |
| <b>I. System Integration</b>  |  |                                 |                           |               |          |
| 1.  | General Ledger: Accounts Receivable transaction data automatically applied to specified General Ledger Accounts                              |                                 |                           |               |          |
| 2.  | Budget: Accounts Receivable data automatically applied by Accounting String to Budget Module   |                                 |                           |               |          |
| 3.  | Grant/Project Accounting: Accounts Receivable transaction data automatically applied by Accounting String to Grant/Project Accounting module |                                 |                           |               |          |
| 4.  | Import: System allows the ability to electronically import Accounts Receivable receipts and billing (e.g. RecTrac)                           |                                 |                           |               |          |
| 5.  | Export: System allows the ability to electronically export Accounts Receivable receipts and billing  |                                 |                           |               |          |
| 6.  | Payroll: Generates bills from custodian overtime during building use/rental  |                                 |                           |               |          |
| 7.  | Inventory: Accounts Receivable integrates with the Inventory module to "sell" inventory items to Departments                                 |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>  |  |                                 |                           |               |          |
| 1.  | Customer ID is alphanumeric  |                                 |                           |               |          |
| 2.  | System allows for multiple types of addresses (i.e.. General & billing addresses)  |                                 |                           |               |          |
| 3.  | Ability to define payment terms per customer   |                                 |                           |               |          |
| 4.  | Multiple payment options (annual, semi-annual, monthly, etc.) can be configured for each client  |                                 |                           |               |          |
| 5.  | Ability to set up user definable customer sort categories  |                                 |                           |               |          |
| 6.  | Supports decentralized input of cash receipts  |                                 |                           |               |          |
| 7.  | Supports decentralized input of billing items  |                                 |                           |               |          |
| 8.  | Generates bank deposit tickets   |                                 |                           |               |          |
| 9.  | Supports ability to calculate interest, late charges, and penalties  |                                 |                           |               |          |
| 10.   | Provides for drill-down inquiry on charges and payments  |                                 |                           |               |          |
| 11.   | Identifies accounts sent to collection agencies or sold to third parties   |                                 |                           |               |          |
| 12.   | Supports automatic allocation of interest income based on user specified parameters  |                                 |                           |               |          |
| 13.   | Customers can be added "on-the-fly" at invoice entry time (with appropriate permissions)   |                                 |                           |               |          |
| 14.   | Ability to capture notes and dates regarding customer discussions  |                                 |                           |               |          |
| 15.   | Delinquent Client accounts can be put on hold preventing further transactions  |                                 |                           |               |          |
| 16.   | Ability for the dollars to accumulate for more than one year and carry forward   |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Accounts Receivable<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|---|---|---------------------------------|---------------------------|---------------|----------|
|   |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Accounts Receivable, Receipts and Billing Capabilities</b>   |   |                                 |                           |               |          |
| <b>III. Invoice/Cash Receipt Processing</b>   |   |                                 |                           |               |          |
| 1.  | Invoice numbers are automatically generated by system                                       |                                 |                           |               |          |
| 2.  | "One-time" customers can be established   |                                 |                           |               |          |
| 3.  | General Ledger accounts can be assigned to each invoice item                                |                                 |                           |               |          |
| 4.  | Posting periods can be selectively assigned at time of invoicing                            |                                 |                           |               |          |
| 5.  | System will automatically generate recurring billings                                       |                                 |                           |               |          |
| 6.  | Credits (pre-pays, credit memos, negative invoices) automatically matched to open invoices  |                                 |                           |               |          |
| 7.  | Credit hold override can be performed by authorized users only                              |                                 |                           |               |          |
| 8.  | Users can write-off dollar amounts based on level of security                               |                                 |                           |               |          |
| 9.  | System provides ability to create debit and credit memos based on level of security         |                                 |                           |               |          |
| 10.   | System allows printing of a receipt for payment   |                                 |                           |               |          |
| 11.   | Ability to restrict employee access between Town and School District employees (Future)     |                                 |                           |               |          |
| 12.   | Multiple bill formats are available within system   |                                 |                           |               |          |
| 13.   | Bill formats can be tailored to customer requirements                                       |                                 |                           |               |          |
| 14.   | Bills can be produced on demand (daily, weekly, monthly, semi-annually, annually)           |                                 |                           |               |          |
| 15.   | Posting periods can be selectively assigned at time of invoicing                            |                                 |                           |               |          |
| 16.   | Sequential receipt numbers are automatically assigned by system                             |                                 |                           |               |          |
| 17.   | Cash received can be allocated to multiple invoices   |                                 |                           |               |          |
| 18.   | General ledger accounts can be manually assigned  |                                 |                           |               |          |
| 19.   | Multiple deposits can be made in a single day   |                                 |                           |               |          |
| 20.   | Receipts are accepted for one time customers  |                                 |                           |               |          |
| 21.   | Miscellaneous cash receipts are accepted (rebates, miscellaneous sales, etc.)               |                                 |                           |               |          |
| <b>IV. On-line Inquiry</b>  |   |                                 |                           |               |          |
| 1.  | Ability to query by:  |                                 |                           |               |          |
|   | a. Client number  |                                 |                           |               |          |
|   | b. Client name or portion of name   |                                 |                           |               |          |
|   | c. Invoice total amount   |                                 |                           |               |          |
|   | d. Invoice date   |                                 |                           |               |          |
|   | e. Invoice status   |                                 |                           |               |          |
|   | f. Any combination of G/L account segments  |                                 |                           |               |          |
|   | g. Cash receipt by date range (Preparation date, date check deposited, date check received) |                                 |                           |               |          |
| 2.  | Ability to view customer history  |                                 |                           |               |          |
| 3.  | On-line inquiries can be printed  |                                 |                           |               |          |
| 4.  | On-line inquiries can be exported to Excel  |                                 |                           |               |          |
| 5.  | On-line inquiries can be exported to PDF  |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Accounts Receivable<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|---|--|---------------------------------|---------------------------|---------------|----------|
|   |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Accounts Receivable, Receipts and Billing Capabilities</b>   |  |                                 |                           |               |          |
| <b>V. Standard Reports</b>  |  |                                 |                           |               |          |
| 1.  | Statement Generation:  |                                 |                           |               |          |
|   | a. Ability to generate statements  |                                 |                           |               |          |
|   | b. Statements can be produced based on minimum dollar amount thresholds                      |                                 |                           |               |          |
|   | c. Invoice descriptions can be printed on statements   |                                 |                           |               |          |
|   | d. Itemized periodic statements can be generated (annual, semi- annual, monthly)             |                                 |                           |               |          |
|   | e. Produces overdue notices  |                                 |                           |               |          |
|   | f. Custom dunning or "special instructions" messages can be added to statements and invoices |                                 |                           |               |          |
|   | g. Custom dunning or "special instructions" messages can be created for individual customers |                                 |                           |               |          |
|   | Dunning letters can be automatically generated by system                                     |                                 |                           |               |          |
| 2.  | Aged Accounts Receivable   |                                 |                           |               |          |
| 3.  | Provides ability to generate reports using blank paper or preprinted forms                   |                                 |                           |               |          |
| 4.  | Account Receivable Payment History   |                                 |                           |               |          |
| 5.  | Customer payment status  |                                 |                           |               |          |
| 6.  | Provide investment reporting including:  |                                 |                           |               |          |
|   | a. By fund   |                                 |                           |               |          |
|   | b. By investment entity  |                                 |                           |               |          |
|   | c. By collateral type  |                                 |                           |               |          |
|   | d. By investment type  |                                 |                           |               |          |
|   | e. Reports by maturity   |                                 |                           |               |          |
| 7.  | Cash receipts journal  |                                 |                           |               |          |
| 8.  | Write-off report containing date, amount of write-off, and use                               |                                 |                           |               |          |
| 9.  | Transaction reports can be generated by:   |                                 |                           |               |          |
|   | a. Client Name or portion of name  |                                 |                           |               |          |
|   | b. Client Number   |                                 |                           |               |          |
|   | c. Invoice Number  |                                 |                           |               |          |
|   | d. Invoice Date  |                                 |                           |               |          |
|   | e. Invoice Status  |                                 |                           |               |          |
|   | f. Date Range  |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Fixed Assets<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Fixed Assets</b>  |   |                                 |                           |               |          |
| Requirement ID   |   |                                 |                           |               |          |
| <b>I. System Integration</b>   |   |                                 |                           |               |          |
| 1.   | General Ledger: Transaction data applied automatically to specified GL accounts             |                                 |                           |               |          |
| 2.   | Purchase Order: Fixed Asset items purchased are integrated with this module                 |                                 |                           |               |          |
| 3.   | Accounts Payable: Fixed Asset items purchased are integrated with this module               |                                 |                           |               |          |
| 4.   | Inventory: Fixed Asset items are integrated with this module                                |                                 |                           |               |          |
| 5.   | Grant/Project Accounting: Transaction data applied automatically to specified Grant/Project |                                 |                           |               |          |
| 6.   | Import: Ability to electronically import Fixed Asset transactions                           |                                 |                           |               |          |
| 7.   | Export: Ability to electronically export Fixed Asset transactions                           |                                 |                           |               |          |
| 8.   | Upload: Ability to upload a list of Fixed Assets from previous years                        |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>   |   |                                 |                           |               |          |
| 1.   | System tracks all fixed asset types   |                                 |                           |               |          |
| 2.   | Ability to track the following information by Fixed Asset:                                  |                                 |                           |               |          |
|  | a. Description  |                                 |                           |               |          |
|  | b. Fixed Asset class  |                                 |                           |               |          |
|  | c. Fixed Asset type   |                                 |                           |               |          |
|  | d. Model number   |                                 |                           |               |          |
|  | e. Serial number  |                                 |                           |               |          |
|  | f. Tag number   |                                 |                           |               |          |
|  | g. Acquisition method   |                                 |                           |               |          |
|  | h. Acquisition date   |                                 |                           |               |          |
|  | i. Original cost  |                                 |                           |               |          |
|  | j. Estimated Useful life  |                                 |                           |               |          |
|  | k. Funding source   |                                 |                           |               |          |
|  | l. Department purchased by  |                                 |                           |               |          |
|  | m. PO number  |                                 |                           |               |          |
|  | n. Vendor purchased from  |                                 |                           |               |          |
|  | o. Description-Unlimited free form text   |                                 |                           |               |          |
|  | p. Fixed asset function   |                                 |                           |               |          |
|  | q. Status   |                                 |                           |               |          |
|  | r. VIN or Marker number   |                                 |                           |               |          |
|  | s. Total accumulated depreciation   |                                 |                           |               |          |
|  | t. Actual cash value  |                                 |                           |               |          |
|  | u. G/L asset account  |                                 |                           |               |          |
|  | v. G/L depreciation account   |                                 |                           |               |          |
|  | w. G/L account used to purchase asset   |                                 |                           |               |          |



| Town of Mansfield<br>Government Financial Management Software<br>Fixed Assets<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Fixed Assets</b>  |  |                                 |                           |               |          |
| 3.   | Ability to record the value of fixed asset based on how asset was purchased (i.e. donated, leased)   |                                 |                           |               |          |
| 4.   | Ability to generate an asset tag   |                                 |                           |               |          |
| 5.   | Ability to generate a bar-coded asset tag  |                                 |                           |               |          |
| 6.   | Ability to read bar-code asset tags for verification and reporting purposes  |                                 |                           |               |          |
| 7.   | Ability to track insurance by fixed asset  |                                 |                           |               |          |
| 8.   | Ability to track historical improvements by fixed asset  |                                 |                           |               |          |
| 9.   | Ability to track historical adjustments by fixed asset   |                                 |                           |               |          |
| 10.  | Ability to track transfer by fixed asset   |                                 |                           |               |          |
| 11.  | Ability to track historical location placement by fixed asset  |                                 |                           |               |          |
| 12.  | Ability to track fixed asset retirements   |                                 |                           |               |          |
| 13.  | Ability to automatically calculate depreciation on a monthly basis   |                                 |                           |               |          |
| 14.  | Ability to automatically calculate depreciation on an annual basis   |                                 |                           |               |          |
| 15.  | Provides ability to track assets below capitalization threshold for inventory purposes, but to ignores those assets for financial reporting purposes |                                 |                           |               |          |
| 16.  | Supports ability to expense assets for fund reporting and to capitalize and depreciate the same assets (when appropriate) for entity-wide reporting  |                                 |                           |               |          |
| 17.  | Provides ability to capitalize proprietary fund assets   |                                 |                           |               |          |
| 18.  | Software supports the following depreciation methods:  |                                 |                           |               |          |
|  | a. No depreciation   |                                 |                           |               |          |
|  | b. Straight-line   |                                 |                           |               |          |
|  | c. Declining balance   |                                 |                           |               |          |
| 19.  | Ability to track salvage value of fixed asset  |                                 |                           |               |          |
| 20.  | Ability to track disposal of fixed assets by each asset item   |                                 |                           |               |          |
| 21.  | Ability to project depreciation expense for future periods   |                                 |                           |               |          |
| 22.  | System is capable of calculating depreciation of disposed assets mid-year.   |                                 |                           |               |          |
| 23.  | System calculates and displays the Remaining Life (Months) for each asset.   |                                 |                           |               |          |
| 24.  | System automatically updates Item Life (Months) based on asset class default.  |                                 |                           |               |          |
| 25.  | Ability to scan documents or photos into system.   |                                 |                           |               |          |
| 26.  | Provides the ability to purge retired capital assets.  |                                 |                           |               |          |
| 27.  | Maintain a transaction history which includes the value of each field in a purged asset record   |                                 |                           |               |          |
| 28.  | Ability to organize various fixed assets into groups   |                                 |                           |               |          |
| 29.  | Ability to add notes regarding an asset  |                                 |                           |               |          |
| 30.  | Ability to flag a purchase order as a fixed asset  |                                 |                           |               |          |
| <b>III. On-line Inquiry</b>  |  |                                 |                           |               |          |
| 1.   | Ability to query information by:   |                                 |                           |               |          |
|  | a. Fixed asset class/type  |                                 |                           |               |          |
|  | b. Tag number  |                                 |                           |               |          |
|  | c. Location  |                                 |                           |               |          |
|  | d. Department  |                                 |                           |               |          |

|   |  |                           |               |
|---|--|---------------------------|---------------|
| <b>Town of Mansfield</b><br><b>Government Financial Management Software</b><br><b>Fixed Assets</b><br>Vendor System Functions and Features List | <b>Software Functionality Analysis</b> |                           |               |
|   | Currently Available in Software        | Available Within 6 Months | Not Available |

|                     |
|---------------------|
| <b>Fixed Assets</b> |
|---------------------|

| IV. | Standard Reports   |  |  |  |  |
|-----|--|--|--|--|--|
| 1.  | Asset list reports can be created by:  |  |  |  |  |
|     | a. Fixed asset class/type  |  |  |  |  |
|     | b. Tag number  |  |  |  |  |
|     | c. Location  |  |  |  |  |
|     | d. Department  |  |  |  |  |
|     | e. Work code   |  |  |  |  |
|     | f. Fund  |  |  |  |  |
|     | g. Category  |  |  |  |  |
|     | h. Asset number  |  |  |  |  |
|     | i. Acquisition method  |  |  |  |  |
| 2.  | Detailed activity report   |  |  |  |  |
| 3.  | GASB 34 asset reporting  |  |  |  |  |
| 4.  | Generate UPC Code report   |  |  |  |  |
| 5.  | Depreciation expense report  |  |  |  |  |
|     | a. Asset addition report   |  |  |  |  |
|     | b. Asset disposal report   |  |  |  |  |
| 6.  | General Ledger posting report  |  |  |  |  |
| 7.  | Net book value report  |  |  |  |  |
| 8.  | Assets due for replacement report  |  |  |  |  |
| 9.  | Insured value report   |  |  |  |  |
| 10. | Change of Assets by Fund at Cost (Selective by Fiscal Year)                  |  |  |  |  |
| 11. | Change of Assets by Fund Net of Depreciation (Selective by Fiscal Year)      |  |  |  |  |
| 12. | Asset Additions and Deletions at Historical Cost (Selective by Fiscal Year)  |  |  |  |  |
| 13. | Asset Additions and Deletions Net of Depreciation (Selective by Fiscal Year) |  |  |  |  |
| 14. | Accumulated Depreciation Summary by FA Activity                              |  |  |  |  |
| 15. | Accumulated Depreciation Summary by Category                                 |  |  |  |  |
| 16. | Depreciable Asset Detail   |  |  |  |  |
| 17. | User defined report capability   |  |  |  |  |

| Town of Mansfield<br>Government Financial Management Software<br>Inventory (Not Required)<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Inventory Capabilities</b>  |  |                                 |                           |               |          |
| Requirement ID   |  |                                 |                           |               |          |
| <b>I. System Integration</b>   |  |                                 |                           |               |          |
| 1.   | General Ledger: Posts inventory transactions to the appropriate GL account                       |                                 |                           |               |          |
| 2.   | Accounts Receivable: Transfers billing data of inventory items sold to departments               |                                 |                           |               |          |
| 3.   | Accounts Payable: Shares vendor code, address, and notes/comments information                    |                                 |                           |               |          |
| 4.   | Purchase Orders: Receipts update inventory on hand   |                                 |                           |               |          |
| 5.   | Fixed Asset: Inventory items identified as fixed assets are transferred to this module           |                                 |                           |               |          |
| 6.   | Import: System allows the ability to electronically import Inventory transactions                |                                 |                           |               |          |
| 7.   | Export: System allows the ability to electronically export Inventory transactions                |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>   |  |                                 |                           |               |          |
| 1.   | Module uses vendor information (name, code, address, etc.) as defined in accounts payable module |                                 |                           |               |          |
| 2.   | Supplementary fields (address, contact, etc.) are automatically filled when Vendor ID is entered |                                 |                           |               |          |
| 3.   | Item ID is alphanumeric with a minimum of 15 characters  |                                 |                           |               |          |
| 4.   | Item description has a minimum of 40 characters  |                                 |                           |               |          |
| 5.   | Inventory can be tracked according to locations  |                                 |                           |               |          |
| 6.   | Inventory can be managed independently for each location/warehouse (school)                      |                                 |                           |               |          |
| 7.   | Inventory can be transferred between locations   |                                 |                           |               |          |
| 8.   | Ability to track serial numbers per inventory item   |                                 |                           |               |          |
| 9.   | Items can be grouped and tracked by multiple class categories                                    |                                 |                           |               |          |
| 10.  | Minimum quantity (reorder point) levels can be set by item                                       |                                 |                           |               |          |
| 11.  | "On-the-fly" additions to inventory master file are allowed                                      |                                 |                           |               |          |
| 12.  | Standard General Ledger accounts can be assigned for each product line                           |                                 |                           |               |          |
| 13.  | Alias item identifiers can be used for look up purposes  |                                 |                           |               |          |
| 14.  | Multiple costing methods are provided including: LIFO, FIFO, Average Cost                        |                                 |                           |               |          |
| 15.  | System tracks item quantity on-hand  |                                 |                           |               |          |
| 16.  | System tracks all history by inventory item  |                                 |                           |               |          |
| 17.  | Allows manual adjustment of inventory quantity information based on security level               |                                 |                           |               |          |
| 18.  | Receipt of goods entered updates current cost of item received                                   |                                 |                           |               |          |
| 19.  | Receipt of goods updates corresponding purchase order(s)   |                                 |                           |               |          |
| 20.  | Ability to perform fleet management  |                                 |                           |               |          |
| <b>III. Inventory Inquiry</b>  |  |                                 |                           |               |          |
| 1.   | Users have "drill-down" access to item status detail   |                                 |                           |               |          |
| 2.   | Inventory detail accessible by location, item ID, vendor, description                            |                                 |                           |               |          |
| 3.   | Inquiry screen displays quantity status information by period and year to date                   |                                 |                           |               |          |

|   |  |                           |               |
|---|--|---------------------------|---------------|
| <b>Town of Mansfield</b><br><b>Government Financial Management Software</b><br><b>Inventory (Not Required)</b><br>Vendor System Functions and Features List | <b>Software Functionality Analysis</b> |                           |               |
|   | Currently Available in Software        | Available Within 6 Months | Not Available |

|                               |
|-------------------------------|
| <b>Inventory Capabilities</b> |
|-------------------------------|

| IV. | Standard Reports          |  |  |  |  |
|-----|---------------------------|--|--|--|--|
| 1.  | Inventory Item Listing    |  |  |  |  |
| 2.  | Inventory Valuation       |  |  |  |  |
| 3.  | Detail Transaction Report |  |  |  |  |
| 4.  | Inventory Transfer        |  |  |  |  |
| 5.  | Report selection criteria |  |  |  |  |
|     | a. By date                |  |  |  |  |
|     | b. By vendor              |  |  |  |  |
|     | c. By item                |  |  |  |  |
|     | d. By item class          |  |  |  |  |
|     | e. By range of dates      |  |  |  |  |

| Town of Mansfield<br>Government Financial Management Software<br>Grants/Projects Accounting<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Grant/Project Accounting Capabilities</b>   |  |                                 |                           |               |          |
| Requirement ID   |  |                                 |                           |               |          |
| <b>I. System Integration</b>   |  |                                 |                           |               |          |
| 1.   | General Ledger: Project Accounting transaction data automatically applied to specified General Ledger Accounts                       |                                 |                           |               |          |
| 2.   | Purchasing: Purchasing transaction data automatically applied by account structure to Grant/Project Accounting Module                |                                 |                           |               |          |
| 3.   | Accounts Payable: Accounts Payable transaction data automatically applied by Account String  |                                 |                           |               |          |
| 4.   | Accounts Receivable: Accounts Receivable transaction data automatically applied by Account String to Grant/Project Accounting Module |                                 |                           |               |          |
| 5.   | Fixed Assets: Purchases and projects can automatically update the capital asset records  |                                 |                           |               |          |
| 6.   | Payroll: Employees can be automatically charged to grants/projects   |                                 |                           |               |          |
| 7.   | Capital Assets: Purchases and projects can automatically update the capital asset records  |                                 |                           |               |          |
| 8.   | Import: System allows the ability to electronically import grant/project accounting transactions                                     |                                 |                           |               |          |
| 9.   | Export: System allows the ability to electronically export grant/project accounting transactions                                     |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>   |  |                                 |                           |               |          |
| 1.   | Ability to track lifecycle of grant/projects/capital projects over multiple years  |                                 |                           |               |          |
| 2.   | Ability to have multi-year open PO processing from grants/projects (Year-to-Life)  |                                 |                           |               |          |
| 3.   | Ability to copy a grant from one year to the next  |                                 |                           |               |          |
| 4.   | System tracks general information about a grant/project including:   |                                 |                           |               |          |
|  | a. Multiple contact people   |                                 |                           |               |          |
|  | b. Multiple addresses  |                                 |                           |               |          |
|  | c. Grant/project start and end dates   |                                 |                           |               |          |
|  | d. Estimated completion date   |                                 |                           |               |          |
|  | e. Grant/project type  |                                 |                           |               |          |
|  | f. Project manager   |                                 |                           |               |          |
|  | g. Grant/project proposed budget   |                                 |                           |               |          |
|  | h. CFDA number   |                                 |                           |               |          |
|  | i. User-defined cost categories  |                                 |                           |               |          |
|  | Ability to attach contracts and other project documentation to a grant/project   |                                 |                           |               |          |
| 5.   | A project can be assigned to multiple Funds, Departments, Programs   |                                 |                           |               |          |
| 6.   | Ability to post activity related to a project from all sources including: PO, AP, AR, GL   |                                 |                           |               |          |
| 7.   | Ability to track "budget/planned" line item detail for each project  |                                 |                           |               |          |
| 8.   | Ability to track "actual" line item detail for each project  |                                 |                           |               |          |
| 9.   | Ability to track construction type progress and convert to asset when the CIP is complete  |                                 |                           |               |          |
| 10.  | Supports an unlimited number of projects/grants  |                                 |                           |               |          |
| 11.  | Provides ability to have project/grant years differ from the fiscal year   |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Grants/Projects Accounting<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Grant/Project Accounting Capabilities</b>   |   |                                 |                           |               |          |
| 12.  | Provides ability to automatically allocate general and administrative costs based on an approved percentage |                                 |                           |               |          |
| 13.  | Tracks all account types (asset, liability, equity, revenue, and expenditure) at the project/grant level    |                                 |                           |               |          |
| 14.  | Maintains an audit trail of all budget adjustments (transfers and additional appropriations)                |                                 |                           |               |          |
| 15.  | Transactions are tracked and reported by type of income   |                                 |                           |               |          |
| 16.  | Transactions are tracked and reported by type of expense  |                                 |                           |               |          |
| 17.  | System tracks cost & revenue data by last year, current year and life of grant/project year                 |                                 |                           |               |          |
| 18.  | Ability to restrict employee access between Town and School District employees (future)                     |                                 |                           |               |          |
| 19.  | Grant/project information can be copied between programs  |                                 |                           |               |          |
| 20.  | Grant/projects can be put on hold and no transaction can be applied to the grant/project                    |                                 |                           |               |          |
| 21.  | Ability to re-class transactions to different grant/projects  |                                 |                           |               |          |
| 22.  | Ability to obtain live real-time updates  |                                 |                           |               |          |
| 23.  | Ability to track grants overlapping multiple years  |                                 |                           |               |          |
| <b>III. On-line Inquiry</b>  |   |                                 |                           |               |          |
| 1.   | Ability to query by:  |                                 |                           |               |          |
|  | a. Grant/Project number   |                                 |                           |               |          |
|  | b. Grant/Project name or portion of name  |                                 |                           |               |          |
|  | c. Contact Name   |                                 |                           |               |          |
|  | d. Primary Project Manager  |                                 |                           |               |          |
| 2.   | Ability to "drill down" into multiple levels of detail  |                                 |                           |               |          |
| 3.   | Ability to review transactions on-line by date range  |                                 |                           |               |          |
| 4.   | On-line inquiries can be printed  |                                 |                           |               |          |
| 5.   | On-line inquiries can be exported to Excel  |                                 |                           |               |          |
| 6.   | On-line inquiries can be exported to PDF  |                                 |                           |               |          |

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

| Town of Mansfield<br>Government Financial Management Software<br>Personnel / Human Resources Capabilities<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Personnel / Human Resources Capabilities</b>  |   |                                 |                           |               |          |
| Requirement ID   |   |                                 |                           |               |          |
| <b>I. System Integration</b>   |   |                                 |                           |               |          |
| 1.   | Payroll: Payroll transactions automatically update the Human Resource module                              |                                 |                           |               |          |
| 2.   | Budget: Human Resource systems updates the budget module based on the salaries of filled & open positions |                                 |                           |               |          |
| 3.   | Import: System allows the ability to electronically import Human Resource information and transactions    |                                 |                           |               |          |
| 4.   | Export: System allows the ability to electronically export Human Resource information and transactions    |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>   |   |                                 |                           |               |          |
| 1.   | System tracks demographic information about each employee including:                                      |                                 |                           |               |          |
|  | a. Employee ID  |                                 |                           |               |          |
|  | b. Employee Name: (first name and last name kept separately)  |                                 |                           |               |          |
|  | c. Ethnic Origin: Choose from a user-maintainable list  |                                 |                           |               |          |
|  | d. Sex/Gender   |                                 |                           |               |          |
|  | e. Current Address  |                                 |                           |               |          |
|  | f. Previous Address and Effective Date of change  |                                 |                           |               |          |
|  | g. System tracks multiple phone numbers for employee (Office, home, cell phone)                           |                                 |                           |               |          |
|  | h. Marital Status   |                                 |                           |               |          |
|  | i. Previous Names   |                                 |                           |               |          |
|  | j. Suffixes   |                                 |                           |               |          |
|  | k. Spouse Name  |                                 |                           |               |          |
|  | l. Personal email address   |                                 |                           |               |          |
| 2.   | System tracks emergency contact information   |                                 |                           |               |          |
| 3.   | System tracks employment information about each employee including:                                       |                                 |                           |               |          |
|  | a. Current Salary Amount  |                                 |                           |               |          |
|  | b. Job Code   |                                 |                           |               |          |
|  | c. Employment Status (hourly, salary, contract, substitute)   |                                 |                           |               |          |
|  | d. Current Pay Grade (Level)  |                                 |                           |               |          |
|  | e. Current Pay Step   |                                 |                           |               |          |
|  | f. Current Certification(s)   |                                 |                           |               |          |
|  | g. Date certified   |                                 |                           |               |          |
|  | h. Degrees held   |                                 |                           |               |          |
|  | i. Current Supervisory Cycle  |                                 |                           |               |          |
|  | j. Current Union Affiliation  |                                 |                           |               |          |
|  | k. Date of Union Affiliation  |                                 |                           |               |          |
|  | l. Date of Last Increase  |                                 |                           |               |          |
|  | m. Current Position number  |                                 |                           |               |          |
|  | n. Date of hiring for current position  |                                 |                           |               |          |
|  | o. Date employee left position  |                                 |                           |               |          |
|  | p. Current job category: (Select from a list)   |                                 |                           |               |          |
|  | q. Name of Department employee works  |                                 |                           |               |          |
|  | r. Department/Location Number (Select from a list)  |                                 |                           |               |          |
|  | s. Physical location of where employee works: (Select from a list)  |                                 |                           |               |          |
|  | t. Name of last employer  |                                 |                           |               |          |
|  | u. Date of last employer  |                                 |                           |               |          |
|  | v. Date of last evaluation  |                                 |                           |               |          |
|  | w. Leave of Absence(s)  |                                 |                           |               |          |



| Town of Mansfield<br>Government Financial Management Software<br>Personnel / Human Resources Capabilities<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Personnel / Human Resources Capabilities</b>  |   |                                 |                           |               |          |
| 4.   | System tracks medical contact information including:  |                                 |                           |               |          |
|  | a. Physician Name   |                                 |                           |               |          |
|  | b. Physician phone number   |                                 |                           |               |          |
|  | c. Preferred hospital name  |                                 |                           |               |          |
| 5.   | System tracks key dates including:  |                                 |                           |               |          |
|  | a. Hire date  |                                 |                           |               |          |
|  | b. Contract date  |                                 |                           |               |          |
|  | c. Tenure date  |                                 |                           |               |          |
|  | d. Termination date   |                                 |                           |               |          |
|  | e. Leave of Absence date  |                                 |                           |               |          |
|  | f. Fingerprint date   |                                 |                           |               |          |
|  | g. Pension date   |                                 |                           |               |          |
|  | h. Retirement date  |                                 |                           |               |          |
|  | i. Rehire date  |                                 |                           |               |          |
|  | j. Adjusted seniority date  |                                 |                           |               |          |
|  | k. Transfer date  |                                 |                           |               |          |
|  | l. Payrate change date  |                                 |                           |               |          |
|  | m. Offer date   |                                 |                           |               |          |
| 6.   | System tracks key employee information including:   |                                 |                           |               |          |
|  | a. College/University graduated from  |                                 |                           |               |          |
|  | b. College/University major   |                                 |                           |               |          |
|  | c. Degree obtained  |                                 |                           |               |          |
|  | d. System can track multiple degrees  |                                 |                           |               |          |
|  | e. Date degree obtained   |                                 |                           |               |          |
| 7.   | System can track multiple events and respective dates for the items identified above  |                                 |                           |               |          |
| 8.   | Ability to track employee events and their respective dates (i.e.. marriage, LOA, change from part time to full time employees) |                                 |                           |               |          |
| 9.   | System can and designate each position as a full or part time position  |                                 |                           |               |          |
| 10.  | Ability to track employment history of positions and salary held within the Town and School District                            |                                 |                           |               |          |
| 11.  | Employee evaluations can be tracked for different groups.   |                                 |                           |               |          |
| 12.  | System tracks all evaluations of employees performance including: dates evaluated, action items, overall assessment             |                                 |                           |               |          |
| 13.  | System can track termination dates and reasons why employee left position   |                                 |                           |               |          |
| 14.  | Supports bi-weekly and weekly salaries.   |                                 |                           |               |          |
| 15.  | Supports balloon payments and odd number of weeks (ex. 22 pays during the year)   |                                 |                           |               |          |
| 16.  | Module tracks attendance detail and history by day  |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Personnel / Human Resources Capabilities<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Personnel / Human Resources Capabilities</b>  |  |                                 |                           |               |          |
| 17.  | Ability to setup and track "over the limit" flags for various attendance codes   |                                 |                           |               |          |
| 18.  | System tracks detailed insurance coverage's for multiple years   |                                 |                           |               |          |
| 19.  | System provides integration to budget module and creates appropriate transactions of step raises, contract and benefit changes   |                                 |                           |               |          |
| 20.  | Generates organization charts for all positions  |                                 |                           |               |          |
| 21.  | System can store photograph of employee  |                                 |                           |               |          |
| 22.  | System can track employee status (e.g. active, LOA, LOA w/ benefits, terminated, etc.)   |                                 |                           |               |          |
| 23.  | System can track and associate electronic documents to an employee's file  |                                 |                           |               |          |
| 24.  | System can track and send email messages to an employee or selected groups of employees  |                                 |                           |               |          |
| 25.  | System can automatically assign employee IDs and accepts user assigned IDs   |                                 |                           |               |          |
| 26.  | System allows employees to request data changes (withholding, addresses, etc.) on-line through the Internet (e.g. Employee Self-Service functionality)                           |                                 |                           |               |          |
| 27.  | System allows employees to remotely access past paystubs, reprint W-2s, run "what-if" deduction scenarios, view accruals, etc. via an Employee portal/Self-Service functionality |                                 |                           |               |          |
| <b>III. Salary Capabilities</b>  |  |                                 |                           |               |          |
| 1.   | System tracks bargaining unit  |                                 |                           |               |          |
| 2.   | System tracks position and step number for each employee   |                                 |                           |               |          |
| 3.   | System can maintain multiple salary schedules per employee   |                                 |                           |               |          |
| 4.   | System salary schedules can be developed by Grade (level) and by step  |                                 |                           |               |          |
| 5.   | System can implement a new salary schedule for an employee based on an effective date  |                                 |                           |               |          |
| 6.   | System tracks history of salary schedules  |                                 |                           |               |          |
| 7.   | Ability to view employee salary history for multiple years   |                                 |                           |               |          |
| 8.   | System can update salary schedules based on a specific percentage increase   |                                 |                           |               |          |
| 9.   | System tracks longevity and can automatically apply salary increase  |                                 |                           |               |          |
| 10.  | Longevity increase can be automatically applied on employees anniversary date  |                                 |                           |               |          |
| 11.  | Longevity increase can be automatically applied at the beginning of fiscal year  |                                 |                           |               |          |
| 12.  | System can automatically run employee step increases for an employees anniversary date by bargaining unit  |                                 |                           |               |          |
| 13.  | System can automatically run employee step increases for an employees contract date by bargaining unit   |                                 |                           |               |          |
| 14.  | System provides "What-if" capability to determine percent increases and step/level increases to salaries and benefits  |                                 |                           |               |          |
| <b>IV. Position Control</b>  |  |                                 |                           |               |          |
| 1.   | Tracks all approved positions (open and filled)  |                                 |                           |               |          |
| 2.   | System can track positions with the Town and School District separately  |                                 |                           |               |          |
| 3.   | A position can be assigned to an employee or multiple employees  |                                 |                           |               |          |
| 4.   | Positions include a "report to" field to designate lines of authority and facilitate organizational structure  |                                 |                           |               |          |
| 5.   | System tracks history of all employees within a particular position  |                                 |                           |               |          |
| 6.   | Each position can have salary schedules associated with it   |                                 |                           |               |          |
| 7.   | An employee can be assigned to multiple positions  |                                 |                           |               |          |
| 8.   | System provides warning if a single user is assigned to more than a 1.0 FTE  |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Personnel / Human Resources Capabilities<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Personnel / Human Resources Capabilities</b>  |  |                                 |                           |               |          |
| <b>V.</b>  | <b>Benefits</b>  |                                 |                           |               |          |
| 1.   | Accommodates an unlimited number user defined benefits   |                                 |                           |               |          |
| 2.   | Benefit amounts can be a calculation based on employee's budgeted salary (Life and Disability)                           |                                 |                           |               |          |
| 3.   | Benefit amounts can be flat amount with percent breakdown for employee/employer share                                    |                                 |                           |               |          |
| 4.   | Benefit codes are table driven   |                                 |                           |               |          |
| 5.   | System tracks employee and employer share of benefits for each payroll cycle   |                                 |                           |               |          |
| 6.   | System tracks employee and employer share of benefits by month   |                                 |                           |               |          |
| 7.   | System tracks all historical benefits transactions   |                                 |                           |               |          |
| 8.   | System tracks the dates when benefits were added, modified and deleted   |                                 |                           |               |          |
| 9.   | Track dates of start/stop benefits for head count balancing of benefits  |                                 |                           |               |          |
| 10.  | Ability to track dependents name, DOB and full time student status by benefit (benefits may have different restrictions) |                                 |                           |               |          |
| 11.  | Ability to view employee benefits from prior years   |                                 |                           |               |          |
| 12.  | Time and attendance benefits can be accrued and used by either day or hour units   |                                 |                           |               |          |
| 13.  | HR module tracks all benefits and respective deductions in detail provided to employee                                   |                                 |                           |               |          |
| 14.  | Benefit/deduction information is transferred to Payroll module for appropriate processing                                |                                 |                           |               |          |
| 15.  | Ability to maintain history of a teacher's TRB (Teacher's Retirement Benefits) year over year                            |                                 |                           |               |          |
| 16.  | System provides ability to track retirees and beneficiaries  |                                 |                           |               |          |
| <b>VI.</b>   | <b>Professional Development</b>  |                                 |                           |               |          |
| 1.   | Tracks Professional Development (PD) and training courses taken including start and end date of class                    |                                 |                           |               |          |
| 2.   | System can track PD and training courses an employee participated in (including event dates, re-training dates)          |                                 |                           |               |          |
| 3.   | System tracks CEU's for certification  |                                 |                           |               |          |
| 4.   | System tracks in-service credits for professional development  |                                 |                           |               |          |
| 5.   | System tracks when a certification was issued and expiration dates   |                                 |                           |               |          |
| 6.   | System provides notification when certificate is expiring  |                                 |                           |               |          |
| 7.   | System warns/reports when an employee does not have appropriate certifications for a position                            |                                 |                           |               |          |
| <b>VII.</b>  | <b>Applicant Tracking</b>  |                                 |                           |               |          |
| 1.   | Provides for applicant tracking for each position  |                                 |                           |               |          |
| 2.   | Potential employees can submit application through web based portal  |                                 |                           |               |          |
| 3.   | System tracks and maintains applicant and other electronic document information  |                                 |                           |               |          |
| 4.   | Ability to post job openings with job descriptions to the Web  |                                 |                           |               |          |
| 5.   | Application information automatically downloaded into HR system and employee master record                               |                                 |                           |               |          |
| <b>VIII.</b>   | <b>Employee Change Status Tracking (Tracks and notifies departments/personnel of employee changes)</b>                   |                                 |                           |               |          |
| 1.   | System can track employee changes and generate emails to personnel based on change type                                  |                                 |                           |               |          |
| 2.   | Ability to select reason for an employee change from a list  |                                 |                           |               |          |
| 3.   | Ability to add and track comments to an employee change  |                                 |                           |               |          |
| 4.   | Ability to track effective date of employee change   |                                 |                           |               |          |
| 5.   | Ability to track approvals of employee change  |                                 |                           |               |          |
| 6.   | Ability to create a sign-off workflow for employee changes   |                                 |                           |               |          |

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

| Town of Mansfield<br>Government Financial Management Software<br>Personnel / Human Resources Capabilities<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Personnel / Human Resources Capabilities</b>  |  |                                 |                           |               |          |
| <b>XI.</b>   | <b>Standard Reports</b>  |                                 |                           |               |          |
| 1.   | Employee listing by Department                                       |                                 |                           |               |          |
| 2.   | Employee listing by Location   |                                 |                           |               |          |
| 3.   | Employee listing by position   |                                 |                           |               |          |
| 4.   | Employee hire report by date range                                   |                                 |                           |               |          |
| 5.   | Attendance report by Department                                      |                                 |                           |               |          |
| 6.   | Total hours worked by person, by department for specified date range |                                 |                           |               |          |
| 7.   | Employee profile report by employee and/or Department                |                                 |                           |               |          |
| 8.   | Employee Training/Certification listing                              |                                 |                           |               |          |
| 9.   | Employee salary and position history report                          |                                 |                           |               |          |
| 10.  | Ability to generate benefits statement and deduction by employee     |                                 |                           |               |          |
| 11.  | Generates form letters from the HR database                          |                                 |                           |               |          |
| 12.  | Employee absence report  |                                 |                           |               |          |
| 13.  | System can generate the following reports:                           |                                 |                           |               |          |
|  | a. EEOC reports and graphs   |                                 |                           |               |          |
|  | b. Cobra/HIPAA compliance reports                                    |                                 |                           |               |          |
|  | c. OSHA Report   |                                 |                           |               |          |
|  | d. Termination report  |                                 |                           |               |          |
| 14.  | Generate pension census report                                       |                                 |                           |               |          |
| 15.  | Vacation liability report  |                                 |                           |               |          |
| 16.  | ED156 -Fall Hiring Survey  |                                 |                           |               |          |
| 17.  | ED162-Non-certified staff  |                                 |                           |               |          |
| 18.  | ED163-Certified Data Form  |                                 |                           |               |          |
| 19.  | ED165-Connecticut School Data Report (staff attendance section only) |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Payroll Capabilities<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
|  |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Payroll Capabilities</b>  |   |                                 |                           |               |          |
| Requirement ID   |   |                                 |                           |               |          |
| <b>I. System Integration</b>   |   |                                 |                           |               |          |
| 1.   | General Ledger: Payroll transactions automatically update the G/L module  |                                 |                           |               |          |
| 2.   | Personnel: Payroll module interfaces with HR to obtain demographic, salary, and deduction information                 |                                 |                           |               |          |
| 3.   | Grant/Project: Payroll transactions can be applied to specific grants/projects  |                                 |                           |               |          |
| 4.   | Accounts Payable: Automatically generates payroll vendor checks   |                                 |                           |               |          |
| 5.   | Accounts Receivable: Can generate bills for police private duty and custodian overtime reimbursement                  |                                 |                           |               |          |
| 6.   | Ability to interface with a time clock  |                                 |                           |               |          |
| 7.   | Import: System allows the ability to electronically import Payroll information and transactions                       |                                 |                           |               |          |
| 8.   | Export: System allows the ability to electronically export Payroll information and transactions                       |                                 |                           |               |          |
| <b>II. System Capabilities &amp; Processing Features</b>   |   |                                 |                           |               |          |
| 1.   | System can handle the processing of payroll and check cutting for six (6) payroll entities                            |                                 |                           |               |          |
| 2.   | System uses the Personnel module to track demographic information about each employee                                 |                                 |                           |               |          |
| 3.   | Detailed earning and deduction information is tracked by employee for each pay period                                 |                                 |                           |               |          |
| 4.   | Detailed earning and deduction information is tracked by fiscal and calendar year                                     |                                 |                           |               |          |
| 5.   | System processes payroll on both a positive or exception basis  |                                 |                           |               |          |
| 6.   | Ability to specify payroll frequency (weekly, bi-weekly, monthly) by employee   |                                 |                           |               |          |
| 7.   | Ability to process multiple payrolls at one time  |                                 |                           |               |          |
| 8.   | System produces electronic files for distribution   |                                 |                           |               |          |
| 9.   | System tracks and manages multiple retirement plans   |                                 |                           |               |          |
| 10.  | System allows an employees pay to be distributed to multiple G/L accounts and funds                                   |                                 |                           |               |          |
| 11.  | System allows an employees pay to be distributed to multiple Grant/Project accounts                                   |                                 |                           |               |          |
| 12.  | System prints one check for employees with multiple distributions to multiple departments                             |                                 |                           |               |          |
| 13.  | System produces one W-2 per employee who has worked in multiple departments   |                                 |                           |               |          |
| 14.  | During the payroll edit process a user has the ability to review the information and make any appropriate adjustments |                                 |                           |               |          |
| 15.  | Employee can be specified as both an hourly and salaried employee   |                                 |                           |               |          |
| 16.  | System produces a payroll worksheet for each payroll period   |                                 |                           |               |          |
| 17.  | System has the ability to create direct deposits by employee and electronically submit file                           |                                 |                           |               |          |
| 18.  | System provides for automatic check-voiding capability  |                                 |                           |               |          |
| 19.  | Voided checks are reflected in the month they are voided not when the check was produced                              |                                 |                           |               |          |
| 20.  | System tracks in detail earnings, deductions, taxes   |                                 |                           |               |          |
| 21.  | When processing special pay, user has ability to manually adjust all deductions                                       |                                 |                           |               |          |
| 22.  | System tracks vacation, sick and personal time accruals   |                                 |                           |               |          |
| 23.  | Ability to track multiple accrual rates by employee for vacation, sick and personal time                              |                                 |                           |               |          |
| 24.  | Ability to track vacation, sick, personal and FMLA time taken by hours or days  |                                 |                           |               |          |
| 25.  | Ability to track "additional benefit" time such as bereavement, workers compensation, and sick bank                   |                                 |                           |               |          |
| 26.  | Ability to calculate accruals by employee for vacation, sick and personal time based upon part-time or full-time      |                                 |                           |               |          |
| 27.  | Ability to calculate Teacher's Retirement Benefits (TRB) deductions   |                                 |                           |               |          |
| a.   | Includes an "Override" option for Teacher's Retirement Benefits (TRB) reported pensionable salary                     |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Payroll Capabilities<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
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| <b>Payroll Capabilities</b>  |  |                                 |                           |               |          |
| 28.  | System has the ability to create user definable "additional benefits"  |                                 |                           |               |          |
| 29.  | System can generate magnetic media information for insurance carriers  |                                 |                           |               |          |
| 30.  | System can track employee union affiliation  |                                 |                           |               |          |
| 31.  | Retains individual earnings history for as many years as desired   |                                 |                           |               |          |
| 32.  | Provides ability to charge payroll by fixed dollar, time allocation, or percentage allocation                                |                                 |                           |               |          |
| 33.  | Calculates overtime pay automatically based on pay code  |                                 |                           |               |          |
| 34.  | Ability of the system to calculate retro pay on overtime, extra pay, pay losses, etc. on contracts that are negotiated late. |                                 |                           |               |          |
| 35.  | Codes are table driven allowing mass updates for rate changes, deductions, and related benefits tables                       |                                 |                           |               |          |
| 36.  | Accommodates check voiding by updating appropriate general ledger accounts and employee earnings information                 |                                 |                           |               |          |
| 37.  | Supports payroll encumbering for all employees, some employees, and/or no employees  |                                 |                           |               |          |
| 38.  | Handles employee reimbursement payments  |                                 |                           |               |          |
| 39.  | Provides immediate screen access to employee absence information with year-to date and available balance indicated           |                                 |                           |               |          |
| 40.  | Once an employee is terminated from the HR module, a check cannot be processed for that employee as of the effective date    |                                 |                           |               |          |
| 41.  | Users can manually maintain federal and state tax tables without vendor intervention   |                                 |                           |               |          |
| 42.  | System can determine per diem rate based on annual salary  |                                 |                           |               |          |
| 43.  | System can determine hourly rate based on annual salary  |                                 |                           |               |          |
| 44.  | System has the ability to receive payroll check listing from bank and reconcile checks automatically                         |                                 |                           |               |          |
| 45.  | Earning capabilities include:  |                                 |                           |               |          |
|  | a. Ability to provide for an unlimited number of earning types   |                                 |                           |               |          |
|  | b. Earning types can include a variety of incentive and related earnings (i.e.. Educational incentives, longevity)           |                                 |                           |               |          |
|  | c. Earning type can be assigned and scheduled to an employee to occur at a certain time or frequency                         |                                 |                           |               |          |
|  | d. User has ability to prevent/override earning types for a pay period   |                                 |                           |               |          |
| 46.  | Deduction capabilities include:  |                                 |                           |               |          |
|  | a. System provides for an unlimited number of deduction types  |                                 |                           |               |          |
|  | b. Each deduction can be specified as either taxable or pre-tax  |                                 |                           |               |          |
|  | c. Each deduction can be specified as percent of gross, net, or flat amount  |                                 |                           |               |          |
|  | d. Maximum of each deduction can be specified and system will not include deduction once limit reached                       |                                 |                           |               |          |
|  | e. Deductions can be prioritized to make sure appropriate deductions get accounted for first                                 |                                 |                           |               |          |
|  | f. Deductions can be scheduled to occur for particular payrolls  |                                 |                           |               |          |
|  | g. Users can manually modify deductions "on-the-fly" without impacting original deduction amount                             |                                 |                           |               |          |
|  | h. Retirement deductions can be specified as certain percentage of annualized salary   |                                 |                           |               |          |
|  | i. Deduction can be set up for future payroll processing   |                                 |                           |               |          |
|  | j. System limits 401k, 403b, (etc.) deductions appropriately for salary limitations  |                                 |                           |               |          |
|  | k. Deduction code descriptions are printed on employee checks/vouchers   |                                 |                           |               |          |
|  | l. System provides utilities to globally update employee deduction amounts   |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Payroll Capabilities<br>Vendor System Functions and Features List   |   | Software Functionality Analysis |                           |               |          |
|--|---|---------------------------------|---------------------------|---------------|----------|
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| <b>Payroll Capabilities</b>  |   |                                 |                           |               |          |
| 47.  | Check functionalities include:  |                                 |                           |               |          |
|  | a. System check layout can be modified to pre-printed payroll checks  |                                 |                           |               |          |
|  | b. Laser check printing formats are available   |                                 |                           |               |          |
|  | c. Check numbers are automatically generated by system  |                                 |                           |               |          |
|  | d. Checks can be viewed and modified prior to printing  |                                 |                           |               |          |
|  | e. Selected checks may be reprinted   |                                 |                           |               |          |
|  | f. Pay stubs are generated for employees with direct deposit and can be either printed or automatically emailed                                 |                                 |                           |               |          |
|  | g. Pay stub identifies balance remaining on vacation, sick, and personal time   |                                 |                           |               |          |
|  | h. System prints on "blank" check stock   |                                 |                           |               |          |
|  | i. Voiding a check appropriately adjusts all affected accruals and GL accounts  |                                 |                           |               |          |
|  | j. SSN does NOT display on the check/voucher stub   |                                 |                           |               |          |
|  | k. Ability to show a message on check/voucher stub for all employees  |                                 |                           |               |          |
|  | l. Ability to show a message on check/voucher stub for all employees in a selected Bargaining Unit  |                                 |                           |               |          |
|  | m. Ability to show a message on check/voucher stub for all employees in a selected Location   |                                 |                           |               |          |
|  | n. Ability to show a message on a check/voucher stub for a single employee  |                                 |                           |               |          |
| 48.  | Employee self-service that alerts employees when getting close to deadline  |                                 |                           |               |          |
| 49.  | Ability for one person to work multiple job codes with multiple pay rates   |                                 |                           |               |          |
| 50.  | Ability for online personnel evaluations  |                                 |                           |               |          |
| 51.  | Ability to cut a manual check   |                                 |                           |               |          |
| 52.  | Ability to extract employee insurance rate and coverage and link to payroll system  |                                 |                           |               |          |
| 53.  | Ability to manage and apply half steps for payroll increments   |                                 |                           |               |          |
| 54.  | Ability to move one person from one position to another without losing their existing accrual bank  |                                 |                           |               |          |
| <b>III. Timekeeping/Time and Attendance (Not Required)</b>   |   |                                 |                           |               |          |
| <b>A timekeeping module is not required but is highly desired by Mansfield. If your system does not include timekeeping capability but does integrate with specific timekeeping software systems, please identify/list them.</b> |   |                                 |                           |               |          |
| 1.   | System provides ability to enter time "remotely"  |                                 |                           |               |          |
| 2.   | System provides ability for time entry to be performed by third party (i.e. secretary) with appropriate security                                |                                 |                           |               |          |
| 3.   | System provides sign-off process (i.e. supervisor) before posting to payroll system   |                                 |                           |               |          |
| 4.   | Ability to adjust absence data after information has been posted (with audit trail)   |                                 |                           |               |          |
| 5.   | System validates attendance entries by total hours entered by day   |                                 |                           |               |          |
| 6.   | Time and attendance information integrates directly to payroll transactions   |                                 |                           |               |          |
| 7.   | Timesheet validates total required hours at data entry  |                                 |                           |               |          |
| 8.   | Ability to list all reported employee time on single screen for approval  |                                 |                           |               |          |
| 9.   | System will track and record reasons for absences   |                                 |                           |               |          |
| 10.  | Ability to track and view attendance history by day   |                                 |                           |               |          |
| 11.  | Ability to track and view attendance history by attendance classification   |                                 |                           |               |          |
| 12.  | Ability to generate report by person identifying on a calendar, dates of absences   |                                 |                           |               |          |
| 13.  | System interfaces with a time clock system  |                                 |                           |               |          |
| 14.  | Ability for time and attendance software to interface with Microsoft Outlook calendars  |                                 |                           |               |          |
| 15.  | Ability to make a change to a personnel record and have HR receive automatic notifications with supporting file sent at the end of each payroll |                                 |                           |               |          |



| Town of Mansfield<br>Government Financial Management Software<br>Payroll Capabilities<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
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| <b>Payroll Capabilities</b>  |  |                                 |                           |               |          |
| <b>IV. Special Requests</b>  |  |                                 |                           |               |          |
| 1.   | Employees can enter special requests on-line (professional absence, vacation requests, leave of absence) |                                 |                           |               |          |
| 2.   | Ability to enter purpose of request in free-form memo field  |                                 |                           |               |          |
| 3.   | Supervisory approvals can be entered on-line   |                                 |                           |               |          |
| 4.   | Approved and rejected requests can be emailed to requesting employee                                     |                                 |                           |               |          |
| <b>V. On-line Inquiry</b>  |  |                                 |                           |               |          |
| 1.   | Ability to access the employee file by   |                                 |                           |               |          |
|  | a. Employee number   |                                 |                           |               |          |
|  | b. Employee name (partial)   |                                 |                           |               |          |
|  | c. Department/Location   |                                 |                           |               |          |
|  | d. Social security number  |                                 |                           |               |          |
| 2.   | Secretary or Clerk can review payroll and employee information for their Department only                 |                                 |                           |               |          |
| 3.   | Ability to review monthly summary information  |                                 |                           |               |          |
| <b>VI. Substitutes</b>   |  |                                 |                           |               |          |
| 1.   | Substitutes can have multiple pay schedules based on the following:                                      |                                 |                           |               |          |
|  | a. Pay schedule  |                                 |                           |               |          |
|  | b. Consecutive days worked   |                                 |                           |               |          |
|  | c. Total number of days worked   |                                 |                           |               |          |
|  | d. Substituting for a particular employee  |                                 |                           |               |          |
|  | e. Length of time associated with the school district  |                                 |                           |               |          |
| 2.   | Ability to associate a substitute with an absent teacher   |                                 |                           |               |          |
| 3.   | Substitute time entry can be processed through the same time and attendance module                       |                                 |                           |               |          |
| 4.   | Substitute entry is automatically brought into the payroll as substitute exception posting.              |                                 |                           |               |          |
| 5.   | Dates of substitute work for an employee can be summarized and printed on the employees check/voucher    |                                 |                           |               |          |
| 6.   | System easily allows for substitutes that:   |                                 |                           |               |          |
|  | a. Have worked at a multitude of locations during the pay period   |                                 |                           |               |          |
|  | b. Are being paid at a number of different rate amounts  |                                 |                           |               |          |
|  | c. Are being paid from a number of different distribution accounts                                       |                                 |                           |               |          |

| Town of Mansfield<br>Government Financial Management Software<br>Payroll Capabilities<br>Vendor System Functions and Features List |  | Software Functionality Analysis |                           |               |          |
|--|--|---------------------------------|---------------------------|---------------|----------|
|  |  | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Payroll Capabilities</b>  |  |                                 |                           |               |          |
| <b>VII. Standard Reports</b>   |  |                                 |                           |               |          |
| 1.   | Detailed earnings register by employee, by department for a given date range                             |                                 |                           |               |          |
| 2.   | Detailed earnings register by employee, by salary account number for a given date range                  |                                 |                           |               |          |
| 3.   | Detailed deduction register by employee, by department for a given date range                            |                                 |                           |               |          |
| 4.   | Payroll register by department, by employee for a date range   |                                 |                           |               |          |
| 5.   | Payroll reports and pre-payroll register can be run as often as needed prior to running payroll          |                                 |                           |               |          |
| 6.   | Deduction limits reached report by employee, by Department, and by deduction                             |                                 |                           |               |          |
| 7.   | Ability to produce retirement reports required by any governmental entity                                |                                 |                           |               |          |
| 8.   | Quarterly Data to CT Department of Revenue Services and electronically transmit information              |                                 |                           |               |          |
| 9.   | Quarterly Data to IRS and electronically transmit information  |                                 |                           |               |          |
| 10.  | Ability to produce W2's in new MMREF format and electronically transmit information                      |                                 |                           |               |          |
| 11.  | Ability to produce W2 and electronically transmit information  |                                 |                           |               |          |
| 12.  | System can generate W2C's  |                                 |                           |               |          |
| 13.  | System can retain prior year W2's indefinitely   |                                 |                           |               |          |
| 14.  | System allows user to reprint W2's easily  |                                 |                           |               |          |
| 15.  | System provides the ability to enter W2's manually   |                                 |                           |               |          |
| 16.  | System provides the ability to adjust any aspect of the W2's manually                                    |                                 |                           |               |          |
| 17.  | System appropriately handles Group Term Life information from the Payroll                                |                                 |                           |               |          |
| 18.  | System provides the ability to capture Section 125, 414h, 457b, 403b, 401k, Roth 401k, Roth 403b, etc.   |                                 |                           |               |          |
| 19.  | System properly generates W2's for employees that have more information than can fit on a single W2 form |                                 |                           |               |          |
| 20.  | System can generate 1099R's  |                                 |                           |               |          |
| 21.  | Employees quarterly wage report by department  |                                 |                           |               |          |
| 22.  | Union member report (detail earning and deduction by union member)                                       |                                 |                           |               |          |
| 23.  | Fulfills federal and state reporting requirements  |                                 |                           |               |          |
| 24.  | CT Teacher's retirement board (TRB) report   |                                 |                           |               |          |
| <b>VIII. Other Reports - Payroll and Tax processing</b>  |  |                                 |                           |               |          |
| 1.   | Payroll processing reports including but not limited to:   |                                 |                           |               |          |
|  | a. Detail registers  |                                 |                           |               |          |
|  | b. Summary registers   |                                 |                           |               |          |
|  | c. Exception registers   |                                 |                           |               |          |
|  | d. End of Month, Quarter, Year, Fiscal Year reports  |                                 |                           |               |          |
|  | e. W2  |                                 |                           |               |          |
|  | f. W2C   |                                 |                           |               |          |
|  | BLS 790S - Bureau of Labor Statistics Report on Current Employment Statistics - Educational Services     |                                 |                           |               |          |
| 2.   | Quarterly Disk - Department of Labor for Unemployment Compensation                                       |                                 |                           |               |          |
| 3.   | EVS File - Verification Service for employee SSN's   |                                 |                           |               |          |
| 4.   | 941 - Employers Quarterly Federal Tax Return   |                                 |                           |               |          |
| 5.   | CT-941 - State Quarterly Tax Return  |                                 |                           |               |          |
| 6.   | Form 6559 (Transmitter Report and Summary of Magnetic Media)   |                                 |                           |               |          |
| 7.   | Produces 1095-C forms (employer-sponsored health insurance information)                                  |                                 |                           |               |          |

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

| Town of Mansfield<br>Government Financial Management Software<br>Content Management (Not Required)<br>Vendor System Functions and Features List |   | Software Functionality Analysis |                           |               |          |
|---|---|---------------------------------|---------------------------|---------------|----------|
|   |   | Currently Available in Software | Available Within 6 Months | Not Available | Comments |
| <b>Content/Document Management</b>  |   |                                 |                           |               |          |
| Requirement ID  |   |                                 |                           |               |          |
| <b>I. System Capabilities &amp; Processing Features</b>   |   |                                 |                           |               |          |
| 1.  | Integrates with financial management system   |                                 |                           |               |          |
| 2.  | Supports native file formats (faxes, TIFF images, JPEG, PDF)                            |                                 |                           |               |          |
| 3.  | Allows input via:   |                                 |                           |               |          |
|   | a. Scanner  |                                 |                           |               |          |
|   | b. Email  |                                 |                           |               |          |
|   | c. Manual upload/attachment   |                                 |                           |               |          |
|   | d. Automated bulk upload  |                                 |                           |               |          |
|   | e. Mobile apps  |                                 |                           |               |          |
| 4.  | Document Indexing (date, document type)   |                                 |                           |               |          |
| 5.  | Provides Optical Character Recognition (OCR) capabilities                               |                                 |                           |               |          |
| 6.  | Includes robust search capabilities (simple key word search)                            |                                 |                           |               |          |
| 7.  | Includes meta data search   |                                 |                           |               |          |
| 8.  | Includes redaction capabilities   |                                 |                           |               |          |
| 9.  | Includes role-based access and limitation/permission capabilities                       |                                 |                           |               |          |
| 10.   | Provides Audit trail capabilities   |                                 |                           |               |          |
| 11.   | Provides document versioning capabilities   |                                 |                           |               |          |
| 12.   | Ability to restore to previous document versions  |                                 |                           |               |          |
| 13.   | Reporting/Report Writer capabilities  |                                 |                           |               |          |
| 14.   | Easy to use user interface  |                                 |                           |               |          |
| 15.   | User customizable dashboard   |                                 |                           |               |          |
| 16.   | Cloud-access to files   |                                 |                           |               |          |
| 17.   | Includes workflow automation  |                                 |                           |               |          |
| 18.   | Document Processing (conversion of typed/handwritten text) into electronic format       |                                 |                           |               |          |
| 19.   | Provides encryption technology  |                                 |                           |               |          |
| 21.   | Ability to purge documents/content by data range  |                                 |                           |               |          |
| 22.   | Ability to purge documents/content by other criteria                                    |                                 |                           |               |          |
| 23.   | Ability for a vendor receipt to upload into their system (preservation of receipt copy) |                                 |                           |               |          |