**Ó2024 SoftResources LLC**

| **City of Federal Way, WA**  **R = Required**  **I = Important**  **N = Nice to have**  **E = Explore**  **ERP Software Requirements** |
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| --- | --- | --- | --- |
| **Software Vendor** | | |  |
| 1. **Software Company** | | | **Response** |
| * Company name | | |  |
| * Software name | | |  |
| * Contact name, title, phone, email | | |  |
| * Public or Private company | | |  |
| * Year founded | | |  |
| * Revenue | | |  |
| * Number of employees – total company | | |  |
| * Number of employees – total dedicate to Help Desk for City support | | |  |
| * Target customer – industry and size | | |  |
| 1. **Customers on Proposed Software** | | |  |
| * Total | | |  |
| * Total Public Sector | | |  |
| * Total Cities | | |  |
| * Total Washington Public Sector | | |  |
| * Total Cities in Washington State | | |  |
| 1. **Implementation Model: Direct or Partner** | | |  |
| 1. **Version** | | |  |
| * Proposed Version and Release Date | | |  |
| * Release Schedule | | |  |
| * Number of Prior Versions Supported | | |  |
| 1. **Software Vendor Support** | | |  |
| * Location and hours – Pacific Time | | |  |
| * Offshore vs. US/onshore staff | | |  |
| **Implementation Vendor (complete only if different than software vendor)** | | | **Response** |
| 1. **Implementation Services Company** | | |  |
| * Company name | | |  |
| * Software name | | |  |
| * Contact name, title, phone, email | | |  |
| * Public or Private company | | |  |
| * Year founded | | |  |
| * Revenue | | |  |
| * Number of employees – total company | | |  |
| * Number of employees – total dedicate to Help Desk for City support | | |  |
| * Target customer – industry and size | | |  |
| 1. **Customers on Proposed Software** | | |  |
| * Total | | |  |
| * Total Public Sector | | |  |
| * Total Cities | | |  |
| * Total Washington Public Sector | | |  |
| * Total Cities in Washington State | | |  |
| **Ranking** |  | **Response – Rating and Comment** |
|  | **Modules** |  |
|  | **Financial Modules** |  |
| **R** | 1. General Ledger |  |
| **R** | 1. Budget |  |
| **R** | 1. Project and Grant Accounting |  |
| **R** | 1. Purchasing and Contract Management |  |
| **R** | 1. Accounts Payable |  |
| **R** | 1. Accounts Receivable |  |
| **R** | 1. Enterprise Cashiering |  |
| **R** | 1. Capital Assets |  |
|  | **Human Capital Management Modules** |  |
| **R** | 1. Human Resources |  |
| **R** | 1. Time and Attendance |  |
| **R** | 1. Payroll |  |

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|  | **Technology** |  |
| **R** | 1. Preference for Cloud based SaaS or hosted deployment. Open to on-premises. |  |
| **R** | 1. 100% Web-based architecture. Support Chrome, Edge, and Firefox browsers. |  |
| **R** | 1. Role-level security to menu, function, and field level. |  |
| **R** | 1. Azure Active Directory multifactor authentication for user management (future). |  |
| **R** | 1. Integration with Office 365 - Word, Excel, Exchange. |  |
| **R** | 1. List integration technologies, e.g., APIs, Web Services, SOA, XML, etc. |  |
|  | 1. Review proposed approach to integration with the following: |  |
| **R** | 1. Amanda – Permitting, Planning, Land Management to Enterprise Cashiering |  |
| **R** | 1. MBP.com Online Permitting Portal – import payment from payment Portal (PayPal) to General Ledger |  |
| **R** | 1. RecTrac – Parks and Recreation cash receipts to General Ledger |  |
| **R** | 1. Class – Dumas Bay Conference Center cash receipts to General Ledger |  |
| **R** | 1. JIS – Justice Information System – cash receipts to General Ledger |  |
| **R** | 1. Probation – cash receipts to General Ledger |  |
| **R** | 1. PowerTime – Police and Public Works scheduling and time entry |  |
| **R** | 1. Laserfiche – document management |  |
|  | **General** |  |
| **R** | 1. Describe vendor’s strategy and approach to keep software current to Federal and State regulatory requirements for functionality and reporting. |  |
| **R** | 1. Real-time integration across all modules in suite. Specify exceptions. |  |
| **R** | 1. Configurable role or user-level dashboards including favorites, notifications, reports, etc. |  |
| **R** | 1. User-defined fields across all modules that can be used in queries and reports. Describe limitations. |  |
| **R** | 1. Mask sensitive data fields and/or restrict access. |  |
| **I** | 1. Define mandatory fields on screens, web forms, mobile apps. |  |
| **R** | 1. Rules based workflow routing with prioritization, alerts, electronic signatures, and visible approval queue. |  |
| **I** | 1. Searchable and context sensitive help. |  |
| **R** | 1. Indicate mobile functionality and devices supported including iOS, iOS mobile app, and responsive design. |  |
| **R** | 1. Describe available online training and support tools for end users. |  |
| **R** | 1. Audit trail and reporting with date, time, user stamp, and before/after values. |  |
| **I** | 1. Describe available tools or functionality for Document Management. |  |
| **R** | 1. Add attachments to transactions throughout all modules. |  |
| **R** | 1. Effective dating of transactions throughout all modules. |  |
|  | **Financial Modules** |  |
| **R** | **General Ledger** |  |
| **R** | 1. Describe Chart of Account format including number of segments and total characters. Must support State of Washington BARS requirements. See [BARS GAAP Manual - Office of the Washington State Auditor](https://sao.wa.gov/bars-annual-filing/bars-gaap-manual/).   *Note: Current format is Fund = 3, 2nd Segment = 4, Department/Div = 3, Basub (Bars) = 3, Basub = 2, and Object = 3.* |  |
| **R** | 1. Indicate number of accounting periods. Currently use 14 periods. Use Period 13 for modified accrual and period 14 accrual adjustments. |  |
| **R** | 1. Fund accounting with automatic due-to/due-from balancing entries. |  |
| **N** | 1. Define allowable General Ledger account codes by department. |  |
| **R** | 1. Multiple journal entry types including: 2. Standard 3. Reversing 4. Recurring - review/edit amounts before posting 5. Budget transfers 6. Import from Excel 7. Allocations 8. Import from other City applications |  |
| **R** | 1. Workflow approval routing of Journal Entries. |  |
| **R** | 1. Add short description, long description, and attachments to Journal Entries. |  |
| **R** | 1. Support generation of ACFR. Describe tools available. |  |
| **R** | 1. Budget vs. Actual dashboard and reports with drill to source transactions. |  |
| **R** | **Budget** |  |
| **R** | 1. Biennial budget with roll forward between budget years. |  |
| **R** | 1. Position budgeting for salaries and benefits. |  |
| **R** | 1. Decentralized budget entry by department with approval workflow of requests and adjustments. |  |
| **R** | 1. Budget adjustment for monthly salary savings to special fund under authority of the City Administrator. |  |
| **R** | 1. Document line-item assumptions and attach supporting documentation to budgets, e.g., notes, worksheets, contracts. |  |
| **I** | 1. Online visibility to budget input status queue. |  |
| **R** | 1. Multiple budget versions per fiscal year. |  |
| **R** | 1. Support mid-year budget and quarterly adjustment process. |  |
| **R** | 1. Import/export to Excel. |  |
| **I** | 1. Support creation of the Budget Book. |  |
| **R** | **Project and Grant Accounting** |  |
| **R** | 1. Describe Project and Grant accounting functionality. |  |
| **R** | 1. Project master file data to include:    1. Number, Type    2. Name, Description    3. Location, Project Manager    4. Phase, Activity    5. Dates: Start, End - cross fiscal years    6. Status    7. Budget, Funding Sources    8. Attachments    9. User Defined Fields |  |
| **R** | 1. Multi-level Project hierarchy with ability to report on detail or summary data. |  |
| **R** | 1. Describe set up of chart of account codes eligible for posting for a Project or Grant in Time and Attendance. And deactivate when Project is complete. |  |
| **R** | 1. Charge expenses and labor to Projects and Grants. |  |
| **R** | 1. Grant Accounting including:    1. Revenues and expenses    2. Rules: allowable, reimbursable, matching    3. Reporting and billing    4. Reimbursement tracking and invoicing |  |
| **R** | 1. Support generation of SEFA schedules and reporting, GASB34 workbook, etc. |  |
| **I** | 1. Inception to date dashboard view and reporting of Projects and Grants including:    1. Budget    2. Actual    3. Encumbrances    4. Pre-Encumbrances    5. Change Orders    6. Percent complete    7. Unused funding source at end of fiscal year |  |
| **R** | 1. Review process to close out CIP to one or multiple assets in Capital Asset module. |  |
| **R** | **Purchasing and Contract Management** |  |
| **R** | 1. Purchase Order and Contract Management processing functionality including:    1. Decentralized entry    2. Encumbrance accounting    3. Rules based approval routing – department, dollar amount, etc.    4. Multiple General Ledger code per line item    5. Flag purchase as Fixed Asset    6. Budget checking at creation – option to warn or stop    7. Attach supporting documents    8. Manage spend to total    9. Retainage management    10. Alerts when nearing expiration date or depletion    11. Alerts for expiring Insurance Certificate, Bond, etc.    12. Change Order management    13. Attach Terms and Conditions    14. Aging reports |  |
| **N** | 1. Bid and Quote management including:    1. Import bids from Builders Exchange    2. Collect proposals    3. Manage sealed bid process    4. Evaluate responses    5. Elevate selected bid |  |
| **R** | **Accounts Payable** |  |
| **R** | 1. Vendor master file data including: 2. Legal and DBA name 3. Status 4. Multiple contacts: address, phone, email 5. Tax ID – Federal ID or Social Security number 6. Attachments: W-9, insurance certificate, bonds, etc. 7. Default 1099 status 8. Banking Information 9. User defined fields |  |
| **R** | 1. Vendor management including:    1. Duplicate vendor merge utility    2. Vendor search – wildcard, type ahead entry, etc. |  |
| **I** | 1. Initiate online request for new vendor record, attach W9, route for approval and setup. |  |
| **R** | 1. Centralized and decentralized invoice entry including:    1. Enter invoice details    2. Duplicate invoice management    3. Budget checking – option to warn or stop    4. Scan and attach invoice    5. Distribute to multiple General Ledger accounts    6. Flag as Capital Asset    7. Flag for separate check    8. Rules based workflow approval routing    9. Visibility to approval queue and status |  |
| **R** | 1. Import bank file for Purchasing Card transactions with coding and post to line-item vendor. |  |
| **R** | 1. Define and process Recurring Payables with start date, end date, and amount with ability to modify and workflow approval routing. |  |
| **R** | 1. Retainage management for withholding, release, and payment. |  |
| **R** | 1. Two or three-way matching (Purchase Order to Invoice, or Purchase Order to Invoice to Receiving). |  |
| **R** | 1. Multiple payment types: check, wire, auto-pay, EFT, ACH, etc. |  |
| **R** | 1. User-defined remittance advice for electronic payments that can be emailed to vendor. |  |
| **R** | 1. Generate Positive Pay file for bank. |  |
| **R** | 1. 1099 management including:    1. Track to vendor, invoice, invoice line item    2. Generate review reports    3. Generate forms    4. Create IRS file |  |
| **R** | 1. Tools to facilitate Sales and Use Tax management. |  |
| **I** | 1. Vendor self-service portal with options to allow the following with workflow approval routing before posting:    1. Upload W9    2. Address changes    3. Submit invoices    4. Check invoice payment status |  |
| **R** | 1. Import bank file for reconciliation and perform automated reconciliation. |  |
| **R** | **Accounts Receivable** |  |
| **R** | 1. Multiple invoice types including False Alarms, Cell Towers, Right-of-Way, Road Improvement District, Grants, etc. |  |
| **R** | 1. Customer master file including:    1. Number, Name, Customer Type    2. Multiple addresses, email, phone numbers    3. Billing frequency    4. Project Number    5. Document attachments |  |
| **R** | 1. Generate Miscellaneous invoices including:    1. Customizable billing templates    2. Import from external system    3. Import from Excel    4. Decentralized initiation of invoice request with workflow approval routing    5. Attach supporting documents    6. Recurring invoices with start/end date and amount with ability to modify |  |
| **R** | 1. Multiple forms of payment: cash, check, credit card, EFT etc. |  |
| **I** | 1. Record description of miscellaneous cash receipt, e.g., civil penalty. |  |
| **I** | 1. Apply Solid Utility Tax to 3 funds by a percent when entering payment. |  |
| **R** | 1. Manage partial payments and remaining balance due. |  |
| **R** | 1. Citizen facing portal including:    1. Payment of open invoice    2. Secure log in    3. PCI compliant    4. View open invoices and make payment |  |
| **R** | 1. Generate daily cash receipt report by payment type. |  |
| **I** | 1. Generate and email or print past due letters (30, 60, 90, final ) and notify applicable department. |  |
| **R** | 1. Generate aging reports. |  |
| **R** | 1. Process and manage NSF payments |  |
| **I** | 1. Track customers sent to collection, uncollectable, liens assessed, etc. |  |
| **E** | 1. Track utility tax payment receipts through cashiering system to a customer record in Accounts Receivable to assist with tracking of who is paying or not paying. |  |
| **R** | **Enterprise Cashiering** |  |
| **R** | 1. Enterprise cashiering that supports decentralized entry of cash receipts by multiple departments. |  |
| **R** | 1. Receipt of Grant payments applied to the associated Grant. |  |
| **R** | 1. Interface with 3rd Party PCI compliant payment processor for credit card payments. |  |
| **R** | 1. Customer look-up by wild card, name, account number, phone number, barcoded invoice scan, etc. |  |
| **I** | 1. Customizable receipt formats. |  |
| **R** | 1. Real time or batch posting of receipts to Accounts Receivable and General Ledger, subledger, including project accounting |  |
| **R** | 1. End of day reconciliation process and reports. |  |
| **R** | 1. Import cash receipts from third party systems, e.g., RecTrac, Class, Highpoint (Animal licensing), NCR, Probation System, Municipal Court, etc., Option to import detailed transactions for consolidated reporting. |  |
| **R** | **Capital Assets** |  |
| **R** | 1. Asset Master File data including:    1. Number    2. Description    3. Category, Type. Sub-Type    4. Manufacturer, Serial Number, VIN    5. Dates: Purchased, In Service, Replacement, Disposal    6. Contract, Project, Grant    7. Location and staff assigned to    8. Useful life and depreciation method    9. Attach documents and photos    10. User defined fields |  |
| **N** | 1. Track non-capitalized or non-depreciated assets, e.g., small and attractive items issued to Department and Employee. |  |
| **N** | 1. Track donated or leased assets. |  |
| **R** | 1. Physical inventory processing using barcode readers and reconciliation. |  |
| **R** | 1. Track and retain history of asset transfers and disposals. |  |
| **R** | 1. Generate Journal Entries for depreciation after asset is placed in service. |  |
| **R** | 1. Generate required GASB reporting. |  |
| **I** | 1. Support perpetual replacement calculations and reporting. |  |
| **I** | 1. Asset Accounting using accrual and modified accrual. |  |
| **I** | 1. Generate list of assets by location, department, assigned employee, etc. |  |
|  | **Human Capital Management Modules** |  |
| **R** | **Human Resources** |  |
| **R** | 1. Position Control management including    1. Position and FTE count    2. Date effective    3. EEO code    4. Retain position history |  |
| **R** | 1. Employee master file data including:    1. Name, Number, Department    2. Position and salary – current and history    3. Contact info: address, phone, email, emergency    4. Dependents    5. Benefit elections    6. Status: Active, On Leave, Terminating, Terminated, Retiree, Disability, etc.    7. Dates: Hire, Promotion, Anniversary, Benefit, Termination, Probation, User Defined, Birthdate    8. Issued Inventory    9. Document attachments |  |
| **R** | 1. Initiate date-effective changes for position, pay, benefits, with workflow approval routing and updates to all modules when approved. |  |
| **R** | 1. Define salary schedules by employee group or bargaining unit with grade and step increases. |  |
| **R** | 1. Management and tracking of FMLA including maximum allowed (480 hours). |  |
| **R** | 1. Rules-based benefit eligibility to employee group with ability to override with security. |  |
| **R** | 1. Import new hire data from NeoGov Applicant Tracking software. |  |
| **R** | 1. Manage onboarding and separation processes including steps and due dates with workflow or checklists. |  |
| **I** | 1. Track and manage mandatory training, certifications, licenses, and expiration dates with notification or reporting of nearing expiration dates. |  |
| **R** | 1. FLSA, ADA, EEOC tracking and reporting requirements for employees. |  |
| **R** | 1. ACA tracking and reporting including:    1. Look back reports for actual hours worked    2. Generate and post 1094 and 1095-C reports to self service    3. Generate IRS file |  |
| **I** | 1. Performance Review functionality including due dates, forms, notifications, etc.. |  |
| **R** | 1. Employee Self-Service with workflow approval routing before posting including:    1. View leave balances    2. Submit leave requests    3. Access pay advice, W2, 1095    4. View position and salary history    5. Update W-4    6. Update dependents, contact information, addresses    7. Add attachments |  |
| **R** | 1. Manager Self-Service including:    1. View leave balances    2. Approve leave requests    3. Performance reviews    4. View positions and salary history |  |
| **N** | 1. Manage Open Enrollment, including:    1. Plan offerings by group    2. Premiums    3. Employee elections    4. Dependents    5. Effective dated    6. Generate electronic file of elections for carriers |  |
| **R** | 1. Track eligibility, enrollment, and elections for Washington Department of Retirement system (DRS). |  |
| **I** | 1. Track employees on Workers Comp. |  |
| **N** | 1. Org Charting tools based on data in Human Resources solution. |  |
| **N** | 1. Cobra management including elections and effective dates. |  |
| **N** | 1. Generate customized compensation statements including salary and benefits and post to Employee Self-Service. |  |
| **R** | **Time and Attendance** |  |
| **R** | 1. Define a default schedule by group or individual with earnings, hours, charge and General Ledger codes with option to populate timesheet, e.g., 5/8, 4/10, 9/80, etc. |  |
| **R** | 1. Support various time collection options including: 2. Direct entry or exception based 3. Web based 4. Import from third party system 5. Badge swipe 6. Mobile App 7. Paper or Excel based |  |
| **R** | 1. Display available leave at time entry; option to warn or stop if leave banks exceeded. |  |
| **R** | 1. Track missing timesheets with reminders through alerts or dashboard notification. |  |
| **R** | 1. Workflow approval routing of timesheets with ability to designate alternate approver. |  |
| **R** | 1. Charge time to Project or Grant. Define codes allowed by department or employee. |  |
| **R** | 1. Rules based leave management - accruals, usage, carryover, payouts, balances, donations, etc. |  |
| **R** | **Payroll** |  |
| **R** | 1. Semi-monthly pay cycle. |  |
| **R** | 1. Define rules-based earnings and deductions codes including formulas, fixed amounts, number of pay periods, employee group, etc. |  |
| **R** | 1. Multiple earnings and deduction codes per employee per pay period. |  |
| **R** | 1. Initiate Payroll Action Forms, route for approval, and apply to employee record in system following effective dates. |  |
| **R** | 1. Process and calculate date-effective and mid-period pay changes and associated impacts to deductions. Report to DRS based on period earned. |  |
| **R** | 1. Enter date-effective mass change that affect all or a group of employees with workflow review and approval before updating. |  |
| **R** | 1. Rules based calculation of FLSA overtime paid for hours in excess of 40 in a week. |  |
| **R** | 1. Generate payroll auditing and review reports including:    1. Summary of all changes since last pay period    2. Exception reports for pay anomalies, no pay, double pay, normal hours, etc.    3. Gross to net payroll proof list |  |
| **R** | 1. Generate customizable pay advice and paychecks and make available in employee self-service. |  |
| **R** | 1. Generate vendor payments related to payroll processing. |  |
| **R** | 1. Produce data, files, or reports for Federal and State tax reporting. |  |
| **R** | 1. Generate W2s and send copy to employee self-service portal. |  |
| **R** | 1. Produce monthly and year-end accruals of salaries and benefits. |  |
| **I** | 1. Track and manage employees on Workers Comp. City buys back L&I hours used. |  |
| **R** | **Reporting** |  |
| **R** | 1. Deliver library of standard reports. |  |
| **R** | 1. User-level query and reporting tools that allow formatting of data, dates, filters, charts, etc. List tools offered. |  |
| **R** | 1. List power user reporting tools that can be used, e.g., Microsoft SSRS, Power BI, Crystal, Cognos, etc. |  |
| **R** | 1. User-level security flows through to queries, reports, and drill-down. |  |
| **R** | 1. Output reports to multiple formats, e.g., HTML, PDF, Excel, Word, etc. Schedule for delivery to email or dashboard. |  |
| **R** | 1. Save report and query templates and with option to keep private or make shareable. |  |
| **N** | 1. ODBC connection to MS SQL database tables for data extracts to Excel. |  |