Request for Proposal

City of Corcoran
Hennepin County, Minnesota

Enterprise Resource Planning (ERP) System

Submitted by:
BS&A Software
14965 Abbey Lane
Bath, MI 48808
(855) 272-7638

Dan J. Burns, CPA
Account Executive
dburns@bsasoftware.com

Closing Date:
February 18, 2021

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www.bsasoftware.com

February 18, 2021

City of Corcoran
8200 County Road 116
Corcoran, MN 55340

We are pleased to respond to the City's Request For Proposal for ERP System.

For nearly 25 years, BS&A Software has provided software solutions for local and county government. Governmental software is not a side-light or specialty product for us – governmental software is our sole focus. Our success is evidenced with over 15,000 installations of our various software applications for customers ranging in population from 1,000 to over 1,000,000.

Currently, there are more than 1,000 installations of our Financial Management, Utility Billing and Community Development Software Systems spread throughout 16 states. The following proposal outlines our company stability and history, technology strategy, superior products, and our unparalleled implementation and support services. We look forward to your positive consideration of our proposed solution.

Please do not hesitate to contact us with any questions you may have following the review of this proposal. I will be pleased to assist you, and can be reached at 855-272-7638.

Sincerely,

Dan J. Burns, CPA
Account Executive
PH: 517.641.8900
FX: 517.641.8960
dburns@bsasoftware.com

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1.0 Executive Summary and Introductory Materials

Headquarters:	Primary Contact	Secondary Contact:
BS&A Software, Inc.	Dan J. Burns, CPA	Jason Hafner, CPA
14965 Abbey Lane	Account Executive	Director of Project Management
Bath, MI 48808	PH: 517-641-8900	PH: 517-641-8900
855-272-7638	Dburns@bsasoftware.com	JHafner@bsasoftware.com

Overview

BS&A Software is pleased to submit our proposal for your review. We have over 1,000 customers on our Financial Management, Payroll, Utility Billing, and Community Development software. These customers range from small municipalities with hundreds of people to large municipalities that have over 100,000 residents. We obtained these customers by continually refining both our software and our processes, so that we deliver exactly what we promise, along with unparalleled support. All of our programs are built with the Microsoft .NET software development platform using the latest tools available. Our software uses Microsoft SQL as the database engine. BS&A programs currently provide all of the major functions requested. We are proposing a locally-hosted solution, with an unlimited number of concurrent users.

BS&A Company Benefits

For 25 years, our trademark has been to provide great software and world-class customer service. You will quickly learn why BS&A has grown so positively through the worst of economic times; we are first and foremost concerned with long-term customer relationships.

- **Customer Support & Satisfaction –** BS&A believes that customer satisfaction is critical to the long-term success of any company. We are so confident in what our existing customers have to say that we provide a complete client list on our website. Feel free to contact any of our existing customers. If they do not say that we provide the absolute best customer support, choose another vendor.
- **Money Back Guarantee:** BS&A is so confident in our ability to provide quality software that we provide you with a guarantee. If you are not satisfied with a BS&A product at any time during the first year, simply return it and we will refund 100% of the price of the software.

BS&A Software Benefits

BS&A provides a completely integrated suite of Financial Management products that offer the following advantages over other solutions:

- **Site License:** As a standard process, BS&A provides each municipality with a site license, whereby they can run our software on an unlimited number of desktops or with an unlimited number of concurrent users. This makes it practical to provide access to BS&A software to as many users and departments as desired without incurring any additional license costs.
- **Data Conversion:** BS&A sets the bar in terms of data conversion efficiency, and minimizes efforts on the City's part. We simply require you to get us data and we take over from there. We are not particular about the format. Whether you choose to convert all of your data or just the critical components, BS&A will not produce any surprise or additional data conversion fees, unless changes to the scope of the conversions are requested.
- **Integrations:** BS&A provides out of the box and user configurable integrations for a large number of required systems (Banks, State Government, IRS, Benefit Providers, Purchasing Cards, etc.) We do not charge any extra fees for these integrations and, in most cases, we will create similar integrations at no cost.
- **Project Management:** BS&A representatives will deliver the implementation services for all of the proposed applications. BS&A will assume the role of primary contractor and will assume project management responsibilities. Our Project Managers, along with our Implementation & Training staff, have been involved in hundreds of successful projects similar to the City's.

E.1 Attachment 1 (RFP Submittal Checklist)

Submittal Checklist		
Section	**Item**	**Submitted**
B.1	Executive Summary and Introductory Materials	X
E.1	Attachment 1 (RFP Submittal Checklist)	X
E.2	Attachment 2 (Signature Page)	X
E.3	Attachment 3 (Proposer Statement)	X
B.2	Scope of Services	X
E.4	Attachment 4 (Scope of Proposal)	X
E.5	Attachment 5 (Company Background)	X
E.6	Attachment 6 (Reference Form)	X
B.3	Functional Requirements	X
E.13	Attachment 13 (Functional Requirements)	X
E.7	Attachment 7 (Technical Specifications)	X
B.4	Implementation Plan	X
E.11	Attachment 11 (Conversions)	X
E.12	Attachment 12 (Staffing)	X
B.5	Ongoing Support and Hosting Services	X
E.8	Attachment 8 (Software-as-a-Service/Hosting)	X
E.9	Attachment 9 (Proposed Service Level Agreement)	X
E.10	Attachment 10 (Maintenance and Support)	X
B.6	Exceptions to the RFP	X
B.7	Deliverables and Project Outcomes	X
B.8	Sample Documents	X
B.9	Price Proposal (under separate cover)	X
E.14	Attachment 14 (Cost)	X
B.1	Executive Summary and Introductory Materials	X

E.2 Attachment 2 (Signature Page)

The undersigned proposer having examined this RFP and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that the proposer will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that the proposer will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as proposed.

Submitting Firm: **BS&A Software**

Address: **14965 Abbey Lane**

Government: **Bath** State: **MI** Zip: **48808**

Authorized Representative (print): **Dan J. Burns, CPA** Title: **Account Executive**

Authorized Signature: _____ Date: **6/20/2018**

Contact Information:

Name: **Dan J. Burns, CPA**

Title: **Account Executive**

Address: **14965 Abbey Lane**

Government: **Bath** State: **MI** Zip: **48808**

Email: **dburns@bsasoftware.com**

Phone: **517-641-8900**

Cell Phone: **(248) 345-8026**

Fax: **517-641-8960**

Software Demonstrations / Implementation Interviews

Software demonstrations are currently scheduled for the following dates. Please indicate your availability and date preference to provide software demonstrations in the event your proposal is elevated to software demonstrations. Elevated proposers will be notified of the scheduled a demonstrate date when elevated.

Week	Availability (Y/N)	Preference (1,2,3,No Preference)
3/8/2021 – 3/10/2021	Y = 3/9 & 3/10	1
3/11-12 and 3/15/2021	Y = 3/12	2
3/17/2021 – 3/19/2021	Y = 3/17 & 3/18	3

E.3 Attachment 3 (Proposer Statement)

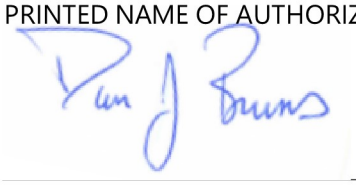
By submitting a response, the respondent acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the proposer to acquaint themselves with available information will not relieve them from the responsibility for estimating properly the difficulty or cost of successfully performing the work available. The Government is not responsible for any conclusions or interpretations made by the proposer on the basis of the information made available by the Government.

The following addendums have been acknowledged and are included in our response. Proposals that do not acknowledge addendums may be rejected.

Addendum	Initials

Dan J. Burns, CPA

PRINTED NAME OF AUTHORIZED AGENT (TITLE)



SIGNATURE OF AUTHORIZED AGENT

2/16/2021

DATE

2.0 Scope of Services

E.4 Attachment 4 (Scope of Proposal)

Identify the scope of the proposal and if the proposal contains software and services for each scope option. Scope options are defined in the RFP in section A and Section C.

Software and Implementation Services:

- **X** Proposed
- ☐ Not Proposed

Primary Software Firm **BS&A Software**
Software Product Proposed **BS&A Applications** Version **.NET**
Primary Implementation Firm **BS&A Software**

Technology Services:

- ☐ Hosting Services Proposed
- ☐ Software as a Service Proposed
- **X** Not Proposed

Hosting Provider: **N/A – Proposed solution to be hosted by the City**

Ongoing Support

X	Ongoing Support Provided by Software Vendor
☐	Ongoing Support Provided by Implementation Firm
☐	Ongoing Support Provided by Third Party

Third Party Products/Services

- ☐ Third Party Products/Services Proposed
- **X** No Third Party Products/Services Proposed

Firm _____ *Purpose* _____
Firm _____ *Purpose* _____
Firm _____ *Purpose* _____

Name of Individual / Firm Submitting Proposal:

Dan J. Burns, CPA / BS&A Software

Signature of Proposer

Company Background

Mission Statement

BS&A Software is driven to excellence in all areas of our business by focusing 100% of our efforts on solving our customers' problems, creating deep customer relationships through unparalleled support, and pursuing continued improvement in our software through innovation and customer feedback.

Company History

Bellefeuil, Szur & Associates, Inc. was incorporated in the State of Michigan in 1991 with a vision of providing powerful public sector software to local government in Michigan. Our product line has since grown to an extensive list of 32 software products including a Financial Management Suite, a Property-Based Suite, a Community Development Suite, and companion products for local and county government. **With the growth in products, our customer base has expanded to include municipalities in 16 states**. We focus exclusively on municipal government – all 2,000+ of our clients are local government entities. One hundred percent of our annual revenue is from public sector customers.

Currently, we have over 1,000 public sector customers using the proposed applications. BS&A employs over 170 team members involved in software development, IT, sales, implementation, training, and technical support. Over 50% of our staff is dedicated to the development and support of the proposed applications. We are a privately held company, and have never been sold since our incorporation.

BS&A Software is an equal opportunity employer. BS&A Software prohibits discrimination based on a person's race, color, creed, national origin, age, sex, height, weight, religion, marital status, disability, pregnancy, genetic information, or any other characteristic.

Strategic Plan

BS&A Software has grown to become a well-recognized and successful software company for government in the Midwest. Our continued growth is dependent upon implementing the following:

1) Providing best in class financial management, utility billing, and community development software using leading edge technology at a value price.
   Our talented software developers and financial management product specialists continuously query the needs of our customers to ascertain where we should be from a technological and feature standpoint.
   We are committed to accomplishing this goal from a value perspective. Our financial management, utility billing, and community development software suite has numerous high-end features at a value price.
2) Forging a company philosophy that challenges and rewards support technicians and software developers to consistently "go the extra mile" to solve customer issues.
   Our company culture is completely "externally driven." Our team members are rewarded based on how well they have created satisfied customers.
3) Creating a "closed loop" feedback system between our customers, technical support, and software developers to allow for a lightning-fast problem resolution process.
   It is very common for our customers, tech support personnel, and software developers to be on conference calls together so we completely understand the problem at hand. This allows us to quickly and efficiently solve any problems.
4) Continued investment in the development of our financial management, utility billing, and community development products by keeping a vigilant eye on the needs of our customers.

We are adding new features to our financial management suite of software every single day. The vast majority of these features are requests from our existing customer base. We are second to none when it comes to responsiveness to our customers.

5) Expert and detailed data conversion skills to make the software transition as seamless as possible.
   We have successfully converted data from a wide variety of software platforms, using a similarly wide variety of databases.
6) Integrity, honesty, and a strong desire to be "extremely easy to do business with."
   We pride ourselves on doing what we say we are going to do. We are straight shooters throughout the entire process. We strive to be "easy to do business with" by:
   a) Not charging support fees for our applications the first year of our agreement (most of our competitors do).
   b) Holding final invoicing for our software and training services until everything has been delivered. Many times, software implementations take several months to complete.
   c) Offering a one-year, money back guarantee on our software. If, up to a year after installation, you are not happy with our software and service, you can return the software for a full refund.

Customer Retention

Our superior software and service have not gone unnoticed in our market. Our track record speaks for itself. Over 2,000 government municipalities have successful implementations of one or more BS&A Software products. BS&A Software has enjoyed unprecedented 99% customer retention over our entire product line for 25 years. Moreover, we have never lost a Financial Management customer to any competitor.

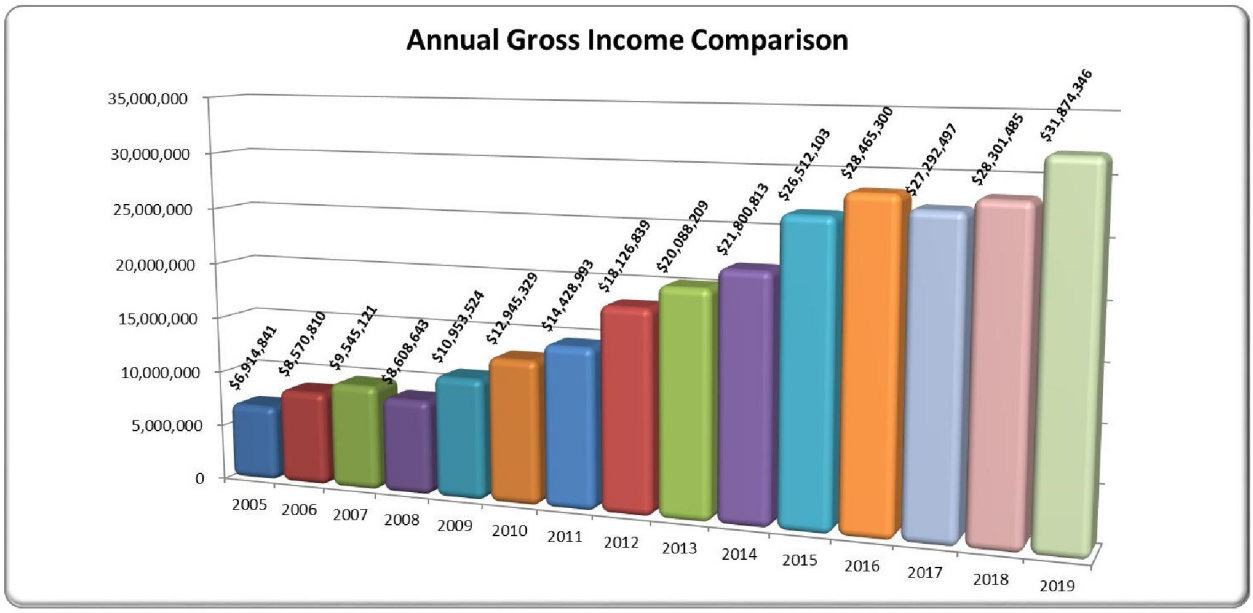
Keys to Success

All of our team members are trained in providing great customer service. In order to ensure a successful system and implementation, we have identified the following objectives and strategies:

1. **Implement Operational Improvements:** Little is gained by simply purchasing new software and continuing existing practices. BS&A strongly believes that while implementing a new system, numerous opportunities will arise to eliminate operational inefficiencies. Our experienced implementation consultants will work together with your team to identify and incorporate changes within their department that will allow them to "work smarter, not harder."
2. **Focus on Training:** A major contributor to the success of a new system is the need for a concerted effort towards initial and on-going training of staff. BS&A uses experienced trainers with accounting degrees, so that all parties are able to effectively utilize the system and features.
3. **Fully Integrated Solution:** The advantages of having a completely integrated solution are numerous. First, everyday activities like querying and reporting are consistent throughout a range of products. More importantly, though, an integrated solution eliminates manual and redundant data entry.
4. **Implementation Experience:** A project of this type requires a significant amount of effort to efficiently implement. BS&A has been involved in thousands of implementations, and provides highly experienced project management and technical resources.
5. **Support:** Delivering the highest quality customer care is essential to your success. We consider it the highest priority of our organization. Our closed-loop feedback system between customers, tech support, and developers delivers lightning-fast resolution to any issue.

Continued Growth

Our gross sales have increased an average of 20% per year over the last several years. We are a consistently profitable organization that averages 20+% profit margins. We are managed very conservatively and carry no long-term corporate debt. Our gross income was $27 Million in 2017, $28 Million in 2018, and nearly $32 Million in 2019.



Experience

Over our 25 years of data conversions and implementation projects, we have learned a number of things to make this process better. Typical examples include:

1. **Data Conversion /Review:** Mistakes converting data delay projects, cause rework, and negatively affect team member morale. To ensure that there are no data conversion errors, we do two things. First, we review the data with the key stakeholders very early in the process. This provides ample time to correct any data conversion issues. Second, for critical systems like Utility Billing and Payroll, we run at least one, and sometimes two, cycles in parallel.
2. **Entity-Wide Buy-In:** It is critical to have all parts of the City informed of the plans and get everyone involved in the solution. This can be accomplished by involving as many departments as possible in key activities, such as: Initial Demonstration, Project Kick-off, and Process Review Sessions.
3. **Test Data and Environment:** When problems with data or processes arise late in the project, it is much more difficult to correct them. We believe that providing access to a test system, with your test data, allows for any potential problems to be identified early enough to be corrected without impacting the project schedule.
4. **Integrations:** Often times it will be necessary to provide integration to another system that was not planned for. BS&A makes every effort to help identify possible integrations. BS&A also provides numerous "code-less" configurable integrations. These allow for the creation of exports or imports into a wide variety of formats, without writing any software.
5. **Hardware:** Delays in procuring hardware can have disastrous impacts on the project schedule. In order to head off any delays, we meet with your IT team early on in the project to review planned hardware. If new hardware must be purchased, we will work with you to outline the specifications.
6. **Handle the Unexpected:** BS&A prides itself on being responsive, both in terms of training and development. If an unforeseen issue arises, our "Never let a customer fail" motto guides our response. We work together to find a way to resolve the problem and keep the project on schedule. This is something that we strongly encourage you to talk about with any of our customers.

E.5 Attachment 5 (Company Background)

Complete one form for each firm included in the proposal.

Company Background	
Company Name:	BS&A Software
Location of corporate headquarters:	Bath, MI
Proposer Experience	
# of years in business:	29
# of years providing systems/services to public sector:	29
Customer Base:	
# of clients using proposed software/services	>1000
# of clients using other similar software/services	>1000
Market Focus:	
Identify other industries serviced (other than local government)	100% of our customers are the public sector
If not Primary Proposer	
# of past projects partnering with primary proposer	N/A
Official Partnership status/certification (if applicable)	N/A
About the Company	
Number of Total Employees:	170
Number of Employees Providing Implementation Services (if applicable)	44
Number of Employees Supporting Product (Maintenance and Support) (if applicable)	70
Number of Employees Dedicated to Product Development (if applicable)	35

E.6 Attachment 6 (Reference Form)

Please provide at least five (5) references for past projects that include products and services similar to those proposed for this RFP. Please use the following format in submitting references.

GENERAL BACKGROUND

Name of Client: City of Delano, Wright County MN

Project Manager/Contact: Jennifer Willems **Title:** Finance Assistant

Phone: 763.972.0569 **E-mail:** jwillems@delano.mn.us

Software Program/Version: .NET

Summary of Project: BS&A Online/Financial Services, BS&A Online/Employee Self-Service, Accounts Payable .NET, Building Department .NET, Cash Receipting .NET, Field Inspection .NET, General Ledger .NET, Human Resources .NET, Miscellaneous Receivables .NET, Payroll .NET, Timesheets .NET

Number of Employees: 90 **Size of Operating Budget: $16,095,170**

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- ☒ Financials
- ☒ HR
- ☒ Payroll
- ☒ Budgeting

TECHNOLOGY INFORMATION

Hosted? Yes____ No X If yes, hosting provider _____

IMPLEMENTATION INFORMATION

Project Duration:	4 months
Initial Go-Live:	1/2019
Describe Role on Project:	Planned and executed implementation of BS&A Software programs. Including, conversion of existing data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge to training teams and provided excellent customer service and communication channel for the duration of the project.
Project Challenges:	Most of the challenges centered around coming up with ways to get their offsite locations access to TS or AP for time entry and approvals.

Major Accomplishments:	Accomplishment- We were able to setup the liquor store with a VPN to enter time directly into TS. Users at the Senior Center were able to enter time through BSAOnline-ESS. Accomplishment- Senior Center was previously not using any software for recording receipts. We set them up with a subsidiary database and now they are recording receipts into BS&A. Accomplishment- In PR, we setup their H.S.A. to be processed through a direct deposit NACHA upload. Previously, they manually filled out a template to route these amounts into employee accounts. This saved them a good amount of manual work. Projected was completed on time and on budget.

GENERAL BACKGROUND

Name of Client: City of Brainerd, Crow Wing County MN

Project Manager/Contact: Lori Turkowski **Title:** IT Specialist

Phone: 218.828.2307 **E-mail:** lturkowski@ci.brainerd.mn.us

Software Program/Version: .NET

Summary of Project: BS&A Online/Financials, BS&A Online/Employee Self Services, BS&A Online/ Community Development, Animal License .NET, Building Department .NET, Business License .NET, General Ledger .NET, Accounts Payable .NET, Cash Receipting .NET, Fixed Assets .NET, Field Inspection .NET, Payroll .NET, Human Resources .NET, Miscellaneous Receivables .NET, Timesheets .NET, Special Assessment .NET

Number of Employees: 225 **Size of Operating Budget: $10,943,969**

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- ☒ Financials
- ☒ HR
- ☒ Payroll
- ☒ Budgeting

TECHNOLOGY INFORMATION

Hosted? Yes____ No X If yes, hosting provider _____

IMPLEMENTATION INFORMATION

Project Duration:	5 months
Initial Go-Live:	2/2020
Describe Role on Project:	Planned and executed implementation of BS&A Software programs. Including, conversion of existing data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge to training teams and provided excellent customer service and communication channel for the duration of the project.
Project Challenges:	No specific challenges of note.
Major Accomplishments:	Project was completed on time and on budget.

GENERAL BACKGROUND

Name of Client: City of Victoria, Carver County MN

Project Manager/Contact: Trisha Pollock **Title:** Finance Director

Phone: 952.443.2417 **E-mail:** tpollock@ci.victoria.mn.us

Software Program/Version: .NET

Summary of Project: BS&A Online/Community Development, BS&A Online/Employee Self Services, Accounts Payable .NET, Building Department .NET, Cash Receipting .NET, Field Inspection .NET, Fixed Assets .NET, General Ledger .NET, Payroll .NET, Miscellaneous Receivables .NET, Utility Billing .NET, Timesheets .NET

Number of Employees: 150 **Size of Operating Budget: $4,624,790**

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- ☒ Financials
- ☒ Budgeting
- ☐ HR
- ☒ Payroll

TECHNOLOGY INFORMATION

Hosted? Yes____ No X If yes, hosting provider _____

IMPLEMENTATION INFORMATION

Project Duration:	4 months
Initial Go-Live:	4/2016
Describe Role on Project:	Planned and executed implementation of BS&A Software programs. Including, conversion of existing data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge to training teams and provided excellent customer service and communication channel for the duration of the project.
Project Challenges:	Our first customer requiring a GIS customer import.
Major Accomplishments:	The import worked really well and is now something we implement for a high percentage of customers. Projected was completed on time and on budget.

GENERAL BACKGROUND

Name of Client: City of Alexandria, Douglas County MN

Project Manager/Contact: Jane Blade **Title:** Finance Director

Phone: 320.759.3625 **E-mail:** jblade@alexandriamn.city

Software Program/Version: .NET

Summary of Project: BS&A Online/Financials, BS&A Online/Employee Self Services, General Ledger .NET, Accounts Payable .NET, Cash Receipting .NET, Fixed Assets .NET, Payroll .NET, Human Resources .NET, Miscellaneous Receivables .NET, Timesheets .NET

Number of Employees: 13,568 **Size of Operating Budget: $27,844,275**

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- ☒ Financials
- ☒ Budgeting
- ☒ HR
- ☒ Payroll

TECHNOLOGY INFORMATION

Hosted? Yes____No X If yes, hosting provider _____

IMPLEMENTATION INFORMATION

Project Duration:	6 months
Initial Go-Live:	5/2018
Describe Role on Project:	Planned and executed implementation of BS&A Software programs. Including, conversion of existing data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge to training teams and provided excellent customer service and communication channel for the duration of the project.
Project Challenges:	No specific challenges of note.
Major Accomplishments:	Projected was completed on time and on budget.

GENERAL BACKGROUND

Name of Client: City of Dayton, Hennepin County MN

Project Manager/Contact: Amy Benting **Title:** Clerk

Phone: 763.421.1891 **E-mail:** abenting@cityofdaytonmn.com

Software Program/Version: .NET

Summary of Project: BS&A Online/Employee Self Services, General Ledger .NET, Accounts Payable .NET, Cash Receipting .NET, Payroll .NET, Miscellaneous Receivables .NET, Timesheets .NET, Utility Billing .NET

Number of Employees: 5,011 **Size of Operating Budget:** $4,179,952

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- ☒ Financials
- ☒ Budgeting
- ☐ HR
- ☒ Payroll

TECHNOLOGY INFORMATION

Hosted? Yes____No X If yes, hosting provider _____

IMPLEMENTATION INFORMATION

Project Duration:	2 months
Initial Go-Live:	6/2018
Describe Role on Project:	Planned and executed implementation of BS&A Software programs. Including, conversion of existing data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge to training teams and provided excellent customer service and communication channel for the duration of the project.
Project Challenges:	No specific challenges of note.
Major Accomplishments:	Projected was completed on time and on budget.

Full Client List at end of this section.

Customer	County	Address	City	State	Zip	Contact	Phone	Converted From	Pervasive Since	.NET Since	Population
Brewton City	Escambia	PO Box 368	Brewton	AL	36427-0368	Tyree Newkirk	(251) 809-1772	Citipak		2015	5,367
Eufaula Water Works	Barbour	PO Box 26	Eufaula	AL	36072	Christy Mann	(334) 687-1225	Sage Mas 90		2016	
Bethel Heights City	Benton	530 Sunrise Dr	Bethel Heights	AR	72764	Lisa Gibson	(479) 751-7481	Quickbooks	2006	2015	2,456
Eureka Springs City	Carroll	44 South Main Street	Eureka Springs	AR	72632	Lonnie Clark	(479) 253-9703	Mainstreet		2013	2,074
Harrison City	Boone	PO Box 1715	Harrison	AR	72602	Luke Feighert	(870) 715-5008	Quickbooks		2017	13,000
Jacksonville City	Pulaski	#1 Municipal Drive	Jacksonville	AR	72076	Cheryl Erkel	(501) 982-4502	Sage		2012	28,808
Lowell City	Benton	216 N Lincoln	Lowell	AR	72745	Mary Mason	(479) 770-2185	Perception	2006	2009	5,000
North Little Rock City	Pulaski	120 Main Street	North Litlle Rock	AR	72114	Ember Strange	(507) 975-8800	Harris		2016	64,633
Alachua City	Houghton	PO Box 9	Alachua	FL	32616-0009	Rob Bonetti	(386) 418-6100	ADG		2016	9,300
Belleview City	Marion	5343 SE Abshier Blvd.	Belleview	FL	34420	Marge Strausbaugh	(352) 233-2117	Asyst		2014	3,478
Biscayne Park Village	Miami-Dade	640 NE 114th Street	Biscayne Park	FL	33161	Larry Spring	(305) 899-8000			2013	3,126
Broward Metropolitan Planning Organization	Broward	100 West Cypress Creek Rd; Suite 650	Fort Lauderdale	FL	33309	Tracy Flavien	(954) 876-0039	Tyler Eden		2017	
Cape Canaveral City	Brevard	100 Polk Avenue	Cape Canaveral	FL	32920	John DeLeo	321-868-1220 x204	Springbrook		2020	10,413
Clay County Utility Authority	Clay	3176 Old Jennings Road	Middleburg	FL	32068-3907	Allen Boatright	(906) 213-2417			2017	
Cooper City	Broward	PO Box 290910	Cooper City	FL	33329-0910	Karen Correa	(954) 434-4300 x228	Harris SB Client		2013	29,076
Crystal River City	Citrus	123 NW hwy 19	Crystal River	FL	34428	Michelle Russell	(352) 795-4216 x309	Munis		2012	3,485
EL Portal Village	Miami-Dade	640 NE 114th Street	Biscayne Park	FL	33161	Larry Spring	(305) 899-8000			2013	2,380
Flagler Beach City	Flagler	105 South 2nd Street	Flagler Beach	FL	32136	Kathleen Doyle	(386) 517-2000 x229	Mainstreet		2012	4,484
Fort Meade City	Polk	8 West Broadway Street	Fort Meade	FL	33841	James "Mel" Parker	(863) 285-1174	ADG		2016	5,691
Gulf Breeze City	Santa Rosa	1070 Shoreline Drive	Gulf Breeze	FL	32561	Steve Milford	(850) 934-5113	HTE		2013	5,763
Jupiter Island Town	Martin	2 Bridge Road	Hobe Sound	FL	33455	Michael Ventura	(772) 545-0104	Fund Balance		2017	850
Key Largo Wastewater Treatment District	Monroe	98880 Oversears Hwy	Key Largo	FL	33037	Paul Christian	(305) 451-4019 x220	Quickbooks		2013	
Longboat Key Town	Sarasota	501 Bay Isles Road	Longboat Key	FL	34228	Jason Keen	(941) 316-6869			2017	7,082
Medley Town	Miami-Dade	7777 NW 72nd Avenue	Medley	FL	33166	Roy Danzinger	(305) 887-9541 x141	Great Plains/MS		2016	842
Mount Dora City	Lake	510 North Baker Street	Mount Dora	FL	32756-0176	Mike Sheppard	(352) 735-7179	Dynamic HTE		2015	12,534
Palmetto City	Manatee	516 8th Ave West	Palmetto	FL	34221	Cheryl Miller	(941) 723-4570 x7111	American Data Group		2014	14,500

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Parker City	Bay	1001 West Park Street	Parker	FL	32404	Robin Combs	850-871-4104	Harris		2020	4,585
Rockledge City	Brevard	1600 Huntington Lane	Rockledge	FL	32955	Matthew Trine	(321) 221-7540	IMSoftech		2018	24,935
Satellite Beach City	Brevard	565 Cassia Blvd	Satellite Beach	FL	32937	Brittany Jumper	321-773-4407	Fund Balance		2019	11,056
Tequesta Village	Palm Beach	345 Tequesta Dr	Tequesta	FL	33469	Jody Forsythe	(561) 575-6270	Fund Balance		2017	6,094
Titusville City	Brevard	555 S Wahsington Ave.	Titusville	FL	32796	Jon Sellers	321-567-3747	HTE		2020	46,263
Titusville City	Brevard	555 S Wahsington Ave.	Titusville	FL	32796	Jon Sellers	321-567-3747	SunGard Pentamation		2020	46,263
Village Center Community Development District	Sumter	984 Old Mill Run	The Villages	FL	32162	Sarah Koser	(352) 753-0421	JD Edwards		2020	157,000
Volusia County Clerk of Courts	Volusia	101 N Alabama Avenue	Deland	FL	32724	Jolie Kelly	386-736-5915 x18218	Tangicloud		2019	
West Melbourne City	Brevard	2240 Minton Rd	West Melbourne	FL	32904	Tom Bradford	(321) 837-7757	HTE		2016	19,500
Wilton Manors City	Broward	2020 Wilton Drive	Wilton Manors	FL	33305	Bob Mays	(954) 390-2141	Incode		2012	11,632
Sebring City	Highlands	368 S. Commerce	Sebring	FL	33870	Penny Robinson	863-471-5100	HTE		2020	10,937
Safety Harbor City	Pinellas	750 Main street	Safety Harbor	FL	34695	June Solanes	(727)724-1555	HTE		2020	18,031
Deland Cit	Volusia	120 S. Flroida Avenue	DeLand	FL	32720	Greg Whidden	386-626-7088	Springbrook		2021	33,532
Highland Beach Town	Palm Beach	3614 South Ocean Blvd	Highland Beach	FL	33487	Marshall Labadie	561-278-4548	Fund Balance		2021	3,915
Adairsville City	Bartow	116 Public Square	Adairsville	GA	30103	Nicole Scoggins	(770) 773-3451 x106	Harris		2016	4,716
Commerce City	Jackson	PO BOX 348	Commerce	GA	30530	James Wascher	(706) 335-3277	Harris		2015	6,495
Covington City	Newton	2194 Emory Street, N.W.	Covington	GA	30014	Randy Smith	(678) 212-6140	SunGard Pentamation		2015	13,347
Dahlonega City	Lumpkin	465 Riley Road	Dahlonega	GA	30533	Angi McDonald	706-864-6133			2020	6,884
Doraville City	DeKalb	3725 Park Avenue	Doraville	GA	30340	Lisa Ferguson	(770) 451-8745	Sage		2014	8,485
Douglasville City	Douglas	6695 Church Street	Douglasville	GA	30134	Karin Callan	(678) 449-3076	Sunguard Bi-Tech		2017	33,252
Hiram City	Paulding	217 Main Street	Hiram	GA	30141	Sheila Kendall	770-943-3726	Smart Fusion		2019	3,984
Oconee County	Oconee	23 N Main street	Watkinsville	GA	30677	Alex Newell	706-610-3520	Smart Fusion		2019	38,028
Peachtree City	Fayette	151 Willowbend Rd	Peachtree City	GA	30269	Paul Salvatore	(770) 487-7657	Tyler Incode		2015	34,675
Peachtree City Water & Sewage Authoritv	Fayette	1127 Hwy 74 S	Peachtree City	GA	30269	Bo Davis	770-317-0746	Tyler Incode		2019	
Suwanee City	Gwinnett	330 Town Center Avenue	Suwanee	GA	30024	Amie Sakmar	(770) 904-2797	Harris		2013	15,734
Tifton City	Tift	130 1st St E	Tifton	GA	31794	Wayne Putnal	(229) 231-3896	GEMS		2018	16,836

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Tucker City	DeKalb	4119 Adrian Street	Tucker	GA	30084	Lewis Wilkinson	(678) 597-9040	QS1	2018	35,322
Wayne County	Wayne	341 E. Walnut Street	Jesup	GA	31546	Amanda Hannah	(912) 427-5900		2017	29,949
Woodstock City	Cherokee	12453 Highway 92	Woodstock	GA	30188	Robert Porche	(770) 592-6000	Manual System	2016	26,000
East Point City	Fulton	2777 East Point Street	East Point	GA	30344	Farhad Islam	404-270-7073	HTE	2020	34,849
Peachtree Corners City	Gwinnett	310 Technology Pkwy	Peachtree Corners	GA	30092	Jennifer Davis	470-395-8203	QS1	2020	31,704
Royston City	Hart	684 Franklin Springs Street	Royston	GA	30662	Sharleen Ayers	706-245-7232	CSI	2020	2,569
Hayden City	Kootenai	8930 N. Govenment Way	Hayden	ID	83835	Michael Drobnock	208-209-0988	Vadim	2019	14,693
Sandpoint City	Bonner	1123 Lake Street	Sandpoint	ID	83864	Sarah Lynds	208-263-3557		2019	8,390
Moscow City	Latah	206 East Third Street	Moscow	ID	83843	Jesse Flowers	208-883-7121	Springbrook	2021	25,766
Alton City	Madison	101 East Third Street	Alton	IL	62002	Jeannie Cowan	(618) 463-3544	Pentamation	2016	27,290
Arlington Heights Park District	Cook	410 N. Arlington Heights Road	Arlington Heights	IL	60004	Donna Wilson	(847) 506-7878	Harris	2015	75,101
Bannockburn Village	Lake	2275 Telegraph Rd	Bannockburn	IL	60015-1533	Linda McCulloch	(847) 945-6080	Fundware	2016	1,577
Bourbannais Park District	Kankakee	459 N. Kennedy Drive	Bourbonnais	IL	60914	Paula Rogers	(815) 933-9905	Quickbooks	2016	
Bourbonnais Village	Kankakee	600 Main Stree NW	Bourbonnais	IL	60914	Tara Latz	815-802-5350	ACS	2019	18,420
Burr Ridge Village	DuPage	7660 County Line Rd	Burr Ridge	IL	60521	Jerry Sapp	(630) 654-8181 ext 55	MSI	2012	10,408
Byron Park District	Ogle	PO Box 423	Byron	IL		Paul Zepezauer	(815) 234-6277		2017	
Champaign Park District	Champaign	706 Kenwood Rd	Champaign	IL	61821	Andrea Wallace	(217) 819-3826	MSI	2015	
Channahon Village	Grundy	24555 S. Navajo Drive	Channahon	IL	60410	Heather Morandi	(815) 467-8331	Fund Balance	2015	12,600
Countryside City	Cook	5550 East Avenue	Countyside	IL	60525	David Schutter	708-485-2464	MSI	2019	5,964
Crestwood Village	Cook	13840 South Cicero Avenue	Crestwood	IL	60418	Malea Stubitsch	708-926-7217	Quickbooks	2020	10,846
DeKalb City	DeKalb	200 South Fourth Street	DeKalb	IL	600115	Marc Thorson	815-762-4181	MSI	2018	43,193
Des Plaines Park District	Cook	2222 Birch Steet	Des Plaines	IL	60018	Katie Skibbe	(847) 391-5098	MSI	2015	
Downers Grove Park District	DuPage	2455 Warrenville Road	Downers Grove	IL	60515	Erik Brown	630-960-7257	MSI	2018	
Dundee Park District	Kane	665 Barrington Ave	Carpentersville	IL	60110	Greg Gannon	847-844-7085 x100	MSI	2019	
DuPage Township	Will	241 Canterbury Lane	Bolingbrook	IL	60440	Linda Youngs	630-759-1320	AMS	2019	89,381
Ela Township	Lake	1155 E. Route 22	Lake Zurich	IL	60047	Will Stefaniak	847-438-7823	AMS	2018	44,051

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Elburn Village	Kane	301 E North Street	Elburn	IL	60119	Doug Elder	(630) 365-5062	MSI	2016	5,661
Elmhurst Park District	DuPage	375 W. First Street	Elmhurst	IL	60126	Christi Jacobson	630-993-8196	Eden	2018	
Fox River Grove Village	McHenry	305 Illinois Street	Fox River Grove	IL	60021	Jennifer Menz	(847) 639-3170	MSI	2014	4,753
Freeport Park District	Stephenson	PO Box 417	Freeport	IL	61032	Ron Schneider	(815) 235-6114		2016	
Germantown Hills Village	Woodford	216 Holland Rd	Germantown Hills	IL	61548	Ann Sasso	309-383-2209		2020	3,430
Gilberts Village	Kane	87 Galligan Road	Gilberts	IL	60136	Marlene Blocker	(847) 428-4167	Harris	2016	7,433
Golf Maine Park District	Cook	8800 W. Kathy Lane	Niles	IL	60714	John Jekot	847-297-6179		2019	
Grayslake Village	Lake	10 S Seymour Ave.	Grayslake	IL	60030	Bettina O'Connell	(847) 223-8515	MSI	2014	21,101
Hainesville Village	Lake	100 N Hainesville Rd	Hainesville	IL	60030	Linda Sota	(847) 223-2032	Decision Systems	2015	3,597
Harvard City	McHenry	201 W. Diggins	Harvard	IL	60033	Deb Szczap	815-943-6468 x106	MSI	2018	9,260
Harvey City	Cook	15320 Broadway Ave	Harvey	IL	60426	Louis Williams	(708) 210-5337	ACS	2016	25,000
Harwood Heights Village	Cook	7300 W. Willow	Harwood Heights	IL	60706	Bruno Bellissimo	(708) 867-7200	Fundware	2014	8,661
Hoffman Estates Park District	DuPage	1685 W. Higgins Rd	Hoffman Estates	IL	60169	Lynne Cotshott	(847) 310-3605	MSI	2016	
Homewood Flossmoor Park District	Cook	3301 Flossmoor Road	Flossmoor	IL	60422	Sharon Dangles	(708) 957-0300	IDC	2018	
Island Lake Village	Lake	3720 Green Leaf Ave	Island Lake	IL	60042	Edward McGinty	(847) 416-7865	AS400	2016	8,031
Itasca Park District	DuPage County	350 E. Irving Park Dr	Itasca	IL	60143	Christine Kelly	(630) 773-2257	Manual System	2015	
Jackson County	Jackson	1001 Walnut Street	Murphysboro	IL	62966	Michelle Tweedy	(618) 687-7241	Harris	2017	59,677
Johnsburg Village	McHenry	1515 Channel Beach Ave	Johnsburg	IL	60051	Kim Giovanni	(815) 385-6023	MSI	2016	6,300
Kenilworth Village	Cook	419 Richmond Road	Kenilworth	IL	60043	Christopher Strom		Harris	2019	2,520
Lake Bluff Village	Lake	40 E.Center Ave	Lake Bluff	IL	60044	Susan Griffin	(847) 283-6890	MSI	2017	5,706
Lake Forest City	Lake	220 E. Deerpath	Lake Forest	IL	60045	Diane Horn	847-810-3598	HTE	2018	19,612
Lake Villa Village	Lake	65 Cedar Avenue	Lake Villa	IL	60046	Lori Heitman	(847) 356-6100	MSI	2015	8,774
Lake Zurich Village	Lake	70 East Main Street	Lake Zurich	IL	60047	Michael Duebner	847-540-1690		2018	19,967
Lemont Park District	Cook	16028 127th Street	Lemont	IL	60439	Linda Straka	(630) 257-6787 x3009	FinTrac	2015	
Libertyville Village	Lake	118 W Cook Avenue	Libertyville	IL	60048	Pat Wesolowski	(847) 918-2102	MSI	2011	21,955
Lincolnshire Village	Lake	One Olde Half Day Road	Lincolnshire	IL	60069	Julia Gabbard	(847) 913-2304	MSI	2015	7,274

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Lindenhurst Village	Lake	2301 E. Sand Lake Rd.	Lindenhurst	IL	60046	Vicki VanSlochteren	(847) 356-8252	MSI	2014	14,462
Lockport City	Will	222 E. 9th Street	Lockport	IL	60441	Lisa Heglund	(815) 835-0549 x2109	MSI	2017	25,231
Long Grove Village	Lake	3110 Old McHenry Road	Long Grove	IL	60047	David Lothspeich	(847) 634-9440	Quickbooks	2017	7,000
Maine-Niles Association of Special Recreation	Cook	6820 W. Dempster Rd	Morton Grove	IL	60053	Tom Byczek	847-966-5522	FinTrac	2020	
Mattoon Township	Coles	1716 Richmond Ave	Mattoon	IL	61938	Amber Scoles	217-234-3877		2019	15,235
McHenry Township Fire Protection District	McHenry	3610 W. Elm Street	McHenry	IL	60050	Marjean Diercks	(815) 385-0075	AMS	2014	
Medinah Park District	DuPage	22 W130 Thorndale Ave	Medinah	IL	60157	Maria Piworski	(630) 893-2560		2014	
Merrionette Park Village	Cook	11720 S. Keozie Ave	Merrionette Park	IL	60803	Kelly White	708-396-3183	Quickbooks	2018	1,882
Morton Grove Park District	Cook	6834 W. Dempster	Morton Grove	IL	60053-1200	Martin O'Brien	(847) 965-1200	AEK	2018	
Morton Grove Village	Cook	6101 Capulina Ave	Morton Grove	IL	60053	Hannah Sullivan	847-470-5243	Springbrook	2018	23,500
Mundelein Park District	Lake	1401 N. Midlothian Road	Mundelein	IL	60060	Linda Miller	(847) 388-5456	MSI	2018	
New Lenox Village	Will	1 Veterans Parkway	New lenox	IL	60451	Bob Pawlisz	815-464-6130	ACS	2019	26,575
North Riverside Village	Cook	2401 S. DesPlaines Avenue	North Riverside	IL	60546	Sue Scarpiniti	(708) 447-4211	Harris	2017	6,705
Northbrook Village	Cook	1225 Cedar Lane	Northbrook	IL	60062	Michael Strong	(847) 664-4050	GEMS	2015	33,600
Northfield Park District	Cook	401 Wagner Road	Northfield	IL	60093	Xochitl Guillen	(847) 446-4428	MSI	2017	
Northlake City	Cook	55 E. North ave	Northlake	IL	60164	Carol Lampard	703-343-8700	MSI	2020	12,235
Oak Brook Park District	DuPage	1450 Forest Gate Rd	Oak Brook	IL	60523	Marco Salinas	(630) 645-9536	MSI	2018	
Oak Park Village	Cook	123 Madison Street	Oak Park	IL	60302	Steven Drazner	(708) 358-5462	Peoplesoft	2017	52,066
Oakbrook Terrace Park District	DuPage	1S325 Ardmore Avenue	Villa Park	IL	60181	Antonio Washington	630-627-6100	Quickbooks	2019	
Park Forest Village	Cook	350 Victory Drive	Park Forest	IL	60466	Stephanie Masson	(708) 283-5626	MSI	2016	22,035
Plano City	Kendall	17 E. Main Street	Plano	IL	60545	Ron Vander Band	(630) 552-8823	MSI	2018	11,097
Poplar Grove Village	Boone	PO Box 1	Polpar Grove	IL	61065	Diana Dykstra	(815) 765-3201	LOCIS	2016	5,100
Quincy Park District	Adams	1231 Bonansinga Drive	Quincy	IL	62301	Don Hilgenbrinck	(217) 919-0310	Smart Fusion	2017	
Richton Park Village	Cook	4455 Sauk trail	Richton Park	IL	60471	David Sevier	708-481-8950	MSI	2019	13,505
Riverside Village	Cook	27 Riverside Road	Riverside	IL	60546	Karin Jones	708-447-2700	Tyler Incode	2019	8,915
Round Lake Beach Village	Lake	1937 N. Municipal Way	Round Lake Beach	IL	60073	Brian Gosnell	(847) 270-3024	MSI	2014	28,175

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Round Lake Village	Lake	442 N Cedar Lake Rd	Round Lake	IL	60073	Brandy Schoff	847-546-5400 x3002	MSI	2019	18,563
Skokie Village	Cook	5127 W. Oakton St	Skokie	IL	60077	Jim Shaw	(847) 933-8414	HTE	2016	65,176
St Charles Park District	DuPage	101 S. Second Street	St Charles	IL	60174	Cathy Camm	(630) 336-5918	MSI	2016	
Sterling Park District	Whiteside	PO Box 958	Sterling	IL	61081	Paul Zepezauer	(815) 622-6066	Sage	2015	10,000
Sugar Grove Village	Kane	10 S. Municipal Drive	Sugar Grove	IL	60554	Pat Chamberlim	(630) 466-4507 x12	MSI	2016	9,104
Urbana Park District	Champaign	505 West Stoughton Street	Urbana	IL	61801	Caty Roland	217-367-1536 x242		2019	
Vernon Hills Park District	Lake	294 Evergreen Drive	Vernon Hills	IL	60061	Marla Pineiro	(847) 996-6932	MSI	2015	
Volo Village	Lake	500 S. Fish Lake Road	Volo	IL	60073	Michael May	(847) 740-6982	Quickbooks	2015	5,000
Warrenville Park District	DuPage	35260 Warren Avenue	Warrenville	IL	60510	Linda Straka	630-393-7279		2019	
Willowbrook Village	DuPage County	835 Midway Drive	Willowbrook	IL	60527	Carrie Dittman	(630) 920-2235	Decision Systems	2015	8,600
Winfield Park District	DuPage	0N020 County Farm Rd	Winfield	IL	60190	Sue Beilech	(630) 653-3811	AEK	2016	
Winfield Village	DuPage	27West465 Jewell Rd	Winfield	IL	60190	Lynn McCammon	(630) 933-7109	Harris	2017	9,637
Zion Park District	Lake	2400 Dowie Memorial Dr	Zion	IL	60099	Eric Bradley	(847) 746-5500 x425	MSI	2015	
Sanitary District of Decatur		501 S. Dipper Lane	Decatur	IL	62522	Kent Newton	217-422-6391 x213		2020	
Flossmoor Village	Cook	2800 Flossmoor Rd	Flossmoor	IL	60422	Scott Bordui	708-335-5405	Harris	2020	9,237
Pingree Grove Village	Kane	555 Reinking road	Pingree Grove	IL	60156	Karen Plaza	847-464-5533 x1504	MSI	2020	8,976
Marengo City	McHenry	132 E. Prairie St	Marengo	IL	60152	Megan Lopez	815-568-7112	Decision Systems	2020	7,457
El Paso City	Woodford/ McLean	125 W. Front Street	El Paso	IL	61738	Sandee Kessinger	309-527-4005	MSI	2020	2,820
Hawthorn Woods Village	Lake	2 Lagoon Drive	Hawthorn Woods	IL	60047	Jennifer Paulus	847-438-5222	MSI	2021	8,552
Bradley Village	Kanakee	147 S. Michigan Ave	Bradley	IL	60915	Rob Romo	815-936-5107	MSI	2021	15,277
Angola City	Steuben	210 N Public Square	Angola	IN	46703	Deb Twitchell	(260) 665-2514 x7552	Komputrol	2012	8,500
Cedar Lake Town	Lake	7408 Constitution Ave	Cedar Lake	IN	46303	Amy Sund	(219) 374-7000	Keystone	2012	10,981
Ellettsville Town	Monroe	221 N Sale Street	Ellettsville	IN	47429	Sandra Hash	(812) 876-3860	Komputrol	2013	6,078
Highland Town	Lake	3333 Ridge Road	Highland	IN	46322-2089	Michael Griffin	(218) 838-1080	Regional Data Systems	2013	22,641
Huntingburg City	Dubois	508 E. 4th Street	Huntingburg	IN	47542	Thomas Dippel	(812) 683-2211	AS400	2013	6,100
Jeffersonville City	Clark	500 Quatermaster Court Suite 300	Jeffersonville	IN	47130	Amy Deering	(812) 285-6429	Keystone	2013	44,900

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Kokomo City	Howard	100 S. Union Street	Kokomo	IN	46901	Thu Caven	765-456-7574			2020	57,836
New Haven City	Allen	815 Lincoln Hwy E.	New Haven	IN	46774	Renee Lyons	(260) 748-7057	Komputrol		2016	15,474
Richmond City	Wayne	50 North 5th Street	Richmond	IN	47374	Beth Fields	765-983-7211	GEMS		2018	35,455
Rochester City	Fulton	320 Main Street	Rochester	IN	46975	Shoda Beehler	(574) 223-2510	MegaSystems		2013	6,404
Southport City	Marion	6901 Derbyshire Rd	Southport	IN	46227	Diana Bossingham	(317) 786-3585	Excel		2012	1,752
Whiting City	Lake	1443 119th St.	Whiting	IN	46394	Mark Adam	(219) 659-3100	Keystone		2011	5,000
Argos Town	Marshall	201 W. Walnut Street	Argos	IN	46501	Lisa Mullaney	574-892-5717 x222	Banyon		2020	1,625
Basehor City	Leavenworth	2620 N. 155th Street	Basehor	KS	66007-0406	Katherine Renn	(913) 724-1370 x28	Fund Balance		2015	23,754
41-B District Court	Macomb	22380 Starks Dr	Clinton Twp	MI	48036	Lynn Gustafson	(586) 569-7811	Munis	2006	2010	
48th-District Court	Oakland	4280 Telegraph Rd	Bloomfield Hills	MI	48302	Nicole O'dea	(248) 647-1141	Fund Balance		2009	
Acme Township	Grand Traverse	6042 Acme Rd	Williamsburg	MI	49690	Cathy Dye	(231) 938-1350	Fund Balance		2015	4,332
Ada Township	Kent	7330 Thornapple River Dr	Ada	MI	49301	George Haga	(616) 676-9191 ext 50	Fund Balance	2005	2009	9,882
Addison Township	Oakland	1440 Rochester Rd	Leonard	MI	48367	Lori Fisher	(248) 628-5409	Manual System	2002	2011	6,439
Addison Village	Lenawee	103 1/2 W Main St	Addison	MI	49220	John Decker	(517) 547-3135	Manual System		2009	627
Adrian City	Lenawee	100 E Church St	Adrian	MI	49221	Jeffery Pardee	(517) 264-4824	First Computer	2005	2012	21,574
Alaiedon Township	Ingham	2021 W Holt Rd	Mason	MI	48854-9451	Sandy Shier	(517) 676-9277	Fund Balance	2002	2013	3,498
Alamo Township	Kalamazoo	7901 Nth 6th Street	Kalamazoo	MI		Eric Cornell		Peachtree		2019	3,820
Albion City	Calhoun	112 W. Cass St	Albion	MI	49224	Tom Mead	(517) 629-5535	Caselle		2014	9,144
Alcona County	Alcona	106 5th Street	Harrisville	MI	48740	Cheryl Franks	(989) 724-9420	Pontem		2017	10,349
Alger County	Alger	101 Court Street	Munising	MI	49862	Pam Johnson	(906) 387-4535	Harris		2018	9,383
Algoma Township	Kent	10531 Algoma Ave NE	Rockford	MI	49341	Judy Bigney	(616) 866-1583	Springbrook		2010	7,596
Algonac City	St Clair	805 St. Clair River Dr.	Algonac	MI	48001	Linda Mackie	(810) 794-9361 x220	Fund Balance	2007	2009	4,613
Allegan City	Allegan	112 Locust St	Allegan	MI	49010	Tracy Stull	(269) 686-1112	Springbrook	2008	2009	4,838
Allegan Township	Allegan	3037 118th Ave	Allegan	MI	49010	Linda Evans	(269) 673-5051	Our Town		2013	4,050
Allen Park City	Wayne	16850 Southfield Rd	Allen Park	MI	48101	Kris Barann	(313) 928-4396	Versys	2007	2015	29,376
Allendale Charter Township	Ottawa	6676 Lake Michigan Dr	Allendale	MI	49401	Jack Hagedorn	(616) 895-6295	Fund Balance	2005	2012	13,042

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Alma City	Gratiot	525 E. Superior Street	Alma	MI	48801	Cynthia Michels	(989) 463-8346	New World		2018	9,275
Almena Township	Van Buren	27625 County Rd 375	Paw Paw	MI	49079	Sandra Rickli	(269) 668-6910	ForFund	2006	2009	4,226
Almont Village	Lapeer	817 N. Main St	Almont	MI	48003	Kim Keesler	(810) 798-8528	Pontem		2012	2,803
Alpena City	Alpena	208 N First Ave	Alpena	MI	49707-2885	Karen Hebert	(989) 354-2196	New World		2012	11,304
Alpena County	Alpena	720 W. Chisholm St. Ste #2	Alpena	MI	49707	Bonnie Friedrichs	(989) 354-9220	Pontem		2017	28,988
Alpena Township	Alpena	4385 US 23 North	Alpena	MI	49707	Karie Bleau	(989) 356-0297	Fund Balance		2017	9,788
Alpine Township	Kent	5255 Alpine Ave NW	Comstock Park	MI	49231	Jean Wahlfield	(616) 784-1262	Springbrook		2010	13,976
Ann Arbor Charter Township	Washtenaw	3792 Pontiac Trl	Ann Arbor	MI	48105	Marcy Scaturo	(734) 663-3418	Fund Balance	2006	2012	4,720
Ann Arbor Downtown Development Authority	Washtenaw	150 S. 5th Ave	Ann Arbor	MI	48104	Sarah McCallum	734-997-1309			2019	
Antrim County	Antrim	203 East Cayuga Street	Belaire	MI	49615	Debra Haydell	(231) 533-3635	Bellaire		2011	23,267
Antwerp Township	Van Buren	24821 Front Ave	Mattawan	MI	49071	Bonnie Osborne	(269) 668-2615 ext 211	ForFund	2007	2012	10,813
Argentine Township	Genesee	9048 Silver Lake Rd	Linden	MI	48451	Jane Leftler	(810) 735-5050	Fund Balance		2015	6,521
Armada Township	Macomb	23121 E Main	Armada	MI	48005	Mary Swiacki	(586) 784-5200	Quickbooks		2017	5,246
Ash Township	Monroe	P O Box 387	Carleton	MI	48117	Rob Schock	(734) 654-6992 ext 25	Versys	2005	2014	7,610
Ashley Village	Gratiot	114 W. Oak St	Ashley	MI	48806	Shelly Moffit	(989) 847-3050	Quickbooks		2009	563
Atlas Township	Genesee	PO Box 277	Goodrich	MI	48438	Tere Onica	(810) 636-2548	Fund Balance		2015	7,257
Au Gres City	Arenac	124 W. US 23	Au Gres	MI	48703	LaVonne Pritchard	(989) 876-8811	Northern Data Systems		2014	1,028
Au Sable Charter Township	Iosco	311 5th St N	Au Sable	MI	48750	Sandra Wilson	(989) 739-9169	Quickbooks	2007	2009	2,230
Auburn City	Bay	113 E. Elm St	Auburn	MI	48611	Karen Bellor	(989) 662-6761	Fund Balance		2013	2,011
Auburn Hills City	Oakland	1827 N Squirrel Rd	Auburn Hills	MI	48326	Will Cagle	(248) 364-6828	Munis		2012	19,837
Augusta Charter Township	Washtenaw	8021 Talladay Rd	Whittaker	MI	48190	Kathy Giszczak	(734) 461-6117 x201	Fund Balance	2002	2014	4,813
Augusta Village	Kalamazoo	PO Box 216	Augusta	MI	49012	Julie Glenn	(269) 731-5517	Excel	2008		899
Aurelius Township	Ingham	1939 S Aurelius Rd	Mason	MI	48854	Tracy Ayres	(517) 628-2093	Versys	2002	2012	3,318
Bad Axe City	Huron	300 E Huron Ave	Bad Axe	MI	48413	Kay Goebel	(989) 269-7681	First Computer	2004	2012	3,462
Baldwin Township	Iosco	1119 Monument Rd	Tawas City	MI	48763	Cathy Pittsley	989-362-3742	Cogitate		2018	1,726
Bangor Charter Township	Bay	180 State Park Dr	Bay City	MI	48706	Donna Leitermann	(989) 684-8531	New World	2007	2009	15,547

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Bangor City	Van Buren	257 W Monroe St	Bangor	MI	49013	Peter Stanislawski	(269) 427-5831	ForFund	2007	2010	1,933
Baraga County	Baraga	16 N 3rd St	L'Anse	MI	49946	Anne Koski	(906) 524-7773	Harris		2014	8,654
Baraga Township	Baraga	14574 Sturgeon Rd	Baraga	Mi	49908	Amy Isaacson	(906) 201-2380	Our Town		2014	3,542
Baraga Village	Baraga	100 Hemlock St.	Baraga	MI	49908	Cherie Koski	(906) 353-6237	Fund Balance		2016	1,285
Baroda Village	Berrien	9091 First Street	Baroda	MI	49101	Amy Hemphill	(269) 422-1779	Church Windows		2010	873
Barry Township	Barry	PO Box 705	Delton	MI	49046	Deb Dewey-Perry	(269) 623-5171	Munis	2004	2013	3,489
Barryton Village	Mecosta	PO Box 31	Barryton	MI	49305	Jen Trelfa	(989) 382-7822	Quickbooks		2014	381
Barton Hills Village	Washtenaw	199 Barton Shore Drive	Ann Arbor	MI	48105	Priya King	(734) 222-5209	Quickbooks	2008	2009	335
Bath Charter Township	Clinton	14480 Webster Rd	Bath	MI	48808	Jeff Garrity	(517) 641-6728	Fund Balance	2007	2009	7,541
Bay Metropolitan Transportation Authority	Bay	1510 N. Johnson Street	Bay City	MI	48708	Eric Sprague	989-922-3717	Macola		2020	
Bear Creek Township	Emmet	373 N Division Rd	Petoskey	MI	49770	Connie Golding	(231) 347-3204	Quickbooks		2016	5,269
Beaver Creek Township	Crawford	8888 South Grayling Road	Grayling	MI	49738	Max Meisner	(989) 275-8878	Cogitate		2019	1,486
Beaverton City	Gladwin	PO Box 477	Beaverton	MI	48612	Beverly Miller	(989) 435-3511	Resource	2005	2017	1,106
Bedford Charter Township	Calhoun	115 S. Uldriks Drive	Battle Creek	MI	49037	Joyce Feraco	(269) 965-1999	Fund Balance		2015	9,517
Bedford Township	Monroe	8100 Jackman Rd	Temperance	MI	48182-0607	David Manning	(734) 847-6791	Fund Balance	2008	2012	28,606
Beecher Metropolitan District	Genesee	G-1057 W Louis Ave	Flint	MI	48505	Jacqueline Huddleston	(810) 787-6526	Manual System	2006	2013	
Belknap Township	Presque Isle	5101 Petersville Rd	Rogers City	MI	49779	Terri Koss	(989) 619-1619	Pontem		2018	854
Bellaire Village	Antrim	PO Box 557	Bellaire	MI	49615	Cathy Odom	(231) 533-8213	Peachtree		2013	1,086
Belleville City	Wayne	6 Main St	Belleville	MI	48111	Lisa Long	(734) 697-9577	Fund Balance		2014	3,997
Benton Charter Township	Berrien	1725 Territorial Dr	Benton Harbor	MI	49022	Kelli Nelson	(269) 925-0616	Microfund		2010	16,404
Benton Harbor City	Berrien	200 E Wall St	Benton Harbor	MI	49022	Debra Popp	(269) 927-8400	(Harris) Fund Balance		2012	11,182
Benton Township	Cheboygan	5012 Orchard Beach Rd	Cheboygan	MI	49721	Maureen Engle	(231) 625-9176	Quickbooks	2005	2009	3,080
Benton Township	Eaton	5136 Windsor Hwy	Potterville	MI	48876	Jeana Bohrs	517-645-7880	Pontem		2019	2,712
Benzie County	Benzie	448 Court Pl	Beulah	MI	49617	Charles Clarke	(231) 882-0035	Accucomp	2004	2013	17,519
Berkley City	Oakland	3338 Coolidge Hwy	Berkley	MI	48072	Brenda Cole	(248) 549-1624 ext 473	New World	2004	2012	15,531
Berlin CHarter Township	Monroe	8000 Swan View Rd	Newport	MI	48166	Judy Lindquist	(734) 586-2187 ext 4	Fund Balance	2003	2013	6,924

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Bessemer City	Gogebic	411 S Sophie St	Bessemer	MI	49911	Jim Trudgeon	(906) 663-4311	Apollo	2005	2014	2,148
Beverly Hills Village	Oakland	18500 W.13 Mile Rd	Beverly Hills	MI	48025	Chris Wilson	(248) 676-6406 x228	Fund Balance		2015	10,437
Big Rapids Charter Township	Mecosta	14212 Northland Dr	Big Rapids	MI	49307	Sherri Gilbert	(231) 796-3603	Resource	2002	2014	4,208
Big Rapids City	Mecosta	226 N Michigan Ave	Big Rapids	MI	49307	Tim Moslener	(231) 592-4033	Eden		2009	10,849
Bingham Township	Clinton	1637 S Dewitt Rd	St Johns	MI	48879	Helen Kus	(989) 225-2394	Manual System	2006	2014	2,776
Birch Run Township	Saginaw	8425 Main Street	Birch Run	MI	48415	Kurt Kiessling	(989) 624-9773	Asyst		2013	6,191
Birch Run Village	Saginaw	12060 Heath Street	Birch Run	MI	48415	Alyssa Barto	(989) 624-5711	Civic Systems		2011	1,653
Birmingham City	Oakland	151 Martin St	Birmingham	MI	48009	Judy Rumps	(248) 530-1884	HTE		2011	19,291
Blackman Charter Township	Jackson	1990 W Parnall Rd	Jackson	MI	49201	Ray Snell	(517) 788-4345	Resource	2002	2015	22,800
Blair Township	Grand Traverse	2121 County Road 633	Grown	MI	49637	Lynette Wolfgang	(231) 276-9263	Quickbooks		2017	6,448
Blendon Township	Ottawa	7161 72nd Ave	Hudsonville	MI	49426	Don Vanderkuyl	(616) 875-7707 x 23	Our Town	2008	2009	5,721
Blissfield Village	Lenawee	408 E Adrian St	Blissfield	MI	49228	Peggy Nieman	(517) 486-4347	Versys		2009	3,223
Bloomfield Hills City	Oakland	45 E Long Lake Rd	Bloomfield Hills	MI	48304	Karen Ruddy	(248) 530-1402	Fund Balance		2013	3,940
Blue Lake Township	Kalkaska	10599 Twin Lk Rd NE	Mancelona	MI	49659	Tracy Nichol	231-587-8354	Quickbooks		2020	428
Blue Lake Township	Muskegon	1491 Owasippe rd	Twin Lake	MI	49457	Jeff Abram	231-894-6335	Pontem		2020	1,990
Blue Water Transportation Authority	St Clair	100 McMorran Blvd	Port Huron	MI	48062	James Brennan	(810) 984-9729	Port Huron System		2020	
Blumfield Township	Saginaw	1175 W. Vassar Rd	Reese	MI	48757	Lisa Roethlisberger	(989) 868-9512	Pontem		2010	2,014
Bois Blanc Township	Mackinac	PO Box 898	Pointe Aux Pins	MI	49775	Joan Schroka	(231) 634-7275	Cogitate	2003	2010	71
Boyne City	Charlevoix	319 N Lake St	Boyne City	MI	49712	Cindy Grice	(231) 582-0334	Fundware		2009	3,503
Branch County	Branch	31 Division Street	Coldwater	MI	49036	Ann Vrablic	(517) 279-6447	Harris		2016	43,545
Brandon Charter Township	Oakland	PO Box 929	Ortonville	MI	48462-0929	Candee Allen	(248) 627-2851	Civic Systems		2015	14,765
Breckenridge Village	Gratiot	104 E Saginaw St	Breckenridge	MI	48615	Bridget Suhr	(989) 842-3109	Fund Balance		2009	1,328
Breckenridge-Wheeler Township Fire Rescue	Gratiot	104 E Saginaw St	Breckenridge	MI	48615	Bridget McPherson	(989) 842-3109	Quickbooks		2019	
Breitung Charter Township	Dickinson	PO Box 160	Quinnesec	MI	49876	John Gaudette	(906) 779-2060	Fund Balance		2013	5,930
Bridgeport Charter Township	Saginaw	6206 Dixie Hwy	Bridgeport	MI	48722	Tammy McIntyre	(989) 777-0940 x209	Fund Balance		2012	11,709
Bridgman City	Berrien	9765 Maple Street	Bridgman	MI	49106	Debbie Lambrix	(269) 465-5144	Fund Balance		2016	2,428

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Brighton City	Livingston	200 N. First St.	Brighton	MI	48116	Kelly Hanna	(810) 225-9283	Springbrook		2012	6,701
Bronson City	Branch	141 S Matteson St	Bronson	MI	49028	Karen Smith	(517) 369-7334	Harris	2003	2015	2,421
Brooklyn Village	Jackson	121 N Main St	Brooklyn	MI	49230	Victor Cardenas	(517) 592-2591	Peachtree		2010	1,206
Brownstown Charter Township	Wayne	21313 Telegraph Rd	Brownstown	MI	48183	Donna Hall	(734) 675-9960	ACS		2010	22,989
Bruce Township	Macomb	223 East Gates Street	Romeo	MI	48065	Susan Brockmann	586-752-4585	Fund Balance		2019	8,158
Buchanan Township	Berrien	15235 N Main St	Buchanan	MI	49107	Cathy Ganus	(269) 695-6442	Manual System	2005	2013	3,510
Buena Vista Charter Township	Saginaw	1160 S Outer Dr	Saginaw	MI	48601	Rene Fulgencio	(989) 754-6536 ext 2319	ACS	2006	2010	10,318
Bunker Hill Township	Ingham	871 Decamp Rd	Stockbridge	MI	49285	Carrie Zeitz	(517) 204-1336	Quickbooks		2012	1,979
Burns Township	Shiawassee	PO Box 397	Bryon	MI	48418	Shirley Riley	(810) 444-3972			2017	3,500
Burt Township	Alger	E21837 Grand Marais Ave	Grand Marais	MI	49839	Kay Wampler	(906) 494-2381	Quickbooks		2011	480
Burtchville Township	St Clair	4000 Burtch Rd	Lakeport	MI	48059	Jessica Lize	(810) 385-5577	Resource	2003	2014	3,956
Burton City	Genesee	4303 S Center Rd	Burton	MI	48519	Ginger Burke-Miller	(810) 743-1500 ext 1201	Fundware	2007	2011	30,308
Byron Township	Kent	8085 Byron Center Ave SW	Byron Center	MI	49315	Julie Meza	(616) 878-0660	Fund Balance	2007	2009	17,553
Byron Village	Shiawassee	PO Box 4	Byron	MI	48418	Brian Boggs	(810) 266-6160	Manual (pencil)		2010	565
Cadillac City	Wexford	200 N. Lake Street	Cadillac	MI	49601	Carol Pacella	(231) 779-7380	New World		2016	10,000
Caledonia Charter Township	Kent	8196 Broadmoor Ave SE	Caledonia	MI	49316	Jennifer Christian	(616) 891-0070 x208	Fund Balance	2008	2009	8,964
Cambridge Township	Lenawee	9990 W. M-50	Onsted	MI	49265	Rick Richardson	(517) 467-2104	Fund Balance		2012	5,299
Cannon Township	Kent	6878 Belding Rd NE	Rockford	MI	49341	Bonnie Shupe	(616) 874-6966	Versys	2006	2010	12,075
Capac Village	St Clair	131 N Main	Capac	MI	48014	Crystal Potter	(810) 395-4355	Fund Balance		2016	1,775
Carleton Village	Monroe	PO Box 376	Carleton	MI	48117	Nancy Mell	(734) 654-6255	Cogitate	2003	2011	2,562
Carmel Township	Eaton	661 Beech Highway	Charlotte	MI	48813	Laura Goostrey	888-805-6182	Quickbooks		2019	2,626
Carrollton Township	Saginaw	1645 Mapleridge Rd	Saginaw	MI	48604	Megan King	(989) 754-4611 ext 29	New World	2007	2010	6,602
Carson City	Montcalm	PO Box 340	Carson City	MI	48811	Cindy Schafer	(989) 584-3515	Fund Balance		2010	1,190
Carsonville Village	Sanilac	3912 W Sheldon St	Carsonville	MI	48419	Diane Schneider	(810) 657-9400	Quickbooks	2008	2010	514
Cascade Charter Township	Kent	2865 Thornhills Ave SE	Grand Rapids	MI	49546	Mildred Pinder	(616) 949-1500 ext 208	Versys	2007	2009	15,107
Casco Township	Allegan	7104 107th Ave	South Haven	MI	49090	Cheryl Brenner	(269) 637-4441	Sage		2019	3,019

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Caseville Township	Huron	6767 Main St	Caseville	MI	48725	Michelle Stirrett	(989) 856-3053	Pontem		2012	2,723
Casnovia Township	Muskegon	245 S Canada Rd	Casnovia	MI	49318	John Gort	(616) 675-4064	Cogitate		2011	2,652
Caspian City	Iron	PO Box 273	Caspian	MI	49915	Gina Kosmopoulos	906-265-2514	Fund Balance		2018	997
Cass City Village	Tuscola	6506 Main St	Cass City	MI	48726	Nanette Walsh	(989) 872-2911	Harris		2011	2,643
Cass County	Cass	120 N. Broadway St, Suite 116	Cassopolis	MI	49031	Angie Steinman	(269) 445-4269	Harris		2015	51,608
Cassopolis Village	Cass	117 S. Broadway St. Suite 100	Cassopolis	MI	49031	Tonia Betty	(269) 445-5645	Fund Balance		2016	1,749
Castleton Township	Barry	915 Reed St	Nashville	MI	49073	Lorna Wilson	(517) 852-9479	Resource	2004	2015	3,475
Cedar Creek Township	Muskegon	6556 Sweeter Rd	Twin Lake	MI	49457	Heather Jarvis	231-821-0014	Quickbooks		2019	3,109
Cedar Springs City	Kent	PO Box 310	Cedar Springs	MI	49319	Karen Mushong	(616) 696-1330 x101	Fund Balance	2005	2012	3,112
Center Line City	Macomb	7070 E 10 Mile Rd	Center Line	MI	48015	Steve Adair	(586) 758-8270	Fund Balance		2012	8,531
Centreville Village	St Joseph	PO Box 399	Centreville	MI	49032	Marty Chiddister	(269) 467-4855	Fund Balance		2016	1,425
Charlevoix County	Charlevoix	203 Antrim Street	Charlevoix	MI	49720	Cherie Browe	(231) 547-7200	Advantage		2015	23,121
Charlotte City	Eaton			MI		Gregg Guetschow		Svstems Fund Balance		2019	8,389
Chassell Township	Houghton	PO Box 438	Chassell	MI	49916	June Michaelson	(906) 523-4000	Cogitate	2005	2015	1,822
Cheboygan City	Cheboygan	PO Box 39	Cheboygan	MI	49721	Kenneth Kwiatkowski	(231) 627-9931	Versys	2005	2016	5,295
Cheboygan County	Cheboygan	PO Box 70	Cheboygan	MI	49721	Kari Kortz	(231) 627-8430	AS400	2002	2009	25,675
Chelsea City	Washtenaw	305 S Main St Ste 100	Chelsea	MI	48118	Kim Garland	(734) 475-1771	CMI		2010	4,398
Cherry Grove Township	Wexford	4830 E M-55	Cadillac	MI	49601	Jim Barton	(231) 775-0958	Accucomp	2007	2009	2,328
Chesaning Village	Saginaw	1100 W Broad St	Chesaning	MI	48616	Lisa Hitchcock	(989) 845-3800	Fund Balance		2013	2,338
Chester Township	Ottawa	3509 Sehler St	Conklin	MI	49403	Jan Redding	(616) 899-5544	Manual System	2003	2010	2,315
Chesterfield Charter Township	Macomb	47275 Sugarbush	Chesterfield Township	MI	48047	Vicki Bauer	(586) 949-0400 x1153	Fund Balance		2013	37,405
Chikaming Township	Berrien	PO Box 40	Harbert	MI	49116	Julie Schroeder	(269) 469-1676	Fund Balance		2015	3,678
China Charter Township	St Clair	4560 Indian Trl	China	MI	48054	Kristi Donaldson	(810) 765-1145 x207	Fund Balance	2005	2009	3,340
Chocolay Charter Township	Marquette	5010 US 41 South	Marquette	MI	49822	Suzanne Sundell	906.249.1448 x207	Fund Balance		2019	7,148
Clam Lake Township	Wexford	8809 E M-115	Cadillac	MI	49601	Larry Payne	(231) 775-5401	Quickbooks		2012	2,238
Clare City	Clare	202 W 5th St	Clare	MI	48617	Ken Hibl	(989) 386-7541 ext 102	Fund Balance	2005	2010	3,173

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Clare County	Clare	225 W Main	Harrison	MI	48625	Jenny Beemer-Fritzinger	(989) 539-7801	Harris		2018	30,553
Clark Township	Mackinac	PO Box 367	Cedarville	MI	49719	Mike Miller	(906) 484-2672	Harris	2003	2017	2,200
Clarkston City	Oakland	375 Depot	Clarkston	MI	48346-1418	Sandra Barlass	(248) 625-1559	Peachtree		2012	962
Clawson City	Oakland	425 N. Main Street	Clawson	MI	48017	Mark Pollock	(248) 435-4500 x111	Fund Balance		2016	12,732
Clay Township	St Clair	PO Box 429	Algonac	MI	48001	Connie Turner	(810) 794-9303	Port Huron	2005	2009	9,822
Clayton Charter Township	Genesee	2011 S. Morrish Road	Swartz Creek	MI	48473	Dennis Milem	810-635-4435	System Fund Balance		2018	7,546
Climax Village	Kalamazoo	114 E Maple	Climax	MI	49034	Scott Torrance	(269) 746-4174	ForFund		2011	791
Clinton Charter Township	Macomb	40700 Romeo Plank Rd	Clinton Township	MI	48038	Donna Lauretti	(586) 723-8002	Munis		2012	95,648
Clinton Transit	Clinton	215 N. Scott Rd	St Johns	MI	48879	Susan Gly	989-534-2704	Quickbooks		2019	
Clio City	Genesee	505 W. Vienna Street	Clio	MI	48420	Linda Kingston	810-686-5850 x205	Fund Balance		2018	2,483
Clyde Township	St Clair	3350 Vincent Rd	Clyde	MI	48049	Stacey Smith	(810) 985-7258	Fund Balance		2014	5,523
Coloma Charter Township	Berrien	4919 Paw Paw Lake Rd	Coloma	MI	49038	Laura Baumeister	269-468-7212	Fund Balance		2019	5,217
Colon Township	St Joseph	PO Box 608	Colon	MI	49040	Diane McKelvey	(269) 432-3371	Quickbooks	2006	2014	3,405
Colon Village	St Joseph	110 N. Blackstone Ave	Colon	MI	49040	Tammy Fredenburg	(269) 432-2532	Sage		2017	1,227
Columbia Township	Jackson	8500 Jefferson Rd	Brooklyn	MI	49230	Ruth Scott	(517) 592-2000	Fund Balance	2004	2009	7,234
Columbiaville Village	Lapeer	PO Box 100	Columbiaville	MI	48421	Denise Dupack	(810) 793-4411	Cogitate	2006	2009	815
Commerce Charter Township	Oakland	2009 Township Dr	Commerce Twp	MI	48390	Janet Bushey	(248) 960-7069	Versys	2003	2012	34,764
Comstock Charter Township	Kalamazoo	PO Box 449	Comstock	MI	49041	Anna	(269) 381-2360	Springbrook	2005	2010	13,851
Concord Township	Jackson	110 Hanover St	Concord	MI	49237	Judy Clark	(517) 524-8604			2018	2,692
Concord Village	Jackson	PO Box 306	Concord	MI	49237	Nancy Salvatore	(517) 524-8534	Harris	2003	2009	1,101
Convis Township	Calhoun	19500 15 Mile Rd	Marshall	MI	49068	Debra Wilson	(269) 789-0654 ext 123	Peachtree		2013	1,666
Cooper Charter Township	Kalamazoo	1590 W D Ave	Kalamazoo	MI	49009	Bonnie Sytsma	(269) 382-0223	ForFund	2008	2010	8,754
Coopersville City	Ottawa	289 Danforth St	Coopersville	MI	49404	Keri Rogers	(616) 997-9731	Fund Balance	2008	2010	3,910
Corunna City	Shiawassee	402 N Shiawassee St	Corunna	MI	48817	Nichole Cowdrey	(989) 743-3650	Fund Balance		2009	3,381
Cottrellville Township	St Clair	7008 Marsh Rd	Marine City	MI	48039	Violet Pfaff	(810) 765-4730	Quickbooks	2005	2012	3,814
Courtland Township	Kent	7450 14 Mile Rd	Rockford	MI	49341	Marilynn Crosby	(616) 866-0622	Our Town	2005	2011	5,817

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Covert Township	Van Buren	PO Box 35	Covert	MI	49043	Marilyn Rendell	(269) 764-8986 x3	ForFund		2013	3,141
Crawford County	Crawford	200 W Michigan Ave	Grayling	MI	49738	Joe Wakeley	(989) 344-3231	New World	2002	2010	13,745
Crockery Township	Ottawa	PO Box 186	Nunica	MI	49448	Judy Van Bemmelen	(616) 837-6868	Manual System	2004	2013	3,782
Croswell City	Sanilac	100 N. Howard	Croswell	MI	48422	Sam Moore	(810) 679-2299	Fund Balance		2016	2,467
Croton Township	Newaygo	5833 E. Division Street	Newaygo	MI	49337	Kim Edwards	(231) 652-2388	Pontem		2017	3,042
Crystal Falls City	Iron	401 Superior Avenue	Crystal Falls	MI	49920	Tara Peltoma	(906) 875-3212 x103	Excel		2013	1,791
Crystal Falls Township	Iron	PO Box 329	Crystal Falls	MI	49920	Donna Gustafson	(906) 875-3062	Cogitate	2003	2013	1,722
Crystal Township	Montcalm	217 Park Street	Crystal	MI	48818	Scott Brundage	989-287-1225	Pontem		2018	2,824
Dallas Township	Clinton	11245 W 1st St	Fowler	MI	48835	Therese Koenigsknecht	(989) 593-2542	Quickbooks	2006	2017	2,323
Dalton Township	Muskegon	1616 E Riley Thompson Rd	Muskegon	MI	49445	Tracy DeMarse	(231) 766-3043 x402	Resource	2005	2015	8,047
Davison City	Genesee	200 E Flint St Ste 2	Davison	MI	48423	Cindy VanMegroet	(810) 653-2191	New World	2006	2010	5,536
Davison Township	Genesee	1280 N Irish Rd	Davison	MI	48423	Alma Gay	(810) 653-4156	Open Windows	2008	2009	17,722
Dearborn Heights City	Wayne	6045 Fenton St	Dearborn Heights	MI	48127	John Riley II	(313) 791-3417	(Harris) New World		2012	58,264
Decatur Village	Van Buren	114 N Phelps St	Decatur	MI	49045	Louann Conklin	(269) 423-6114	ForFund	2006	2009	1,838
Delhi Charter Township	Ingham	2074 Aurelius Rd	Holt	MI	48842	Delhi Charter	(517) 699-3858	First Computer	2003	2010	22,569
Delta Charter Township	Eaton	7710 W Saginaw Hwy	Lansing	MI	48917	Township-Accounting Jeff Anderson	(517) 323-8510	Fund Balance	2006	2010	29,682
Delta County	Delta	310 Ludington St	Escanaba	MI	49829	Nora Viau	(906) 789-5100	Harris		2013	36,559
Detroit Wayne County Health Authority	Wayne	3031 W Grand Blvd Suite 450	Detroit	MI	48226	Janette Davis	(313) 871-3751	Fundware		2014	
DeWitt Area Recreation Authority	Clinton	1401 W. Herbison Rd	Dewitt	MI	48820	Clay Summers	(517) 482-5117	Peachtree	2009	2012	
DeWitt Charter Township	Clinton	1401 W Herbison Rd	DeWitt	MI	48820	Diane Mosier	(517) 668-0270	Versys	2006	2012	12,143
DeWitt City	Clinton	414 E Main St	DeWitt	MI	48820	Lisa Grysen	(517) 669-2441	Fund Balance	2002	2010	4,702
Dexter City	Washtenaw	8140 Main St	Dexter	MI	48130	Marie Sherry	(734) 426-8303 ext 14	Fund Balance		2012	2,338
Dexter Township	Washtenaw	6880 Dexter-Pinckney Rd	Dexter	MI	48130	Harley Rider	(734) 426-3767	Quickbooks	2005	2013	5,248
Dickinson County	Dickinson	PO Box 609	Iron Mountian	MI	49801	Brian Bousley	(906) 774-2573	Harris		2017	17,111
Dorr Township	Allegan	4196 18th St	Dorr	MI	49323	Jane Rens	(616) 681-9874	Peachtree		2012	6,579
Dorr-Leighton Waste Water Authority	Allegan	4475 Kalamazoo Dr	Caledonia	MI	49316	Char Troost	(616) 891-8238			2018	

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Douglas Village City	Allegan	86 W Center St	Douglas	MI	49406	Bob Drexler	(269) 857-1438	Fund Balance	2008	2016	1,214
Dowagiac City	Cass	241 S Front Street	Dowagiac	MI	49047	Mitch Billingham	(269) 462-2816	CMI	2006	2009	6,147
Downriver Utility Wastewater Authority	Wayne	15310 Cameron	Southgate	MI	48195	Doug Drysdale	(734) 522-6711			2018	
Dryden Village	Lapeer	5602 Main Street	Dryden	MI	48412	Holly Shroyer	810-796-2291	Quickbooks		2018	936
Dundee Township	Monroe	179 Main St	Dundee	MI	48131	Antoinette Carder	(734) 529-2650	Cogitate	2002	2015	6,341
Dundee Village	Monroe	350 W. Monroe Street	Dundee	MI	48131	David Uhl	(734) 529-3430 x1032	Fund Balance		2016	3,522
Durand City	Shiawassee	215 W Clinton St	Durand	MI	48429	Amy Roddy	(989) 288-3113	Fund Balance	2006	2011	3,933
East Bay Charter Township	Grand Traverse	1965 N. Three Mile Road	Traverse City	MI	49696	Glen Lile	(231) 947-8647	Fund Balance		2014	9,919
East China Charter Township	St Clair	5111 River Rd.	East China	MI	48054	Sandy Smith	(810) 765-8879 x119	Fund Balance	2007	2011	3,630
East Grand Rapids City	Kent	750 Lakeside Dr SE	East Grand Rapids	MI	49506	Karen Mushong	(616) 949-2110	DataWest	2003	2009	10,764
East Tawas City	Iosco	PO Box 672	East Tawas	MI	48730	Blinda Baker	(989) 362-6161	Versys	2006	2010	2,951
Eastpointe City	Macomb	23200 Gratiot Avenue	Eastpointe	MI	48021	Randy Altimus	(586) 445-5026	Pentamation		2010	34,077
Eaton Rapids City	Eaton	200 S. Main Street	Eaton Rapids	MI	48827	Marrie Jo Carr	(517) 663-8118 x8107	CMI		2015	5,330
Eaton Township	Eaton	3981 E Clinton Trl	Charlotte	MI	48813	Becky Dolman	(517) 543-3308	Quickbooks	2007	2009	4,278
Eau Claire Village	Berrien	6625 E Main St	Eau Claire	MI	49111	Lisa Borkowski	(269) 461-6173	Quickbooks		2010	625
Ecorse City	Wayne	3869 West Jefferson	Ecorse	MI	48229	Sarah Laird	(313) 294-3740	New World		2010	11,229
Egelston Township	Muskegon	5428 Apple Ave	Muskegon	MI	49442	Joan Rapp	(231) 788-2308 ext 221	Versys	2005	2016	9,537
Elba Township	Lapeer			MI		Rena Fountain		Cogitate	2006	2014	5,462
Elk Rapids Village	Antrim	PO Box 398	Elk Rapids	MI	49629	Marcia Price	(231) 264-9274	Northern Data Systems		2014	1,700
Elkton Village	Huron	PO Box 516	Elkton	MI	48731	Lonna Fisher	(989) 375-2270	Mas 90		2011	863
Elm River Township	Houghton	33607 Lake Gerald Rd	Toivola	MI	49965	Debbie Maki	(906) 288-3355	Manual System	2007	2012	169
Elsie Village	Clinton	PO Box 408	Elsie	MI	48831	Sue Bensinger	(989) 862-4273	Fund Balance	2007	2010	1,055
Emmet County	Emmet	200 Division Street	Petoskey	MI	49770	Matt Hellens	(231) 348-1705	Grand Traverse Svstem		2018	33,565
Emmett Charter Township	Calhoun	621 Cliff St	Battle Creek	MI	49014	Teresa Myers	(269) 968-0241	Pontem		2012	11,979
Empire Village	Leelanau	PO Box 253	Empire	MI	49630	Derith Smith	231-326-5466	Quickbooks		2019	378
Erie Township	Monroe	PO Box 187	Erie	MI	48133	Jolene Upchurch	(734) 848-5915	Fund Balance	2002	2012	4,850

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Essexville City	Bay	1107 Woodside Ave	Essexville	MI	48732	Fran DeWyse	(989) 893-2441	Civic Systems		2016	3,766
Evart City	Osceola	200 S Main St	Evart	MI	49631	Sarah DVoracek	(231) 734-2181	Fund Balance		2015	1,738
Exeter Township	Monroe	6158 Scofield Rd	Maybee	MI	48159	Billie Iott	(734) 587-2100	Resource	2004	2015	3,727
Fairfield Township	Lenawee	8391 Jefferson St	Jasper	MI	49248	Carol DeLong	(517) 436-3004	Harris	2007	2018	1,756
Fairfield Township	Shiawassee	6500 Henderson Drive	Elsie	MI	48831	Richard Zemla	989-666-2159			2019	745
Fairhaven Township	Huron	9811 Main St	Bay Port	MI	48720	Ellen McGathy	(989) 656-9901	Custom		2009	1,259
Farmington City	Oakland	23600 Liberty St	Farmington	MI	48335	Chris Weber	(248) 474-5500 ext 2247	First Computer	2006	2009	10,423
Farwell Village	Clare	109 S Hall St	Farwell	MI	48622	Diane Maki	(989) 588-9926	ICommander	2007	2016	855
Fennville City	Allegan	222 S Maple	Fennville	MI	49408	Julie Wright	(269) 561-8321	Springbrook	2005	2015	1,459
Fenton City	Genesee	301 S Leroy St	Fenton	MI	48430	Cindy Shane	(810) 629-2261	New World		2009	10,582
Ferndale City	Oakland	300 E. 9 Mile Rd	Ferndale	MI	48220	Joseph Gacioch	(248) 546-2300	New World		2015	22,105
Ferrysburg City	Ottawa	17290 Roosevelt Rd	Ferrysburg	MI	49409	Debbie Wierenga	(616) 842-5803	Fund Balance		2013	3,040
Fillmore Township	Allegan	A-4987 140th Ave	Holland	MI	49423	Janella Hop	(269) 751-8303	Fund Balance	2006	2015	2,756
Flat Rock City	Wayne	25500 Gibraltar Rd	Flat Rock	MI	48134	Debbie Lambrix	(734) 782-2463	Fund Balance	2004	2013	8,488
Flint City	Genesee	1101 S Saginaw St	Flint	MI	48502	Tom O'Brien	(810) 766-7255 ext 2205	Peoplesoft	2004	2013	124,943
Flint Public Library	Genesee	1026 E Kearsley St	Flint	MI	48502	Connie Palmer	(810) 249-2043	Creative Solutions		2009	
Flushing Charter Township	Genesee	6524 N Seymour Rd	Flushing	MI	48433	Karla Carpenter	(810) 659-0800	Resource	2007	2010	10,230
Flushing City	Genesee	725 E Main St	Flushing	MI	48433	Nancy Parks	(810) 659-5665	Harris		2011	8,348
Forestville Village	Sanilac	PO Box 36	Forestville	MI	48434	Tammy Kolomac	(989) 864-3447	Quickbooks		2017	127
Fort Gratiot Charter Township	St Clair	3720 Keewahdin Rd	Fort Gratiot	MI	48059	David Jewell	(810) 385-4489	Versys	2005	2011	10,691
Fowlerville Village	Livingston	213 South Grand Ave	Fowlerville	MI	48836	Sherry Prevo	(517) 223-3771 ext 15	Resource	2007	2009	2,972
Frankenlust Township	Bay	2401 Delta Road	Bay City	MI	48706-9340	Donna Reichard	(989) 686-5300	Quicken		2015	2,530
Frankenmuth Township	Saginaw	240 W. Genesee	Frankenmuth	MI	48734	Kathy Marshall	(989) 652-3430 x183	Fund Balance		2016	2,049
Frankfort City	Benzie	PO Box 351	Frankfort	MI	49635	Kimberly Kidder	(231) 352-7117	Caselle		2019	1,513
Franklin Village	Oakland	32325 Franklin Rd	Franklin	MI	48025	James Creech	(248) 626-9666	Quickbooks		2017	2,937
Fraser City	Macomb	33000 Garfield Rd	Fraser	MI	48026	Tim McCulloch	(586) 294-8908	Versys		2010	15,297

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Frederic Township	Crawford	7564 CR 612	Frederic	MI	49733	Sandy Barber	(989) 348-8778	Manual System	2004	2013	1,401
Fredonia Township	Calhoun	PO Box 271	Marshall	MI	49068	Ruth Albaugh	(269) 781-8115	Quicken	2005	2017	1,723
Fremont City	Newaygo	101 E Main St	Fremont	MI	49412	Todd Blake	(231) 924-2101	Fund Balance		2011	4,224
Frenchtown Charter Township	Monroe	2744 Vivian Rd	Monroe	MI	48162	Mark J. Baker	(734) 242-5800	Fund Balance	2002	2020	20,777
Frost Township	Clare	3741 Ash Rd	Harrison	MI	48625	Emerson Davis	(989) 539-2494	ICommander		2014	1,159
Fruitland Township	Muskegon	4545 Nestrom Rd	Whitehall	MI	49461	Janell Beard	(231) 766-2027		2002	2012	5,235
Fruitport Charter Township	Muskegon	6543 Airline Rd	Fruitport	MI	49415	Rose Dillon	(231) 865-3151	Resource	2005	2012	12,533
Gaines Charter Township	Kent	8555 Kalamazoo Ave SE	Caledonia	MI	49316	Jan Boone	(616) 698-6640	Fund Balance	2008	2009	20,112
Gaines Township	Genesee	9255 Grand Blanc Rd	Gaines	MI	48436	Michael Dowler	(810) 635-3200	MS Money		2017	6,491
Galesburg City	Kalamazoo	200 E Michigan Ave	Galesburg	MI	49053	Diana Skidmore	(269) 665-7000	Resource	2005	2014	1,988
Garden City	Wayne	6000 Middlebelt Road	Garden City	MI	48135	Allyson Bettis	(734) 793-1616	New World		2013	30,047
Garfield Charter Township	Grand Traverse	3848 Veteran Dr	Traverse City	MI	49684	Kay Schumacher	(231) 941-1620	Fund Balance		2013	13,840
Garfield Township	Bay	1138 W. Erickson	Linwood	MI	48634	Connie Fantozzi	(989) 313-0071	Quickbooks		2018	1,775
Gaylord City	Otsego	305 E Main St	Gaylord	MI	49735	Dave Duffield	(989) 732-4060	Fund Balance	2003	2010	3,681
Genesee County Land Bank	Genesee	G-2302 Stonebridge Dr	Flint	MI	48532	Mia Chapman	(810) 230-8200	NO	2005	2016	
Genoa Charter Township	Livingston	Bldg D 2911 Dorr Rd	Brighton	MI	48116	Adam Van Tassell	(810) 227-5225 ext 14	CONVERSION Springbrook		2016	15,901
Georgetown Charter Township	Ottawa	PO Box 769	Jenison	MI	49429	Dan Carleton	(616) 457-2340 x225	New World	2002	2009	41,658
Gibraltar City	Wayne	29450 Munro St	Gibraltar	MI	48173	Linda Sucharski	(734) 676-8982	Fund Balance	2002	2015	4,264
Gilford Township	Tuscola	6230 Gilford Rd	Fairgrove	MI		Bob Hains	989-693-6394			2018	833
Gladstone City	Delta	PO Box 32	Gladstone	MI	49837	Darla Falcon	(906) 428-3636	Harris	2003	2012	5,032
Gladwin City	Gladwin	1000 W Cedar Ave	Gladwin	MI	48624	Shannon Greaves	(989) 426-9231 ext 101	Springbrook	2006	2012	3,001
Gladwin County	Gladwin	401 W Cedar Ave	Gladwin	MI	48624	Laura Brandon	(989) 426-7351	AS400		2011	25,411
Gobles City	Van Buren	PO Box 38	Gobles	MI	49055	Paula Sipes	(269) 628-2246	Manual System	2005		815
Gogebic County	Gogebic	200 N Moore St	Bessemer	MI	49911	Mary Jendrusina	(906) 663-4517	AS400	2002	2010	15,737
Golden Township	Oceana	PO Box 26	Mears	MI	49436	Rachel Iteen	(231) 873-4413	Quickbooks	2008	2010	1,810
Goodrich Village	Genesee	7338 S State Rd	Goodrich	MI	48438	Jeanie Bradley	(810) 636-2570	Cogitate	2002	2016	1,353

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Grand Blanc Charter Township	Genesee	PO Box 1833	Grand Blanc	MI	48480	Debra Barriger	(810) 424-2654	New World	2006	2009	29,827
Grand Blanc City	Genesee	203 E Grand Blanc Rd	Grand Blanc	MI	48439	Bethany Smith	(810) 694-1118	New World	2007	2010	8,242
Grand Haven Charter Township	Ottawa	13300 168th Ave	Grand Haven	MI	49417	Mark Verberkmoes	(616) 842-5988	Fund Balance	2002	2010	13,278
Grand Haven City	Ottawa	519 Washington Ave	Grand Haven	MI	49417	Jim Bonamy	(616) 935-3214	AS400		2013	11,168
Grand Ledge City	Eaton	310 Greenwood Street	Grand Ledge	MI	48837	Adam Smith	(517) 627-2149	Fund Balance		2016	7,813
Grand Rapids Charter Township	Kent	1836 E Beltline Ave NE	Grand Rapids	MI	49525	Janice Hulbert	(616) 361-7391	ForFund	2008	2009	14,056
Grand Rapids City	Kent	300 Monroe Ave NW	Grand Rapids	MI	49503	John Globensky	(616) 456-3285			2016	197,800
Grandville City	Kent	Room 220 3195 Wilson Ave SW	Grandville	MI	49418	Tammy Aue	(616) 530-4970	Springbrook	2004	2010	16,263
Grant City	Newaygo	280 S Maple St	Grant	MI	49327	Lori Gardner	(231) 834-7904	Quickbooks		2010	881
Grant Township	Iosco	4049 W. Indian Lake Rd	National City	MI	48748	Alysha Burgess	989-469-3177	Pontem		2020	1,560
Grass Lake Charter Township	Jackson	PO Box 216	Grass Lake	MI	49240	Cathy Zenz	(517) 522-8464 x121	Fund Balance		2017	4,586
Grass Lake Village	Jackson	119 N lake street	Grass Lake	MI	49240	Trudi Whitley	517-522-4550	Fund Balance		2019	1,082
Gratiot County	Gratiot	214 E Center St	Ithaca	MI	48847	Mary Sullivan	(989) 875-5220	Resource	2006	2010	41,665
Grattan Township	Kent	12050 Old Belding Road	Belding	MI	48809	Monica Burtt	(616) 691-8450	Peachtree		2011	3,551
Great Lakes Water Authority	Wayne	735 Randolph	Detroit	MI	48226	Cindy Cezat	(313) 964-9243			2016	
Green Lake Township	Grand Traverse	PO Box 157	Interlochen	MI	49643	Judith Kramer	(231) 276-9329	Fund Balance		2015	5,009
Green Oak Charter Township	Livingston	10001 Silver Lake Rd	Brighton	MI	48116	Michael Sedlak	(810) 231-1333	Resource	2002	2010	15,618
Greenville City	Montcalm	411 S Lafayette	Greenville	MI	48838	Norice Rasmussen	(616) 754-5645	Fund Balance		2018	7,935
Grosse Ile Township	Wayne	9601 Groh Rd	Grosse Ile	MI	48138	Ann Darzniek	(734) 676-4422 ext 224	Pentamation		2009	10,894
Grosse Pointe City	Wayne	17147 Maumee Ave	Grosse Pointe	MI	48230	Lois Zaremski	(313) 885-5800	Fund Balance		2011	5,670
Grosse Pointe Farms City	Wayne	90 Kerby Rd	Grosse Pointe Farms	MI	48236	John Lamerato	(313) 640-1602	Fund Balance		2016	9,764
Grosse Pointe Park City	Wayne	15115 E. Jefferson	Grosse Pointe Park	MI	48230	Jane Blahut	(313) 822-4375	Fund Balance		2014	12,443
Grosse Pointe Shores Village	Macomb	795 Lake Shore Rd	Grosse Pointe Shores	MI	48236	Rhonda Ricketts	(313) 881-6565	Fund Balance		2019	2,957
Grosse Pointe Woods City	Wayne	20025 Mack	Grosse Pointe Woods	MI	48236	Deeann Irby	(313) 343-2604	Civic Systems		2011	17,080
Groveland Township	Oakland	4695 Grange Hall Rd	Holly	MI	48442	Pam Mazich	(248) 634-4152	Versys	2005	2009	6,150
GRSD Sewer Authority	Berrien	10831 Kruger Road	New Buffalo	MI	49117	Warren Histed	269-469-3434	Quickbooks		2020	

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Gull Lake Sewer & Water Authority	Kalamazoo	7722 North 37th Street	Richland	MI	49083	Anne Richmond	(269) 731-4680	Peachtree		2015	
Gun Plain Charter Township	Allegan	381 8th St	Plainwell	MI	49080	Michael VandenBerg	(269) 685-9471	ForFund		2009	5,637
Hamburg Township	Livingston	10405 Merrill Rd	Hamburg	MI	48139	Angela Rabb	(810) 231-1000 x205	Fund Balance		2010	20,627
Hamilton Fire Department	Allegan	PO Box 241	Hamilton	MI	49419	Sheila Meiste	(269) 806-8013	Our Town		2013	
Hamilton Township	Clare	8996 E. Townline Lk Rd.	Harrison	MI	48625	Finotte Laboda	(989) 539-6975	Cogitate		2011	1,988
Hampton Charter Township	Bay	801 W. Center Rd	Essexville	MI	48732	Terri Close	989-893-7541	Pontem		2019	9,902
Hamtramck City	Wayne	3401 Evaline St	Hamtramck	MI	48212	Michael Wilk	(313) 870-0322	New World	2007	2012	22,976
Hancock City	Houghton	399 Quincy Street	Hancock	MI	49930	Karen Haischer	(906) 482-2720	Vadim		2015	4,323
Handy Township	Livingston	PO Box 189	Fowlerville	MI	48836	Laura Eisele	(517) 223-3228	Resource	2005	2013	7,004
Hanover Township	Jackson	PO Box 40	Horton	MI	49246	Mary Ann Greiner	(517) 563-2791	Resource	2005	2015	3,792
Harbor Beach City	Huron	766 State St	Harbor Beach	MI	48441	Jennifer Capling	(989) 479-3363	Fund Balance		2009	1,837
Harbor Springs Sewage Authority	Emmet	709 E Hathaway Rd	Harbor Springs	MI	49740	Robert Morris	(231) 526-6682	Peachtree	2006	2017	
Harbor Transit Authority	Ottawa	440 N Ferry Street	Grand Haven	MI	49417	Dana Appel	(616) 842-3200			2019	
Haring Charter Township	Wexford	515 Bell Ave	Cadillac	MI	49601	Lynn Nixon	(231) 775-8822	Peachtree		2012	3,900
Harper Woods City	Wayne	19617 Harper	Harper Woods	MI	48225	Laura Stowell	(313) 343-2518	Northern Data Systems		2015	14,254
Harrison Charter Township	Macomb	38151 L'Anse Creuse St	Harrison Township	MI	48045	Glen Spencer	(586) 466-1438	Fund Balance	2004	2012	24,461
Hart City	Oceana	407 State Street	Hart	MI	49420	Cheryl Abson	(231) 873-2488	Fund Balance		2017	2,111
Hartford Township	Van Buren	61310 CR 687	Hartford	MI	49057	Julie Sweet	(269) 621-4658	Cougar	2004	2016	3,159
Hartland Township	Livingston	2655 Clark Rd	Hartland	MI	48353	Susan Dryden	(810) 632-7498	Mountain Fund Balance	2008	2010	10,996
Hayes Township	Clare	PO Box 310	Harrison	MI	48625	Maye Rood	(989) 539-7130 x3	Harris		2014	4,916
Hazel Park City	Oakland	111 E Nine Mile Rd	Hazel Park	MI	48030	Joann Bowling	(248) 546-4062 x317	Civic Systems		2012	18,963
Heath Township	Allegan	PO Box 241	Hamilton	MI	49419	Sheila Meiste	(269) 806-8013	Our Town		2013	3,100
Hematite Township	Iron	PO Box 67	Amasa	MI	49903	Tonya Hiltonen	(906) 822-7349	Manual System	2004	2014	352
Henrietta Township	Jackson	11120 Musbach Rd	Munith	MI	49259	Sally Keene	(517) 596-3374	Resource	2004	2012	4,483
Hersey Township	Osceola	PO Boc 46	Hersey	MI	49639	Tracey Cochran	231-920-1790	Quicken		2020	1,846
Hesperia Village	Newaygo	33 E Michigan Ave	Hesperia	MI	49421	Scott Kaopel	(231) 854-5915	Manual System	2008	2010	954

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Higgins Township	Roscommon	PO Box 576	Roscommon	MI	48653	Cheri Sullivan	989-275-8112	Pontem		2020	2,061
Highland Park City	Wayne	12050 Woodward Ave	Highland Park	MI	48203	Earnestine Willams	(313) 252-0050 x211	Fund Balance		2015	16,746
Hillsdale City	Hillsdale	97 N. Broad Street	Hillsdale	MI	49242	Bonnie Tew	(517) 437-6446	Fund Balance		2014	8,233
Hillsdale County	Hillsdale	29 N Howell St Rm 15	Hillsdale	MI	49242	David Holcomb	(517) 437-3158	Resource	2007	2011	45,830
Holland Charter Township	Ottawa	353 N 120th Ave	Holland	MI	49422	Susan Dalman	(616) 396-2345	Harris		2009	28,911
Holly Township	Oakland	102 Civic Dr	Holly	MI	48442	Karen Winchester	(248) 634-9331 ext 301	Versys	2006	2010	10,037
Holly Village	Oakland	202 S. Saginaw	Holly	MI	48442	Cathrene Behrens	(248) 634-9571	Fund Balance		2011	6,135
Homer Township	Calhoun	386 Grandview Ave	Homer	MI	49245	Jennifer Johnson	(517) 568-4786	Quicken		2012	3,010
Hope Township	Barry	5463 S. M-43 Hwy	Hastings	MI	49058	Debra Jackson	(269) 948-2464	Harris	2005	2013	3,283
Hopkins Township	Allegan	1975 126th Ave	Hopkins	MI	49328	Dawn Arndt	(616) 896-8315 x109	Creative	2008	2012	2,671
Houghton City	Houghton	PO Box 606	Houghton	MI	49931	Kurt Kuure	(906) 483-4645	Solutions Resource	2002	2009	7,010
Houghton County	Houghton	401 E. Houghton Ave	Houghton	MI	49913	Eric Forsberg	(906) 482-8307	Harris		2015	36,495
Houghton Lake Sewer Authority	Roscommon	1250 South Harrison Rd	Houghton Lake	MI	48629	Renee Nichols	(989) 422-5811	Manual System	2006	2018	
Howard City Village	Montcalm	PO Box 510	Howard City	MI	49329	Kim Alexander	(231) 937-4311	ICommander		2011	1,585
Howell Area Fire Authority	Livingston	1211 W Grand River Ave	Howell	MI	48843	Chief Jim Reed	(517) 546-0560		2004	2019	
Howell City	Livingston	611 E Grand River Ave	Howell	MI	48843	Catherine Stanislawski	(517) 546-3500	Munis	2004	2010	9,232
Howell Township	Livingston	3525 Byron Rd	Howell	MI	48855	Carolyn Eaton	(517) 546-2817 ext 106	Cogitate	2004	2010	5,679
Hubbardston Village	Ionia	401 S Washington	Hubbardston	MI	48845	Robert Fahey	(989) 981-6141	MS Money	2007	2009	394
Hudsonville City	Ottawa	3275 Central Blvd	Hudsonville	MI	49426	Janice Sal	(616) 669-0200 ext 413	Fund Balance	2008	2009	7,160
Huntington Woods City	Oakland	26815 Scotia	Huntington Woods	MI	48070	Tony Lehmann	(248) 541-4300	New World		2009	6,151
Huron Charter Township	Wayne	22950 Huron River Drive	New Boston	MI	48164	Glenn Suemnick	(734) 753-4466	Fund Balance		2013	13,737
Huron County	Huron	250 E Huron Avenue Room 302	Bad Axe	MI	48413	Chris Prill	(989) 269-6459	AS400		2012	32,065
Imlay City	Lapeer	150 N. Main Street	Imlay City	MI	48444	Tim Sadowski	(810) 724-2135	Fund Balance		2013	3,869
Independence Charter Township	Oakland	6483 Waldon Center Dr.	Clarkston	MI	48346	Susan Hendricks	(248) 625-8114	Vadim		2011	32,581
Ingham County Land Bank	Ingham	PO Box 215	Mason	MI	48854	Eric Schertzing	(517) 676-7220	Manual System	2007	2011	
Inkster City	Wayne	26215 Trowbridge Ave	Inkster	MI	48141	Lynn Ellyn	(313) 563-4266	New World		2009	30,115

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Inverness Township	Cheboygan	PO Box 6009	Cheboygan, MI	MI	49721	Lisa Porter	231-627-2939	Pontem		2020	2,278
Ionia City	Ionia	114 N Kidd St	Ionia	MI	48846	Robin Marhoffer	(616) 527-4170 ext 120	Fund Balance	2007	2009	10,569
Ionia County	Ionia	100 W Main St	Ionia	MI	48846	Stephanie Hurlbut	(616) 527-5300	Resource	2003	2011	64,294
Iosco County	Iosco	PO Box 778	Tawas City	MI	48764	Elite Shellenbarger	(989) 362-4409	ACS		2013	25,420
Ira Township	St Clair	7085 Meldrum Rd	Fair Haven	MI	48023	Crystal Sovey	(586) 725-0263	Fund Balance	2004	2010	6,966
Iron County	Iron	2 S. Sixth Street	Crystal Falls	MI	49920	Sue Clisch	(906) 875-0652	Open Windows		2013	11,387
Iron Mountain City	Dickinson	501 S. Stephenson Ave	Iron Mountain	MI	49801	Carol Bartolameolli	(906) 774-8530	(Harris) Great Plains		2011	8,154
Iron River City	Iron	106 W. Genesee St	Iron River	MI	49935	David Thayer	(906) .26-5.47 x100	Fund Balance		2016	3,386
Ironwood City	Gogebic	213 S. Marquette St	Ironwood	MI	49938	Paul Linn	(906) 932-5050 x113	Fund Balance		2015	6,293
Isabella County	Isabella	200 N. Main Street, Suite 205	Mt Pleasant	MI	48858	Margaret McAvoy	(989) 317-4058	ACS		2017	70,698
Ishpeming City	Marquette	100 E Division St	Ishpeming	MI	49849	Jim Lampman	(906) 485-1091 Ext 210	Incode		2020	6,686
Ishpeming Township	Marquette	1575 US 41 W	Ishpeming	MI	49849	Kristin Thornton	(906) 485-1210 x220	Fund Balance		2014	3,522
Ithaca City	Gratiot	129 W Emerson St	Ithaca	MI	48847	Barbara Fandell	(989) 875-3200	Fund Balance		2012	3,098
Jackson City	Jackson	161 W Michigan Ave	Jackson	MI	49201	Steve Maga	(517) 768-6387	New World		2009	36,316
Jackson County	Jackson	120 W. Michigan Ave	Jackson	MI	49201	James Latham	(517) 768-6614	IFAS		2014	159,741
James Township	Saginaw	6060 Swan Creek Rd	Saginaw	MI	48609	Thomas Dierich	(989) 781-1353	Quickbooks		2012	1,930
Jamestown Charter Township	Ottawa	PO Box 88	Jamestown	MI	49427	Ruth Pruis	(616) 896-8376 ext 12	Fund Balance	2004	2013	5,062
Jerome Township	Midland	737 W. Beamish	Sanford	MI	48657	Angela Martin	(989) 488-4578 x3	Fund Balance		2016	4,888
Johnstown Township	Barry	PO Box 157	Bedford	MI	49020	Sheri Babcock	(269) 721-3710	Peachtree		2016	3,067
Jonesville City	Hillsdale	265 E Chicago St.	Jonesville	MI	49250	Lenore Spahr	(517) 849-2104	Resource		2009	2,337
Kalamazoo Charter Township	Kalamazoo	1720 Riverview Drive	Kalamazoo	MI	49004	Don Thall	(269) 381-8080	Springbrook		2012	21,675
Kalamazoo City	Kalamazoo	241 W South St	Kalamazoo	MI	49007	Sue Hoch	269 337-8840			2017	77,145
Kalamazoo County Land Bank	Kalamazoo	229 E. Michigan Ave Suite 340	Kalamazoo	MI	49007	Kelly Clarke	(269) 216-9681	Excel		2010	
Kalamazoo Lake Sewer & Water Authority	Allegan	6449 Old Allegan Rd	Saugatuck	MI	49453	Daryl VanDyke	(269) 857-2709	Fund Balance		2015	
Kalkaska County	Kalkaska	605 N. Birch St	Kalkaska	MI	49646	Valerie Thornburg	(231) 258-3311	Pontem		2015	17,394
Kalkaska Village	Kalkaska	200 Hyde St	Kalkaska	MI	49646	Jennifer Standerfer	(231) 258-9191	Civic Systems		2015	2,226

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Kawkawlin Township	Bay	1836 E Parish Rd	Kawkawlin	MI	48631	Greg Petrimoulx	(989) 686-8710	Pontem		2013	5,104
Keego Harbor City	Oakland	2025 Beechmont St	Keego Harbor	MI	48320	Linda Voll	(248) 682-1930	Fund Balance	2003	2016	2,769
Kentwood City	Kent	PO Box 8848	Kentwood	MI	49518	Tom Chase	(616) 554-0766	New World	2007	2009	45,255
Kimball Township	St Clair	2160 Wadhams Rd	Kimball	MI	48074	Joyce Shaffer	(810) 987-9797	Port Huron	2006	2012	8,628
Kingsford City	Dickinson	305 S. Carpenter Ave	Kingsford	MI	49802	Holly Palmer	(906) 774-3526	Svstem Fund Balance		2016	5,549
Kochville Township	Saginaw	5851 Mackinaw Rd	Saginaw	MI	48604	Lyle Brewster	(989) 792-7596 ext. 114	Resource	2005	2010	3,241
Lake Area Sewer Authority	Van Buren	32593 Dugin Covet	Lawton	MI	49065	Chris Oxley	(269) 370-1190	NO		2010	
Lake Charter Township	Berrien	3220 Shawnee	Bridgman	MI	49106	Gloria Payne	(269) 465-6601	CONVERSION Quickbooks		2013	3,148
Lake County	Lake	800 10th St Ste 200	Baldwin	MI	49304	Brenda Kutchinski	(231) 745-2725	First Computer	2008	2009	11,341
Lake Mitchell Sewer Authority	Wexford	150 Pine Knoll Drive	Cadillac	MI	49601	Sheila Hill	231-775-0155			2020	
Lake Odessa Village	Ionia	839 4th Ave	Lake Odessa	MI	48849	Pearl Goodemoot	(616) 374-7110	Quickbooks		2013	2,272
Lake Orion Village	Oakland	21 E. Church Street	Lake Orion	MI	48362	Darwin McClary	(248) 693-8391	Northern Data		2016	2,715
Lake Township	Benzie	5153 Scenic Hwy	Honor	MI	49640	Anne Grobe	(231) 325-5202	Svstems Quickbooks		2015	635
Lake Township	Missaukee	8105 W. Kelly Rd	Lake City	MI	49651	Kay Ouwinga	(231) 839-7655	Peachtree		2016	2,468
Lake Township	Roscommon	PO Box 536	Houghton Lake	MI	48629	Richard Brandt	(989) 202-4684	Harris		2016	1,351
Laketon Township	Muskegon	2735 N. Giles Rd	Muskegon	MI	49445	Christina Achterhoff	(231) 744-2454	Quickbooks		2010	7,363
Laketown Township	Allegan	4338 Beeline Rd	Holland	Mi	49423	Al Meshkin	(616) 335-3050	Fund Balance	2002	2010	5,561
Lakeview Village	Montcalm	PO Box 30	Lakeview	MI	48850	Pam Main	(989) 352-6322	ICommander		2012	1,112
Lakewood Club Village	Muskegon	6681 N Automobile Rd	Twin Lake	MI	49457	Wendy Bloem	(231) 894-9008	Manual System	2007	2016	1,006
Lakewood Wastewater Authority	Ionia	839 4th Ave	Lake Odessa	MI	48849	Pearl Goodemoot	(616) 374-7110	Fund Balance		2013	
Lapeer Township	Lapeer	1500 Morris Rd	Lapeer	MI	48446	Dawn Walker	810-664-3700	Quickbooks		2018	5,078
Lathrup Village City	Oakland	27400 Southfield Road	Lathrup Village	MI	48076	Pamela Bratschi	(248) 557-2600 x227	Fund Balance		2010	4,075
Lawrence Village	Van Buren	157 N Paw Paw St	Lawrence	MI	49064	Ken Schaut	(269) 674-8161	Quickbooks	2008	2009	996
Lawton Village	Van Buren	PO Box 367	Lawton	MI	49065	Andreia Gailhouse	(269) 624-6407	Springbrook	2007	2017	1,859
Lee Township	Midland	1485 W. Olson Rd	Midland	MI	48647	Ron Rippee	(989) 832-2874	ICommander		2014	4,411
Leighton Township	Allegan	4475 Kalamazoo Dr	Caledonia	MI	49316	Char Troost	(616) 891-8238	Quickbooks	2008	2009	3,652

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Lenox Township	Macomb	63775 Gratiot	Lenox	MI	48050	Jodi Kethe	(586) 727-2085 x 116			2010	8,433
Leoni Township	Jackson	913 5th St	Michigan Center	MI	49254	Sandi Bird	(517) 764-4694	Versys	2003	2015	13,459
Leroy Township	Calhoun	8156 4 Mile Rd	East Leroy	MI	49051	Sharon Gasser	(269) 979-9421	Munis	2003	2015	3,240
Leroy Township	Ingham	1685 N. M 52	Webberville	MI	48892	Roberta Hamlin	(517) 521-3729	Excel	2007	2009	3,653
Leroy Township	Osceola	15210 200th Ave	Leroy	MI	49655	Heather Marks	(231) 768-5798			2010	1,159
Leslie City	Ingham	PO Box 496	Leslie	MI	49251	Cheryl Neu	(517) 589-8236	Fund Balance	2003	2009	2,044
Lexington Township	Sanilac	7227 Huron Avenue Suite 200	Lexington	MI	48450	Kathryn Calmita	(810) 359-5500	Cogitate		2015	3,688
Lexington Village	Sanilac	7227 Huron Ave	Lexington	MI	48450	Shelly McCoy	(810) 359-8631	Fund Balance		2015	1,104
Lima Township	Washtenaw	PO Box 59	Chelsea	MI	48118	Arlene Bareis	(734) 475-2202	Fund Balance	2003	2015	3,224
Lincoln Charter Township	Berrien	PO Box 279	Stevensville	MI	49127	Stacy Loar-Porter	(269) 429-1589 x20	Fund Balance		2014	13,952
Lincoln Park City	Wayne	1355 Southfield Rd	Lincoln Park	MI	48146	Lisa Griggs	(313) 386-1800 x 231	Munis		2010	40,008
Linden City	Genesee	132 E. Broard Street	Linden	MI	48451	Lynn Henry	(810) 735-7980	Fund Balance		2014	2,861
Litchfield City	Hillsdale	PO Box 236	Litchfield	MI	49252	Jill Howard	(517) 542-2921	Versys	2003	2010	1,458
Little Traverse Township	Emmet	8288 S Pleasantview Rd	Harbor Springs	MI	49740	Jane Taylor	(231) 526-0351	Resource	2004	2011	2,426
Loch Alpine Sanitary Authority	Washtenaw	827 N Zeeb Rd	Ann Arbor	MI	48103	Sandy Egeler	(734) 433-0835	Fund Balance	2003	2014	
Locke Township	Ingham	3805 Bell Oak Rd	Williamston	MI	48895	Dorothy Hart	(517) 468-3405	Quicken	2007	2009	1,671
Long Lake Township	Grand Traverse	8870 N Long Lake Rd	Traverse City	MI	49684	Trish Mehney	(231) 946-2249 ext 16	Fund Balance		2015	7,648
Lowell Charter Township	Kent	2910 Alder Nash SE	Lowell	MI	49331	Linda Regan	(616) 897-7600	Our Town		2014	5,219
Lowell City	Kent	301 E Main St	Lowell	MI	49331	Suzanne Olin	(616) 897-8457	CMI		2009	4,013
Ludington City	Mason	400 S Harrison St	Ludington	MI	49431	Deborah Luskin	(231) 845-6237	Versys	2007	2009	8,357
Luna Pier City	Monroe	PO Box 375	Luna Pier	MI	48157	Michelle Cureton	(734) 848-8120 ext 200	Fund Balance	2002	2013	1,483
Lyons Township	Ionia	PO Box 187	Lyons	MI	48851	Edith Lincoln	(989) 855-2016	Resource	2003	2015	3,446
Lyons Village	Ionia	PO Box 175	Lyons	MI	48851	Paul Tunell	(989) 855-2125	Quickbooks	2005	2012	339
Mackinac County	Mackinac	100 Marley Street	St. Ignace	MI	49781	Nora Massey	(906) 643-7318	Harris		2014	11,042
Mackinaw City Village	Emmet	102 S Huron Ave	Mackinaw City	MI	49701	Patti Peppler	(231) 436-5351	Fundware		2012	809
Macomb Township	Macomb	54111 Broughton Rd	Macomb	MI	48042	Karen Goodhue	(586) 992-0710 x2262	Munis		2016	50,478

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Madison Charter Township	Lenawee	4008 S Adrian Hwy	Adrian	MI	49221	Janet Bovee	(517) 263-9313	Fund Balance		2012	8,200
Madison Heights City	Oakland	300 W 13 Mile Rd	Madison Heights	MI	48071	Gary Fiscus	(248) 837-2680	Sunguard Bi-Tech	2004	2011	31,101
Mancelona Area Sewer & Water	Antrim	PO Box 940	Mancelona	MI	49659	Penny Dupuie	(231) 587-0744	Quickbooks		2013	
Manchester Township	Washtenaw	275 S Macomb St	Manchester	MI	48158	Ann Becktel	(734) 428-7090	Quicken	2008	2013	4,102
Manchester Village	Washtenaw	912 City	Manchester	MI	48158	Julie Schaible	(734) 428-7877	Fund Balance		2015	2,160
Manistee City	Manistee	PO Box 358	Manistee	MI	49660	Edward Bradford	(231) 723-2558 x 7	Fund Balance		2017	6,586
Manistee County	Manistee	415 3rd Street, Admin Office	Steele	MI	49660	Roger J. Elbers	(231) 398-3529	Accucomp	2005	2010	24,420
Manistique City	Schoolcraft	300 N Maple St	Manistique	MI	49854	Sheila Aldrich	(906) 341-2090	Open Windows		2013	3,583
Manlius Township	Allegan	3134 57th St	Fennville	MI	49408	Kathy Lubbers	(269) 561-8855	(Harris) Quickbooks		2012	2,634
Manton City	Wexford	PO Box 100	Manton	MI	49663	Teresa Loving	(231) 824-3572	Northern Data Systems		2014	1,221
Maple Rapids Village	Clinton	PO Box 200	Maple Rapids	MI	48853	Mindy Thomas	(989) 682-9227	Quickbooks		2018	643
Marcellus Village	Cass	Po Box 429	Marcellus	MI	49067	Jacqveline La Budie	269-646-5485	Peachtree		2019	6,113
Marine City	St Clair	303 S Water St	Marine City	MI	48039	Mary Ellen McDonald	(810) 765-8847	Fund Balance	2008	2010	4,652
Marlette City	Sanilac	6436 Morris St	Marlette	MI	48453	Sarah Kady	(989) 635-7433	Fund Balance		2016	2,104
Marquette Charter Township	Marquette	1000 Commerce Drive	Marquette	MI	49855	Dulcee Storch	(906) 228-6220	Fund Balance		2014	3,286
Marquette City	Marquette	300 W. Baraga Ave	Marquette	MI	49855	Daniel Frederickson	(906) 225-4356	GEMS		2012	20,714
Marquette County	Marquette	234 W. Baraga Ave	Marquette	MI	49855	Paul Carley	(906) 225-8472	Harris		2014	67,676
Marquette County Health Department	Marquette	234 W. Baraga Ave	Marquette	MI	49855	Paul Carley	(906) 225-8472	Harris		2014	
Marshall Area Firefighters Assoc	Calhoun	323 W Michigan Ave	Marshall	MI	49068	Mark Burk	(269) 781-9819	Quickbooks	2004	2008	
Marshall City	Calhoun	323 W Michigan Ave	Marshall	MI	49068	Sandy Bird	(269) 781-5183	Fund Balance		2012	7,459
Marshall Township	Calhoun	13551 Myron Avery Dr	Marshall	MI	49068	Cynthia Sink	(616) 781-7976	Resource	2002	2014	2,922
Martin Township	Allegan	PO Box 27	Martin	MI	49070	Carrie Coburn	(269) 672-7663	Peachtree	2006	2009	2,514
Martin Village	Allegan	1609 N Main St	Martin	MI	49070	Joyce Merrill	(269) 672-7777	CPW		2013	435
Marysville City	St Clair	1111 Delaware Ave	Marysville	MI	48040	Carolyn East	(810) 364-6613	Port Huron System	2006	2010	9,684
Mason City	Ingham	PO Box 370	Mason	MI	48854	Eric Smith	(517) 676-9155	First Computer	2004	2010	6,714
Mason County	Mason	304 E Ludington Ave	Ludington	MI	49431	Timothy Hansen	(231) 843-8411	Harris	2003	2009	28,000

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Mason Oceana 911	Oceana	9160 N. Oceana Dr	Pentwater	MI	49449	Catherine Walker	(231) 869-7911	Harris		2010	
Mastodon Township	Iron	1371 S US 2	Alpha	MI	49920	Judith Anne Hines	(906) 875-6232	Fund Balance	2004	2011	668
Mattawan Village	Van Buren	24221 Front Avenue	Mattawan	MI	49071	Ruth Goheen	(269) 668-2128	Springbrook		2012	1,997
Mayville Village	Tuscola	5950 Fox St	Mayville	MI	48744	Wendy McKenney	(989) 843-6621	Cogitate		2011	930
Mecosta County	Mecosta	400 Elm St	Big Rapids	MI	49307	Sherry Earnest	(231) 592-0786	Resource	2004	2012	43,186
Mecosta Township	Mecosta	19729 11 Mile Rd	Big Rapids	MI	49307	Mary Quinlan	(231) 796-8935	Peachtree	2003	2012	2,435
Melvindale City	Wayne	3100 Oakwood Blvd	Melvindale	MI	48122	Bryan C. Smith	(313) 429-1065	New World		2012	10,735
Memphis City	Macomb	35095 Potter Street	Memphis	MI	48041	Jennifer Baranowski	(810) 392-2385	Fund Balance		2011	1,129
Menominee City	Menominee	2511 10th St	Menominee	MI	49858	Kathy Brofka	(906) 863-1740	Fund Balance	2005	2012	9,131
Menominee County	Menominee	839 10th Ave	Menominee	MI	49858	Brian Bousley	(906) 863-7779	Pontem		2016	23,791
Meridian Charter Township	Ingham	5151 Marsh Rd	Okemos	MI	48864	Diana Hasse	(517) 349-1200 ext 4104	Fund Balance	2002	2008	39,116
Merritt Township	Bay	48 E Munger Rd	Munger	MI	48747	Kathy Bremer	(989) 659-2136	EZ Entry		2012	1,510
Metamora Township	Lapeer	730 W. Dryden Rd	Metamora	MI	48455	Suzanne Clark	810-678-3345	Quickbooks		2018	4,184
Metamora Village	Lapeer	PO Box 117	Metamora	MI	48455	Tina Sauve	810-678-2932	Quickbooks		2019	564
Michiana Village	Berrien	4000 Cherokee Dr	Michiana	MI	49117-9187	Anne Heywood	(269) 469-4600	Quickbooks		2009	182
Middle Branch Township	Osceola	16692 20th Ave	Marion	MI	49665	Peggy Hoard	(231) 743-6342	Manual System	2005	2016	858
Middlebury Township	Shiawassee	PO Box 622	Ovid	MI	48866	Susan Tomasek-Swan	(989) 834-5842	Manual System		2011	1,491
Middleville Village	Barry	PO Box 69	Middleville	mi	49333	Chris Mugriage	(269) 795-3385	ForFund		2009	2,721
Midland Charter Township	Midland	1030 S. Poseyville Rd	Midland	MI	48640	Shelly Armstrong-Miller	(989) 835-8866	Fund Balance		2017	2,297
Midland County	Midland	220 W Ellsworth Street	Midland	MI	48640	Tori Meyer	(989) 832-6786	Fund Balance		2018	84,063
Milan City	Washtenaw	147 Wabash St	Milan	MI	48160	Sherry Steinwedel	(734) 439-1501	Fund Balance	2002	2014	4,775
Milan Township	Monroe	16444 Cone Rd	Milan	MI	48160	Marg Rock	(734) 529-5136	Manual System	2003	2015	1,670
Milford Charter Township	Oakland	1100 Atlantic St	Milford	MI	48381	Cynthia Dagenhardtd	(248) 685-8731	Northern Data Svstems	2007	2009	15,271
Milford Village	Oakland	1100 Atlantic St	Milford	MI	48381	Penny Ray	(248) 684-1515	Fund Balance	2002	2010	6,272
Millington Township	Tuscola	8553 State Rd	Millington	MI	48746	Carrie Petzold	(989) 871-4418	EZ Entry		2012	4,459
Millington Village	Tuscola	8569 State St	Millington	MI	48746	Kaylene Long	(989) 871-2702	Fund Balance		2018	1,009

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Milton Township	Antrim	PO Box 309	Kewadin	MI	49648	Liz Atkinson	(231) 264-6693	Quickbooks		2017	2,072
Missaukee County	Missaukee	111 South Canal	Lake City	MI	49651	Susan Rogers	(231) 839-4961 x 242	Accucomp		2012	15,051
Monroe City	Monroe	120 E 1st St	Monroe	MI	48161	Edward Sell	(734) 384-9133	Munis	2005	2010	22,076
Monroe County Drain Office	Monroe	1005 S Raisinville Rd	Monroe	MI	48161	Carlene Kostoff	(734) 240-3106	Mas 90	2007	2013	
Monroe County Land Bank	Monroe	51 S Macomb St	Monroe	MI	48161	Kay Sisung	(734) 240-7371			2012	
Montague City	Muskegon	8778 Ferry St	Montague	MI	49437	Susanne McGee	(231) 893-1155	Fund Balance	2003	2009	2,407
Montague Fire District Authority	Muskegon	8778 Ferry St	Montague	MI	49437	Susanne McGee	(231) 893-1155			2013	
Montcalm County	Montcalm	211 W Main Street	Stanton	MI	48888	JoAnne Vukin	(989) 831-7470	Munis		2017	62,893
Monterey Township	Allegan	2888 130th Ave	Allegan	MI	49010	Jennifer Frank	(269) 793-7919	Our Town		2014	2,065
Montmorency County	Montmorency	12265 M-32	Atlanta	MI	49709	Cherly Neilsen	(989) 785-8022	Pontem		2018	9,259
Montrose Charter Township	Genesee	139 S Saginaw St	Montrose	MI	48457	Fred Domine	(810) 639-2021	Fund Balance	2008	2009	6,336
Montrose City	Genesee	141 Parkway Drive	Montrose	MI	48457	Dana Hultz	(810) 639-6168	Fund Balance		2012	1,619
Morenci City	Lenawee	118 Orchard St	Morenci	MI	49256	Crystal White	(517) 458-6828	Fundware		2012	2,398
Mt Clemens City	Macomb	1 Crocker Blvd	Mt Clemens	MI	48043	Linda Kunath	(586) 469-6838	Munis		2018	17,312
Mt Morris Charter Township	Genesee	5447 Bicentennial Dr	Mt Morris	MI	48458	Sonya Burns	(810) 820-9148	New World		2018	23,725
Mt Morris City	Genesee	11649 N Saginaw St	Mt Morris	MI	48458	Vicki Fishell	(810) 686-2160	Fund Balance		2016	3,194
Mt Pleasant City	Isabella	320 W Broadway	Mt Pleasant	MI	48858	Mary Ann Kornexl	(989) 779-5381	Versys	2008	2009	25,946
Muir Village	Ionia	122 Superior Street	Muir	MI	48860	Jacklyn Laske	(989) 855-2144	Fund Balance		2015	634
Mundy Charter Township	Genesee	3478 Mundy Ave	Swartz Creek	MI	48473	David Guigear	(810) 655-4631	Versys	2007	2009	12,191
Munising City	Alger	301 E. Superior Street	Munising	MI	49862	Devin Olson	(906) 387-2095	Pontem		2015	2,539
Muskegon Central Dispatch	Muskegon	770 Terrace street	Muskegon	MI	49440	Bill Rensberger	231-332-6600			2019	
Muskegon Charter Township	Muskegon	1990 Apple Ave	Muskegon	MI	49442	Erik Joslyn	(231) 777-2555 x305	Resource	2003	2012	17,737
Muskegon City	Muskegon	933 Terrace Street	Muskegon	MI	49443	Tim Paul	(231) 724-6709	GEMS		2012	40,105
Muskegon County	Muskegon	990 Terrace St.	Muskegon	MI	49442	Dwight Avery	(231) 724-6205	Banner		2012	172,344
Muskegon Heights City	Muskegon	2724 Peck St	Muskegon Heights	MI	49444	Lori Doody	(231) 733-8851	Fund Balance		2012	12,049
Napoleon Township	Jackson	PO Box 385	Napoleon	MI	49261	Lawrence Kujawa	(517) 536-8694	Resource	2002	2015	6,962

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Nashville Village	Barry	203 N Main Street	Nashville	MI	49073	Lynette Adgate	517-852-9544	Fund Balance		2019	1,655
Negaunee Township	Marquette	42 East State Hwy M-35	Negaunee	MI	49866	Tiffany Filbrandt	906-475-7460	Quickbooks		2019	2,707
New Baltimore City	Macomb	36535 Green St	New Baltimore	MI	48047	Marcia Shinska	(586) 725-2151 x108	Fund Balance		2009	7,405
New Buffalo City	Berrien	224 W Buffalo	New Buffalo	MI	49117	Rusty Geisler	(269) 469-1500	Fund Balance		2013	2,200
New Buffalo Township	Berrien	17425 Red Arrow Highway	New Buffalo	MI	49117	Jack Rogers	(269) 469-1011	Quickbooks		2011	2,468
New Haven Village	Macomb	57775 Main St	New Haven	MI	48048	Greta Jackson	(586) 749-5301 x 215	Fund Balance		2011	3,071
New Lothrop Village	Shiawassee	PO Box 313	New Lothrop	MI	48460	Karen Maksimchuk	(810) 638-5600	Quickbooks	2005	2014	603
Newaygo City	Newaygo	28 State Rd	Newaygo	MI	49337	Jon Schneider	(231) 652-1657 x211	Banyon		2013	1,670
Newfield Township	Oceana	3890 S. 198th Ave	Hesperia	MI	49421	Nancy Conley	(231) 854-1635	NO		2009	2,483
Newton Township	Calhoun	7988 G Dr S.	Ceresco	MI	49033	Mary Aldrich	(269) 979-3212	CONVERSION Peachtree		2014	2,493
Niles Charter Township	Berrien	320 Bell Road	Niles	MI	49120	Becky Hulett	(269) 684-0870 x10	Fund Balance		2014	13,325
North Kent Sewer Authority	Kent	7 S Monroe St	Rockford	MI	49341	Jeff Dood	(616) 766-1537	Quicken	2008	2016	
North Muskegon City	Muskegon	1502 Ruddiman Dr	North Muskegon	MI	49445	Kristy Mattson	(231) 744-1621	Fund Balance	2004	2013	4,031
North Plains Township	Ionia	401 S Washington	Hubbardston	MI	48845	Robert Fahey	(989) 981-6141	MS Money	2007	2009	1,366
North Star Township	Gratiot	2228 E Hayes Rd	Ithaca	MI	48847	Cheryl Richmond	(989) 875-8933	Quickbooks		2012	996
Northfield Township	Washtenaw	PO Box 576	Whitmore Lake	MI	48189	Cindy Wilson	(734) 449-2880 ext 11	Fund Balance	2006	2014	8,252
Northville Charter Township	Wayne	44405 6 Mile Rd	Northville	MI	48167	Marina Neumaier	(248) 348-5810	Fund Balance	2002	2010	21,036
Northville City	Wayne	215 W Main St	Northville	MI	48167	Sandi Wiktorowski	(248) 449-9912	Fund Balance	2003	2010	6,459
Norton Shores City	Muskegon	4814 Henry St	Norton Shores	MI	49441	Mike Houston	(231) 332-2031	Fund Balance		2011	22,527
Norvell Township	Jackson	106 E Commercial Street	Norvell	MI	49263	Andrea Barnett	(517) 536-4370 x224	Fund Balance		2018	2,922
Norway City	Dickinson	PO Box 99	Norway	MI	49870	Mary Pollard	(906) 563-9961	Fund Balance	2002	2015	2,959
Novi City	Oakland	45175 W 10 Mile Rd	Novi	MI	48375	Carl Johnson	(248) 347-0470	First Computer	2006	2009	47,386
Oak Park City	Oakland	14000 Oak Park Boulevard	Oak Park	MI	48237	Jeff Schefke	(248) 691-7591	New World		2014	29,793
Oakland Charter Township	Oakland	4393 Collins Rd	Rochester	MI	48306	Kay Smith	(248) 651-4440 ext 210	Versys	2003	2009	13,071
Oceana County	Oceana	100 State St., STE M-4	Hart	MI	49420	Sue Johnson	(231) 873-6701	Harris		2014	26,221
Oceola Township	Livingston	1577 N Latson Rd	Howell	MI	48844	Kathy McLean	(517) 546-3259 ext 224	Versys	2005	2010	8,362

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Olive Township	Ottawa	6480 136th Ave	Holland	MI	49424	Lona Bronkema	(616) 786-9996	Fund Balance	2008	2010	4,691
Olivet City	Eaton	PO Box 367	Olivet	MI	49076	Erin Bierly	(269) 749-4961	Quickbooks		2016	1,758
Onekama Township	Manistee	5435 Main Street	Onekama	MI	49675	Michelle Johnson	(231) 889-3308	Quickbooks		2017	1,514
Onsted Village	Lenawee	PO Box 420	Onsted	MI	49265	Thanna Oechsle	(517) 467-4618	Quickbooks		2010	813
Ontonagon Village	Ontonagon	315 Quartz St	Ontonagon	MI	49953	Penny Hill	(906) 884-2305	Fund Balance	2003	2013	1,769
Orangeville Township	Barry	8810 Lindsey Rd	Plainwell	MI	49080	Jennifer Goy	(269) 664-4522	Manual System	2005	2017	3,321
Orchard Lake village City	Oakland	3955 Orchard Lake road	Orchard Lake	MI	48323	Rhonda McClellan	(248) 682-2400	Fund Balance		2016	2,215
Orion Charter Township	Oakland	2525 Joslyn Road	Lake Orion	MI	48360	Penny Shults	(248) 391-0304 x1047	Fund Balance		2017	33,463
Oronoko Charter Township	Berrien	4583 E Snow Rd	Berrien Springs	MI	49103	Suzanne Renton	(269) 471-2824	Fund Balance		2016	9,843
Ortonville Village	Oakland	476 Mill St	Ortonville	MI	48462	Mary Clark	(248) 627-4976	Versys		2017	1,535
Osceola County	Osceola	301 W Upton Ave	Reed City	MI	49677	Jon-Thomas Burgess	(231) 832-5572	Accucomp	2006	2010	23,169
Oscoda Charter Township	Iosco	110 S State St	Oscoda	MI	48750	Jaimie McGuire	(989) 739-7532	Versys	2006	2010	7,248
Oshtemo Charter Township	Kalamazoo	7275 W Main St	Kalamazoo	MI	49009	Nancy Culp	(269) 375-4260	ForFund	2003	2009	17,003
Otisco Township	Ionia	9663 Button Rd	Belding	MI	48809	Kim Pennock	(616) 794-3506	Manual System		2010	2,243
Otisville Village	Genesee	300 East St	Otisville	MI	48463	Lisa Adolph	(810) 631-4680	Pontem		2018	882
Otsego City	Allegan	117 E Orleans St	Otsego	MI	49078	Matt Storbeck	(269) 692-2741	Munis	2002	2010	3,933
Otsego County	Otsego	225 W Main St Ste 203	Gaylord	MI	49735	Rachel Frisch	(269) 692-2741	Munis	2008	2009	24,158
Otsego Lake Township	Otsego	PO Box 99	Waters	MI	49797	Jerry Brown	(989) 732-6923 ext 1	Sage		2015	2,532
Otsego Township	Allegan	400 N 16th St	Otsego	MI	49078	Cindy Hunt	(269) 694-9434	Peachtree	2008	2009	4,854
Ottawa Co Public Utility	Ottawa	14110 Lakeshore Dr	Grand Haven	MI	49417	Chris Binker	(616) 850-7232	Fund Balance	2007	2010	
Ottawa County Central Dispatch Authority	Ottawa	519 Washington Ave	Grand Haven	MI	49417	Jim Bonamy	(616) 935-3214	New World		2013	
Overisel Township	Allegan	A-4307 144th Ave	Holland	MI	49423	Renee Hop	(269) 751-7030	Our Town		2013	2,594
Ovid Township	Clinton	1015 Baese Ct	Ovid	MI	48866	Claudia Pluger	(989) 834-2838	Quickbooks		2017	3,490
Owosso Charter Township	Shiawassee	2998 W M-21	Owosso	MI	48867	Pat Skvarenina	(989) 723-2187	Peachtree	2005	2013	4,670
Owosso City	Shiawassee	301 W Main St	Owosso	MI	48867	Richard Williams	(989) 725-0570	GEMS	2008	2009	15,713
Oxford Charter Township	Oakland	300 Dunlap Rd	Oxford	MI	48371	Joseph Ferrari	(248) 628-9787 ext. 105	New World		2014	16,025

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Oxford Village	Oakland	22 W Burdick	Oxford	MI	48371	Susan Nassar	(248) 628-2543	Fund Balance		2014	3,540
Paradise Township	Grand Traverse	2300 E-M 113	Kingsley	MI	49649	Lisa Gulliva	(231) 263-5251	Quickbooks		2019	4,191
Park Township	Ottawa	52 152nd Ave	Holland	MI	49424	Jan Steggerda	(616) 738-4236	Peachtree		2009	17,579
Parma Township	Jackson	2388 Eaton Rapids Rd	Albion	MI	49224	Don Spangler	(517) 829-8277	Pontem	2007	2016	2,696
Pavilion Township	Kalamazoo	7510 East Q Avenue	Scotts	MI	49088	Karen Siegwart	(269) 327-0462	ForFund		2011	5,829
Paw Paw Township	Van Buren	114 N. Gremps St.	Paw Paw	MI	49079	David Richardson	269-657-4340	ForFund	2005	2010	7,091
Paw Paw Village	Van Buren	111 East Michigan Ave	Paw Paw	MI	49079	Christopher Tapper	(269) 657-3145	CMI		2010	3,534
Pellston Village	Emmet	125 N. Milton Street	Pellston	MI	49769	Lisa Fought	(231) 539-7355	Peachtree		2011	771
Peninsula Township	Grand Traverse	13235 Center Road	Traverse City	MI	49686	Monica Hoffman	(231) 223-7117	Fund Balance		2014	5,265
Pennfield Charter Township	Calhoun	20260 Capital Ave NE	Battle Creek	MI	49017	Karen Kooi	(616) 968-8549	Fund Balance	2002	2014	8,913
Pentland Township	Luce	PO Box 412	Newberry	MI	49868	David Carmody	(906) 293-9936	Cogitate	2003	2019	1,788
Pentwater Village	Oceana	327 S Hancock St	Pentwater	MI	49449	Colleen Moser	(231) 869-8301	Fund Balance		2013	968
Pere Marquette Charter Township	Mason	1699 S Pere Marquette Hwy	Ludington	MI	49431	Joanne Kelley	(231) 845-1277	Harris	2005	2009	2,228
Perrinton Village	Gratiot	118 S. Robinson Street	Perrinton	MI	48871	Julie Henry	(989) 236-5161	Quickbooks		2018	397
Perry City	Shiawassee	203 W Polly St	Perry	MI	48872	Joann Velting	(517) 625-6155 ext 225	Fund Balance		2014	2,065
Pewamo Village	Ionia	PO Box 385	Pewamo	MI	48873	Sandy Wolniakowski	(989) 593-2553	Quickbooks	2006	2009	560
Pierson Township	Montcalm	21156 Cannonsville Rd	Pierson	MI	49339	Kathy Hyrns	(616) 636-4911			2017	2,866
Pinckney Village	Livingston	220 S Howell St	Pinckney	MI	48169	Judi Paul	(734) 878-6206	Fund Balance	2002	2010	2,141
Pinconning City	Bay	PO Box 628	Pinconning	MI	48650	Terri Hribek	(989) 879-2360	Fund Balance		2015	1,386
Pinconning Township	Bay	1751 Cody Estey Rd	Pinconning	MI	48650	Joanne Moody	(989) 879-4018	Quickbooks		2010	2,608
Pine River Township	Gratiot	1495 W Monroe Rd	St Louis	MI	48880	Kevin Beeson/Nancy	(989) 681-5523	Resource	2006	2008	2,451
Pittsfield Charter Township	Washtenaw	6201 N Michigan Ave	Ann Arbor	MI	48108	Tracy Watkins	(734) 822-3110	Fund Balance		2012	30,167
Plainfield Charter Township	Kent	6161 Belmont Ave NE	Belmont	MI	49306	Warren Smith	616-726-8886	Springbrook		2018	30,195
Plainwell City	Allegan	141 N Main St	Plainwell	MI	49080	Sandra Lamorandier	(269) 685-6821	Munis	2004	2009	3,933
Pleasant Plains Township	Lake	PO BOX 239	Baldwin	MI	49304	Kellie Allen	(231) 745-4851	Manual System		2013	1,535
Pleasant Ridge City	Oakland	23925 Woodward Avenue	Pleasant Ridge	MI	48069	Amy Drealan	(248) 541-2900	Fund Balance		2009	2,594

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Plymouth Charter Township	Wayne	9955 N. Haggerty Rd	Plymouth	MI	48170	Ron Edwards	(734) 354-3214	AS400		2015	27,798
Plymouth City	Wayne	201 S Main St	Plymouth	MI	48170	Tom Alexandris	(734) 453-1234 ext 201	Fund Balance	2007	2010	9,022
Polkton Charter Township	Ottawa	6900 Arthur Street	Coopersville	MI	49404	William Sahlberg	(616) 837-6876	Quicken		2016	2,335
Pontiac City	Oakland	47450 Woodward	Pontiac	MI	48342	Joseph Sobota	(248) 758-3129	Banner		2012	66,337
Port Austin Area Water & Sewer	Huron	PO Box 367	Port Austin	MI	48467	Ken Rutkowski	(989) 738-8366	NO	2002	2013	
Port Austin Village	Huron	PO Box 336	Port Austin	MI	48467	Judith Binbly	(989) 738-5199	CONVERSION Manual System	2007	2018	737
Port Huron City	St Clair	100 McMorran Blvd	Port Huron	MI	48062	James Brennan	(810) 984-9729	Port Huron		2020	32,338
Port Sheldon Township	Ottawa	16201 Port Sheldon St	West Olive	MI	49460	Kathy Van Voorst	(616) 399-6121	Svstem Custom	2004	2013	4,503
Portage City	Kalamazoo	7900 S. Westnedge Ave	Portage	MI	49002	Devin Mackinder	(269) 324-9217	HTE		2014	44,897
Portage Sewer Authority	Livingston	PO BOX 726	WHITEMORE LAKE	MI	48189	Tony Randazzo	(810) 231-5600	Quickbooks		2010	
Portland City	Ionia	259 Kent St	Portland	MI	48875	Kristina Kinde	(517) 647-2933	CMT	2008	2010	3,789
Potterville City	Eaton	PO Box 488	Potterville	MI	48876	Aaron Sheridan	517-645-7641	Fund Balance		2019	2,168
Powell Township	Marquette	PO Box 39	Big Bay	MI	49808	Sara Drury		Quickbooks	2008	2009	724
Prairieville Township	Barry	10115 S. Norris Rd.	Delton	MI	49046	Ted DeVries	(269) 623-2664	Pontem		2010	3,175
Presque Isle County	Presque Isle	151 Huron Ave	Rogers City	MI	49779	Bridget LaLonda	(989) 734-4075	Pontem		2018	12,841
Presque Isle Township	Presque Isle	12653 E. Grand Lake Rd	Presque Isle	MI	49774	Cynthia Paavola	589-595-2752	Pontem		2018	1,691
Pulaski Township	Jackson	12363 Folks Rd	Hanover	MI	49241	Kathy Petrakovitz	(517) 524-6061	NO	2007	2015	1,931
Quincy Village	Branch	47 Cole St	Quincy	MI	49082	Eric Zuzga	(517) 639-9065	CONVERSION Peachtree	2004	2011	1,701
Raisin Charter Township	Lenawee	5525 Occidental Hwy	Tecumseh	MI	49286	Betty Holdridge	(517) 423-3162 ext 1002	Quickbooks	2006	2014	6,507
Raisinville Township	Monroe	96 Ida-Maybee Rd	Monroe	MI	48161	Janet Kuehnlein	(734) 269-2506	Fund Balance	2004	2015	4,896
Ravenna Village	Muskegon	12090 Crockery Creek Drive	Ravenna	MI	49451	Sandy Rollenhagen	(231) 853-2360	Fund Balance		2010	1,206
Redford Charter Township	Wayne	15145 Beech Daly	Redford Township	MI	48239	Suzanne Moreno	(313) 387-2769	Pentamation		2013	51,622
Region 2 Planning Commission	Jackson	120 W Michigan Ave	Jackson	MI	49201	Julie Hill	(517) 788-4426	GSS	2006	2017	
Reno Township	Iosco	6672 Miller Rd	Whittemore	MI	48770	Cheryl Hottois	(989) 756-3475	Manual System	2005		656
Resort Township	Emmet	PO Box 848	Petoskey	MI	49770	Susan Coveyou	(231) 347-7915	Quickbooks		2018	2,479
Richfield Township	Genesee	5381 N State Rd	Davison	MI	48423-8595	Joseph Madore	(810) 653-3564	Fundware		2014	8,170

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Richland Township	Kalamazoo	7401 N 32nd St	Richland	MI	49083	Jackie Light	(269) 629-4921	ForFund	2008	2012	6,491
Richmond City	Macomb	68225 Main St	Richmond	MI	48062	Angel Hatfield	(586) 727-7571	Fund Balance		2018	4,897
Riley Township	St Clair	13042 Belle River Rd	Riley	MI	48041	Dawn Franz	(810) 392-3585			2013	3,046
River Rouge City	Wayne	10600 W Jefferson Ave	River Rouge	MI	48218	Susan Joseph	(313) 842-5604	Versys	2008	2010	9,917
Riverview City	Wayne	14100 Civic Park Dr	Riverview	MI	48192	Denise Kuch	(734) 281-4200	New World	2008	2009	13,272
Rives Township	Jackson	8427 Rives Jct. Rd.	Rives Jct.	MI	49277	Stacy Stoner	(517) 569-2288	Manual System		2013	4,725
Robinson Township	Ottawa	12010 120th Ave	Grand Haven	MI	49417	Christine Saddler	(616) 846-2210	Our Town		2017	5,588
Rochester City	Oakland	400 Sixth Street	Rochester	MI	48307	Anthony Moggio	(248) 651-9061	Fund Balance		2017	10,467
Rochester Hills City	Oakland	1000 Rochester Hills Dr	Rochester	MI	48307	Joe Snyder	(248) 656-4664			2017	68,825
Rockford City	Kent	7 South Monroe Street	Rockford	MI	49341	Linda Lehman	(616) 866-1537	Springbrook	2006	2011	4,626
Rockwood City	Wayne	32409 Fort St	Rockwood	MI	48173	Cindy Trombley	(734) 379-9496	Caselle		2016	3,442
Rogers City	Presque Isle	193 E Michigan Ave	Rogers City	MI	49779	Theresa Heinzel	(989) 734-2191	ACS	2005	2014	3,322
Rollin Township	Lenawee	PO Box 296	Manitow Beach	MI	49253	Irma David	(513) 218-1628	Pontem		2015	3,176
Romeo Village	Macomb	121 W. St. Clair	Romeo	MI	48065	Sherri Maddox	586-752-3565	Fund Balance		2020	3,721
Romulus City	Wayne	11111 Wayne Rd	Romulus	MI	48174	Suzanne Moreno	(734) 955-4566	HTE		2015	22,979
Roosevelt Park City	Muskegon	900 Oak Ridge Road	Roosevelt Park	MI	49441	Anthony Chandler	(231) 755-3721	Fund Balance		2013	3,890
Roscommon County	Roscommon	500 Lake Street	Roscommon	MI	48653	Jodi Valentino	(989) 275-7134	Pontem		2016	23,955
Roscommon Village	Roscommon	PO Box 236	Roscommon	MI	48653	Nicole Crespo	(989) 275-5743	Fund Balance		2012	1,133
Rose Township	Oakland	9080 Mason St	Holly	MI	48442	Debbie Miller	(248) 634-8701	Vadim		2010	6,210
Roseville City	Macomb	29777 Gratiot Ave	Roseville	MI	48066	Phil Longueuil	(586) 447-4675	Munis	2008	2010	48,129
Ross Township	Kalamazoo	12086 M-89	Richland	MI	49083	Monica Markillie	(269) 731-4888	Peachtree		2017	5,047
Rothbury Village	Oceana	7804 S. Michigan Ave	Rothbury	MI	49452	Deb Murphy	(231) 301-5162			2017	426
Royal Oak City	Oakland	211 Williams St	Royal Oak	MI	48067	Melanie Halas	(248) 246-3055	GEMS		2011	60,062
Royalton Township	Berrien	980 Miners Road	St Joseph	MI	49085	Patti Knight	(269) 429-2501	Pontem		2015	3,888
Rutland Charter Township	Barry	2461 Heath Rd	Hastings	MI	49058	Robin Hawthorne	(269) 948-2194	Resource	2003	2015	3,646
Saginaw Charter Township	Saginaw	4980 Shattuck Rd	Saginaw	MI	48603	Michele Gadd	(989) 791-9820	AS400	2007	2009	39,657

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Saginaw City	Saginaw	1315 S. Washington Ave	Saginaw	MI	48601	Jeff Klopcic	(989) 759-1414	HTE		2013	61,799
Salem Township	Allegan	3003 142nd Ave	Dorr	MI	49323	Betty Brower	(616) 896-9857	Our Town		2013	3,486
Salem Township	Washtenaw	9600 6 Mile Rd	Salem	MI	48175	David Trent	(248) 349-1690 ext 19	Fund Balance	2007	2013	5,562
Saline City	Washtenaw	100 N Harris St	Saline	MI	48176	Mickey Jo Bennett	(734) 429-4907 ext 2203	Northern Data Svstems		2018	8,034
Sand Lake Village	Kent	2 Maple St.	Sand Lake	MI	49343	Judy Howard	(616) 636-8854	Asyst		2011	492
Sandusky City	Sanilac	26 W Speaker St	Sandusky	MI	48471	Laurie Thompson	(810) 648-4444	Fund Balance		2016	2,745
Sanilac County	Sanilac	60 West Sanilac Ave	Sandusky	MI	48471	Meagan Green	8106482933 x8205	Harris		2018	42,605
Sanilac Township	Sanilac	20 North ridge Street	Port Sanilac	MI	48469	Suzanne Shagenn	810-662-8178	Cogitate		2020	2,609
Saugatuck City	Allegan	102 Butler St	Saugatuck	MI	49453	Kirk Harrier	(269) 857-2603	Fund Balance	2007	2010	1,065
Saugatuck Township	Allegan	3461 Blue Star Highway	Saugatuck	MI	49453	Aaron Sheridan	(269) 857-7721	Fund Balance		2012	3,590
Schoolcraft County	Schoolcraft	300 Walnut Street Rm 164	Manistique	MI	49854	Beth Edwards	(906) 341-3618	Fund Balance		2017	8,173
Schoolcraft Township	Kalamazoo	50 E VW Ave	Vicksburg	MI	49097	Teresa Scott	(269) 649-1276			2015	7,260
Schoolcraft Village	Kalamazoo	442 N. Grand St	Schoolcraft	MI	49087	Faith Akert	(269) 679-4304	Fund Balance	2003	2011	1,587
Scio Township	Washtenaw	827 N Zeeb Rd	Ann Arbor	MI	48103	Jim Merte	(734) 665-2123	Fund Balance	2003	2009	15,759
Scottville City	Mason	105 N. Main Street	Scottville	MI	49454	Amy Williams	(231) 757-4729	Fund Balance		2018	1,266
Sebewaing Light & Water Department	Huron	110 W Main	Sebewaing	MI	48759	Melanie McCoy	(989) 883-2700	Quickbooks		2013	
Sebewaing Village	Huron	110 W Main	Sebewaing	MI	48759	Melanie McCoy	(989) 883-2700	Pontem		2013	1,974
Selma Township	Wexford	5262 E 32 Rd	Cadillac	MI	49601	Vicki Flory	(231) 775-5071	Accucomp	2007	2009	1,915
Shelby Village	Oceana	189 Maple St Ste B	Shelby	MI	49455	Peggy Miller	(231) 861-4400	Fund Balance	2010	2015	1,914
Shepherd Village	Isabella	251 W Wright	Shepherd	MI	48883	Gina Gross	(989) 828-5278	ICommander		2010	1,536
Sheridan Township	Calhoun	13355 29 Mile Rd	Albion	MI	49224	Ken Laur	(517) 629-2604 x103	EZ Entry		2009	2,116
Sheridan Village	Montcalm	PO Box 179	Sheridan	MI	48884	Marilyn Klemm	(989) 291-3485	Quickbooks		2014	705
Sherman Township	Mason	3566 N. Custer Rd	Scottville	MI	49454	Kurt Lubben	231-462-3205	Our Town		2018	1,090
Shiawassee County	Shiawassee	208 N. Shiawassee St	Corunna	MI	48817	Cindy Richmond	517-886-9536	Harris		2019	68,446
Shiawassee District Library	Shiawassee	301 W Main St	Owosso	MI	48867	Jodi Fox	(989) 725-0504	GEMS	2008	2010	
Sims Township	Arenac	4489 E. Huron Rd	Au Gres	MI	48703	Judy Mackie	(989) 876-8631	Quickbooks		2017	1,091

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Sodus Township	Berrien	4056 King Drive	Sodus	MI	49126	Cheryl Andres	(269) 926-6285	Quickbooks		2015	2,139
Solon Township	Kent	2305 19 Mile Rd NE	Cedar Springs	MI	49319	John Rideout	(616) 696-1718	Our Town	2005	2017	4,662
South Haven City	Van Buren	539 Phoenix St.	South Haven	MI	49090	Wendy Hochstedler	(269) 637-0714	Caselle		2013	5,021
South Lyon City	Oakland	335 S Warren	South Lyon	MI	48178	Lynne Ladner	(248) 437-1735	Fund Balance		2015	10,036
South Macomb Disposal Authority	Macomb	23200 Gratiot Ave	Eastpointe	MI	48021	Randall Blum	(586) 445-5034			2013	
South Rockwood Village	Monroe	PO Box 85	South Rockwood	MI	48179	Willene Harold	(734) 379-3683	Manual System	2005	2014	1,284
Southeast Macomb Sanitary District	Macomb	23200 Gratiot Ave	Eastpointe	MI	48021	Randall Blum	(586) 445-5034			2013	
Southern Clinton County Muncipal Utilities Authority	Clinton	3671 W Herbison Rd	Dewitt	MI	48820	Lisa Mead	(517) 669-8311	Fund Balance		2009	
Southfield City	Oakland	26000 Evergreen Rd	Southfield	MI	48076	LaVern Laury	248-796-4962			2018	78,296
Southgate City	Wayne	14400 Dix-Toledo Rd	Southgate	MI	48195	David Angileri	(734) 258-3017	Versys	2007	2009	30,136
Southwest Barry County Sewer & Water Authority	Barry	11191 S M-43 Hwy	Delton	MI	49046	Karen Wilson	(269) 623-3401	Peachtree	2008	2015	
Southwest Michigan Building Authority	Kalamazoo	7275 W Main St	Kalamazoo	MI	49009	Nancy Culp	(269) 375-4260			2016	
Southwest Michigan Regional Sanitary Sewer & Water Authority	Berrien	980 Miners Road	St Joseph	MI	49085	Audrey Skamer	269-429-2501	Fund Balance		2018	
Spalding Township	Menominee	PO Box 161	Powers	MI	49874	Jerry Bartnicki	(906) 497-5850	Cogitate		2014	1,761
Sparta Township	Kent	160 E Division Street	Sparta	MI	49345	Marcy Savage	(616) 887-8863	Fund Balance		2015	8,938
Sparta Village	Kent	156 E Division St	Sparta	MI	49345	Sharon DeLange	(616) 887-8251	Fund Balance		2010	4,159
Spaulding Township	Saginaw	5025 East Rd	Saginaw	MI	48601	Tara Stinson	(989) 777-0950	Fund Balance		2010	2,399
Spring Arbor Township	Jackson	PO Box 250	Spring Arbor	MI	49283	Julia Stonestreet	(517) 750-2800 x210	Fund Balance	2002	2009	7,577
Spring Lake Township	Ottawa	106 S Buchanan St	Spring Lake	MI	49456	Carolyn Boersma	(616) 844-2101	New World	2002	2010	13,140
Spring Lake Village	Ottawa	102 W Savidge St	Spring Lake	MI	49456	Maribeth Lawrence	(616) 842-1393	Fund Balance	2004	2010	2,514
Springfield Charter Township	Oakland	12000 Davisburg Rd	Davisburg	MI	48350	Laura Moreau	(248) 846-6510	Versys	2005	2011	13,338
Springfield City	Calhoun	601 Avenue A	Springfield	MI	49037-7774	Jeannine Turner	(269) 965-8014	Fund Balance	2003	2012	5,189
Springport Township	Jackson	PO Box 174	Springport	MI	49284	Becky Wilson	(517) 857-2030	Manual System	2005	2016	2,182
Springport Village	Jackson	PO BOX 128	Springport	MI	MI 49284	Jennifer Naylor		Civic Systems		2019	704
St Charles Village	Saginaw	110 W Spruce St	St Charles	MI	48655	Deanna Koehler	(989) 866-8257	Fund Balance		2016	2,002
St Clair City	St Clair	547 N. Carney Dr	St Clair	MI	48079	Mike Booth	(810) 329-7876	Springbrook		2016	5,802

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St Clair Township	St Clair	1539 S Bartlett Rd	St Clair	MI	48079	Debbie Rickert	(810) 329-9042	Fund Balance	2003	2009	6,423
St Ignace City	Mackinac	396 N State St	St Ignace	MI	49781	Renee Vonderwerth	(906) 643-8545	Harris		2011	2,678
St Johns City	Clinton	PO Box 477	St Johns	MI	48879	Greg Teichman	(989) 224-8944 ext 225	Fund Balance		2011	7,485
St Joseph Charter Township	Berrien	PO Box 147	St Joseph	MI	49085	Audrey Skamer	(269) 932-0273	Fund Balance		2015	9,963
St Joseph City	Berrien	700 Broad St	St Joseph	MI	49085	Deb Koroch	(269) 983-4731	Fund Balance	2007	2009	8,789
St Joseph County	St Joseph	125 W Main St	Centreville	MI	49032	Joni Smith	(269) 467-5631	AS400		2013	60,946
St Louis City	Gratiot	108 W Saginaw St.	St Louis	MI	48880	Bobbie Marr	(989) 681-6024	CMI		2013	4,494
Stanton City	Montcalm	225 S. Camburn Street	Stanton	MI	48888	Elizabeth Pynaert	(989) 831-4440	Fund Balance		2017	1,504
Stephenson City	Menominee	W628 Samuel St	Stephenson	MI	49887	Judy St. Juliana	(906) 753-6228	CYMS	2008	2010	875
Stockbridge Village	Ingham	PO Box 155	Stockbridge	MI	49285-0155	Timothy Sadowski	(517) 851-7435	Resource	2003	2009	1,260
Sullivan Township	Muskegon	8138 Heights Ravenna Rd	Ravenna	MI	49451	Beth Sims	(231) 853-6900	Quickbooks	2006	2016	2,477
Summerfield Township	Clare	9971 N. Finley Lk Ave.	Harrison	MI	48625	Aloma Joslin	(989) 539-2501	Excel		2011	453
Summit Township	Jackson	2121 Ferguson Rd	Jackson	MI	49203	Dave McCumber	(517) 788-4113 ext 231	Pontem		2016	21,534
Sumpter Township	Wayne	23480 Sumpter Road	Belleville	MI	48111	Karen Armatis	(734) 461-6201 x2239	Fund Balance		2016	11,856
Superior Charter Township	Washtenaw	3040 N Prospect Rd	Ypsilanti	MI	48198	Susan Mumm	(734) 482-6099	Fund Balance	2003	2012	10,740
Superior Township	Chippewa	PO Box 366	Brimley	MI	MI 49715	William Beaune	906-248-3219	Fund Balance		2019	1,329
Suttons Bay Village	Leelanau	Po box 395	Suttons Bay	MI	49682	Shar Fay	231-271-3051	Fund Balance		2018	589
Swan Creek Township	Saginaw	11415 Lakefield Rd	St Charles	MI	48655	Aimee Glazier	989-865-6251	Asyst		2019	2,536
Swartz Creek City	Genesee	8083 Civic Dr	Swartz Creek	MI	48473	Juanita Aguilar	(810) 635-4464	Fund Balance	2008	2010	5,102
Sylvan Lake City	Oakland	1820 Inverness St	Sylvan Lake	MI	48320	Dennise Dryden	(248) 682-1440	Fund Balance	2007	2010	1,735
Sylvan Township	Washtenaw	18027 Old US 12	Chelsea	MI	48118	Rodney Branham	(734) 475-8890	Fund Balance		2013	6,425
Tallmadge Charter Township	Ottawa	0-1451 Leonard St NW	Grand Rapids	MI	49534	Brenda Martin	(616) 677-1248	Versys	2006	2015	6,881
Tawas City	Iosco	PO Box 568	Tawas City	MI	48764	Annette Corey	(989) 362-8688	Fund Balance		2009	2,005
Tecumseh City	Lenawee	309 E Chicago Blvd	Tecumseh	MI	49286	Leisa Still	(517) 424-6549	Fund Balance		2013	8,574
Tekonsha Village	Calhoun	537 Church St	Tekonsha	MI	49092	Bob Main	(517) 767-4204	Fund Balance		2009	717
Texas Charter Township	Kalamazoo	7110 W Q Ave	Kalamazoo	MI	49009	Linda Kerr	(269) 375-1591	ForFund	2005	2012	10,919

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Thomas Township	Saginaw	249 N Miller Rd	Saginaw	MI	48609	Deidre Frollo	(989) 781-0150	Fund Balance		2016	11,877
Thompsonville Village	Benzie	14714 Lincoln Ave	Thompsonville	MI	49683	Tim Windrim	(231) 378-2521	Peachtree		2014	457
Thornapple Township	Barry	PO Box 459	Middleville	MI	49333	Susan Vlietstra	(269) 795-7202	ForFund	2003	2010	6,685
Three Oaks Village	Berrien	14 Maple St	Three Oaks	MI	49128	David Grosse	(269) 756-9221	Quickbooks	2007	2010	1,622
Three Rivers City	St Joseph	333 West Michigan	Three Rivers	MI	49093	Catherine Lawson	(269) 273-1075 x109	Fund Balance		2012	7,328
Torch Lake Township	Antrim	2355 N US 31	Eastport	MI	49627-0663	Sharon Schultz	(231) 599-2036	Our Town		2012	1,159
Traverse City	Grand Traverse	400 Boardman ave	Traverse City	MI	49684	Penny Hill	231-922-444	AS400		2018	14,532
Trenton City	Wayne	2800 3rd St	Trenton	MI	48183	Theresa Monthei	(734) 675-7200	Pentamation	2005	2009	19,584
Tuscarora Township	Cheboygan	PO Boc 220	Indian River	MI	49749	Sue Fisher		Cogitate		2018	3,091
Tuscola County	Tuscola	440 N State St	Caro	MI	48723	Clayette Zechmeister	989-672-3710	Harris		2019	52,764
Tyrone Township	Livingston	10408 Center Rd	Fenton	MI	48430	Vicki Butler	(810) 629-8631 ext 206	Fund Balance	2008	2009	8,459
Ubly Village	Huron	2241 Pierce Street	Ubly	MI	48475	Jason Nicol	989-553-0240	Quickbooks		2019	873
Union Charter Township	Isabella	2010 S Lincoln Rd	Mt Pleasant	MI	48858	Mike Kantner	(989) 772-4600 ext. 240	Resource		2009	7,615
Union City Village	Branch	208 N. Broadway St.	Union City	MI	49094	James Campfield	(517) 741-8591	CMI		2011	1,804
Utica City	Macomb	7550 Auburn Rd	Utica	MI	48317	Catherine McGrail	(586) 739-1600	Northern Data Systems		2010	4,577
Valley Township	Allegan	2054 N M-40	Allegan	MI	49010-9417	Brandee Ellis	(269) 673-5962	Quicken	2008	2012	1,831
Van Buren Charter Township	Wayne	45425 Tyler Rd	Belleville	MI	48111	Vern Morse	(734) 699-8909 x9206	Springbrook		2015	23,559
Van Buren County	Van Buren	219 E. Paw Paw St. Suite 303	Paw Paw	MI	49079-1429	Stephen Vicenzi	(269) 657-8200	Pontem		2015	75,199
Vandalia Village	Cass	PO Box 57	Vandalia	MI	49095	Beth James	(269) 476-2344	Manual System	2003	2019	429
Vassar City	Tuscola	287 E. Huron	Vassar	MI	48768	Merri Lemcke	(989) 823-8517	Fund Balance		2017	2,823
Vergennes Township	Kent	10381 Bailey Dr	Lowell	MI	49331	Mari Stone	(616) 897-5671	Our Town		2012	3,611
Vermontville Village	Eaton	121 Eastside Dr	Vermontville	MI	49096	Nathan Derusha	(517) 726-1429	Quickbooks		2011	759
Vernon Township	Shiawassee	PO Box 354	Durand	MI	48429	Charlotte Clark	586-915-1149	Pontem		2020	4,980
Vernon Village	Shiawassee	PO Box 175	Vernon	MI	48476	Ellen Glass	(989) 288-2300	Fund Balance		2018	785
Vevay Township	Ingham	780 S Eden Rd	Mason	MI	48854	JoAnne Keane	(517) 676-9523	Pontem		2011	3,614
Vicksburg Village	Kalamazoo	126 N Kalamazoo Ave	Vicksburg	MI	49097	Matt Crawford	(269) 649-1919	Springbrook	2005	2014	2,320

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Victor Township	Clinton	6843 Alward Rd	Laingsburg	MI	48848	Mike Wall	(517) 651-2094	Cogitate		2012	3,275
Vienna Charter Township	Genesee	505 W Vienna St	Clio	MI	48420	Stacey \ Sherrie	(810) 686-7580	Fundware		2015	13,108
Wales Township	St Clair	1372 Wales Center Rd	Wales	MI	48027	Cynthia Bobcean	(810) 325-1517	Manual System	2005	2013	2,986
Walker City	Kent	4243 Remembrance Rd	Walker	MI	49534	Cindy Mielke	(616) 791-6799	Versys		2009	21,842
Walled Lake City	Oakland	NW 1499 E West Maple	Walled Lake	MI	48390	Colleen Coogan	(248) 624-4847	Springbrook		2011	6,713
Warren City	Macomb	One City Square Suite 420	Warren	MI	48093	Tom Pawelkowski	(586) 759-9220	IDC		2017	138,247
Warren Police & Fire Pension	Macomb	One City Square Suite 415	Warren	MI	48093	Gregory Suma	(586) 574-4568	Excel		2012	
Washington Charter Township	Macomb	57900 Van Dyke	Washington	MI	48094	Kathy Bosheers	(586) 786-0010 x2	Fund Balance		2012	19,080
Water District No. 1	Midland	PO Box 320	Sanford	MI	48657	David Rothman	(989) 513-8491	Quickbooks		2017	
Waterloo Township	Jackson	11120 Musbach Rd	Munith	MI	49259	Janice Kitley	(517) 596-8400	Fund Balance		2010	3,069
Watertown Charter Township	Clinton	12803 S. Wacousta Rd	Grand Ledge	MI	48837	Angie Baum	(517) 626-6593 x212	Fund Balance		2014	4,162
Watervliet Charter Township	Berrien	4959 N. M-140	Waterviet	MI	49098	Patt Bambrick	(269) 463-5113	Fund Balance		2016	2,964
Watervliet City	Berrien	PO Box 86	Watervliet	MI	49098	David Brinker	(269) 463-6769	Fund Balance		2010	1,843
Waverly Township	Van Buren	42114 M-43	Paw Paw	MI	49079	Sandy Oakleaf	(269) 657-1776	ForFund		2009	2,467
Wayland City	Allegan	103 S Main Street	Wayland	MI	49348	Cheri Parrish	(269) 792-2265	Versys	2007	2010	3,939
Wayland Township	Allegan	1060 129th Street	Bradley	MI	49311	Ann Mclnerney	(269) 792-6394	Peachtree		2013	3,013
Wayne City	Wayne	3355 S Wayne Rd	Wayne	MI	48184	Tim McCurley	(734) 722-2000	First Computer	2005	2013	19,051
Webberville Village	Ingham	PO Box 389	Webberville	MI	48892	Rachel Howd	(517) 521-3984	Harris	2006	2010	1,503
Webster Township	Washtenaw	5665 Webster Church Rd	Dexter	MI	48130	Bill Sinkule	(734) 426-5103	Fund Balance	2002	2012	6,784
West Bloomfield Charter Township	Oakland	PO Box 250130	West Bloomfield	MI	48325	Mark Osinski	(248) 451-4802	Sunguard Bi-Tech		2009	64,860
West Bloomfield Parks & Recreation	Oakland	4640 Walnut Lake Rd	West Bloomfield	MI	48323	Jennifer Tucker	248-451-1906	Manual System		2018	
West Branch City	Ogemaw	121 N. Fourth Street	West Branch	MI	48661	John Dantzer	(989) 345-0500	Fund Balance		2016	1,926
West Traverse Township	Emmet	PO Box 353	Harbor Springs	MI	49740	Bob Sanford	(231) 526-7361	Peachtree	2005	2012	1,448
Westland City	Wayne	36601 Ford Rd	Westland	MI	48185	Dan Bouredeau	(734) 467-7952	HTE		2013	86,602
Wexford County	Wexford	437 E Division St	Cadillac	MI	49601	Elaine Richardson	231 779-9452	Accucomp	2007	2010	32,886
Wheatfield Township	Ingham	985 Holt Rd	Williamston	MI	48895	Holly Miller	(517) 655-4161	Quickbooks		2019	1,641

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Wheeler Township	Gratiot	8510 E Monroe	Wheeler	MI	48662	Kelly Bushre	(989) 842-3428	Quickbooks		2010	2,785
White Lake Charter Township	Oakland	7525 Highland Rd	White Lake Township	MI	48383	Mike Roman	(248) 698-3300 x120	Vadim		2015	28,219
Whiteford Township	Monroe	8000 Yankee Spring Rd Suite 100	Ottawa Lake	MI	49267	Angela Christensen	(734) 854-2416	Manual (pencil)		2011	4,420
Whitehall City	Muskegon	405 E Colby St	Whitehall	MI	49461	Laurie Audo	(231) 894-4048	Fund Balance	2004	2009	2,884
Williams Charter Township	Bay	1080 W. Midland Rd	Auburn	MI	48611	Amy Charney	(989) 662-4408	EZ Entry		2012	4,492
Williamston City	Ingham	161 E Grand River Ave	Williamston	MI	48895	Alan Dolley	(517) 655-2774	Fund Balance	2002	2013	3,441
Williamstown Township	Ingham	4990 N Zimmer Rd	Williamston	MI	48895	Mickey Martin	(517) 655-3193	Quickbooks	2007	2011	4,834
Wixom City	Oakland	49045 Pontiac Trl	Wixom	MI	48393	Marilyn Stamper	(248) 624-0885	Fundware		2015	13,263
Woodhaven City	Wayne	21869 West Rd	Woodhaven	MI	48183	Katherine Oehring	(734) 675-4913	Fund Balance	2003	2010	12,530
Woodhull Township	Shiawassee	7315 Beard Rd	Shaftsburg	MI	48882	Carol Maize	(517) 675-4342	Resource	2009	2015	3,850
Worth Township	Sanilac	PO Box 248	Lexington	MI	48450	Marcella Bartniczak	(810) 359-8852	Cogitate	2006	2010	4,021
Wright Township	Ottawa	PO Box 255	Marne	MI	49435	Linda Way	(616) 677-3048	Versys	2005	2014	3,286
Wyandotte City	Wayne	3200 Biddle Ave., Suite 200	Wyandotte	MI	48192	David Fuller	(734) 324-7106	HTE		2014	28,006
Wyoming City	Kent	PO Box 905	Wyoming	MI	49509	Andrea Boot	(616) 530-7282	New World		2012	69,368
Yale City	St Clair	111 W. Mechanic St	Yale	MI	48097	John Osborn	(810) 387-3311	Fund Balance		2014	2,063
Yankee Springs Township	Barry	284 N Briggs Rd	Middleville	MI	49333	Janice Lippert	(269) 795-9091	ForFund		2011	4,219
York Charter Township	Washtenaw	11560 Stony Creek Rd	Milan	MI	48160	Helen Neill	(734) 439-0587	NO	2003	2014	7,392
Ypsilanti Charter Township	Washtenaw	7200 S Huron River Dr	Ypsilanti	MI	48197	Javonna Neel	(734) 544-3601	CONVERSION Fund Balance		2012	49,182
Zeeland Charter Township	Ottawa	6582 Bryon Rd	Zeeland	MI	49464	Tami Koomen	(616) 772-6701	Fund Balance		2009	5,805
Zeeland City	Ottawa	21 S Elm St	Zeeland	MI	49464	Rose Borst	(616) 772-0871	Versys	2004	2009	5,805
Zilwaukee City	Saginaw	319 Tittabawassee Rd	Saginaw	MI	48604	Jeff Zittel	(989) 755-0931	Pontem		2012	1,799
Standish Township	Arenac	PO Box 944	Standish MI	MI	48658	Sue Kohn	989-718-3213	Quickbooks		2020	2,026
Escanaba City	Delta	410 Ludington Street	Escanabe	MI	49829	Kim Gustafson	906-786-0240	Caselle		2020	13,140
Sterling Heights City	Macomb	40555 Utica Road	Sterling Heights	MI	48313	Jennifer Varney	586-446-2302	Munis		2020	124,471
Wolverine Lake Village	Oakland	425 Glenway	Wolverine Lake	MI	48390	Michael Smith	248-624-6434	Fund Balance		2020	4,783
Ironwood Charter Township	Gogebic	N10892 Lake Rd	Ironwood	MI	49938	Mary Segalin	(906) 932-8446	Quickbooks		2020	2,330

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Sault Ste Marie City	Chippewa	225 E. Portage Ave	Sault Ste Marie	MI	49783	Kristen Collins	906-635-5261		2020	16,542
Tawas Township	Iosco	993 N. Plank Rd	Tawas City	MI	48763	Melissa Stewart	989-254-7759	Cogitate	2020	1,684
Bellevue Village	Eaton	201 N. Main Street	Bellevue	MI	49021	Jessica Tirrell	269-763-9571	Quickbooks	2020	1,365
Richmond Township	Osceola	3371 220th Ave	Reed City	MI	49677	Linda Stieg	231-832-2880		2020	1,695
Laingsburg City	Shiawassee	114 N. Woodhull	Laingsburg	MI	48848	Paula Willoughby	517-651-5566	Pontem	2020	1,223
Sanilac County Health Dept	Sanilac	171 Dawson Street, Ste 123	Sandusky	MI	48471	Shane Welch	810-648-4098		2020	
Ovid City	Clinton	PO Box 138	Ovid	MI	48866	Josy Medina	989-834-5550	Pontem	2020	1,514
Genesee County	Genesee	1101 Beach Street	Flint	MI	48502	Chrystal Simpson	810-257-3092	GEMS	2020	405,815
Beulah Village	Benzie	7228 Commercial St	Beulah	MI	49617	Dan Hook	248-496-5003	Quickbooks	2020	341
North Branch Township	Lapeer	6771 Elm Street	North Branch	MI	48461	Amy Bridger-Snoblen	(810) 688-2785	Pontem	2020	3,595
Ray Township	Macomb	64255 Wolcott Rd	Ray	MI	48096	Doug Stier	(586) 749-5171 x205	Pontem	2020	3,740
Nottawa Township	Isabella	PO Box 189	Weidman	MI	48893	Judy Schumacher	989-289-9078	Pontem	2020	2,278
Inland Township	Benzie	19668 Honor Hwy	Interlochen	MI	49643	Linda Wilson	231-275-6568	Pontem	2020	1,587
Klacking Township	Ogemaw			MI		Ellen Rush	989-685-9093	Pontem	2020	617
Wheatland Township	Mecosta	201 S. Sheridan	Remus	MI	49340	Mary Karcher	989-967-8252	Sage	2020	1,474
Brown City	Sanilac	PO Box 99	Brown City	MI	48416	David Van Cura	810-346-2325	Pontem	2020	1,334
Almont Township	Lapeer	819 N Main St	Almont	MI	48003	Roberta Kudsin	(810) 798-8521 x2003	Pontem	2020	6,041
Westphalia Village	Clinton	PO Box 8	Westphalia	MI	48894	Sandy Smith	(989) 587-4434	Quickbooks	2020	876
Columbia Township	Van Buren	PO Box 323	Grand Junction	MI	49056	Christy Case	269-434-6227 x1	Peachtree	2020	2,714
Whitefish Township	Chippewa	PO Box 350	Paradise	MI	49768	Karen Bender	574-529-0009	Quickbooks	2020	588
Reese Village	Tuscola	PO Box 369	Reese	MI	48757	Bonnie Gray	989-868-4503	Pontem	2020	1,374
Forest Township	Genesee	130 E. Main Street	Otisville	MI	48463	Linda Smoke	810-631-6645	Quickbooks	2020	4,738
Lyon Township	Roscommon	PO Box 48	Higgins Lake	MI	48627	Doug Schnell	989-821-9694 x201	Pontem	2020	1,462
Ogemaw County	Ogemaw	806 W. Houghton Ave	West Branch	MI	48661	Caren Piglowski	989-345-0215	Pontem	2020	20,952
Tittabawassee Township	Saginaw	Po Box 158	Freeland	MI	48623-0158	Mary Edgington	989-692-7935	Fund Balance	2020	7,706
Oregon Township	Lapeer	2525 Marathon Rd	Lapeer	MI	48446	H. Paul Spencer	810-664-5971	Pontem	2020	6,166

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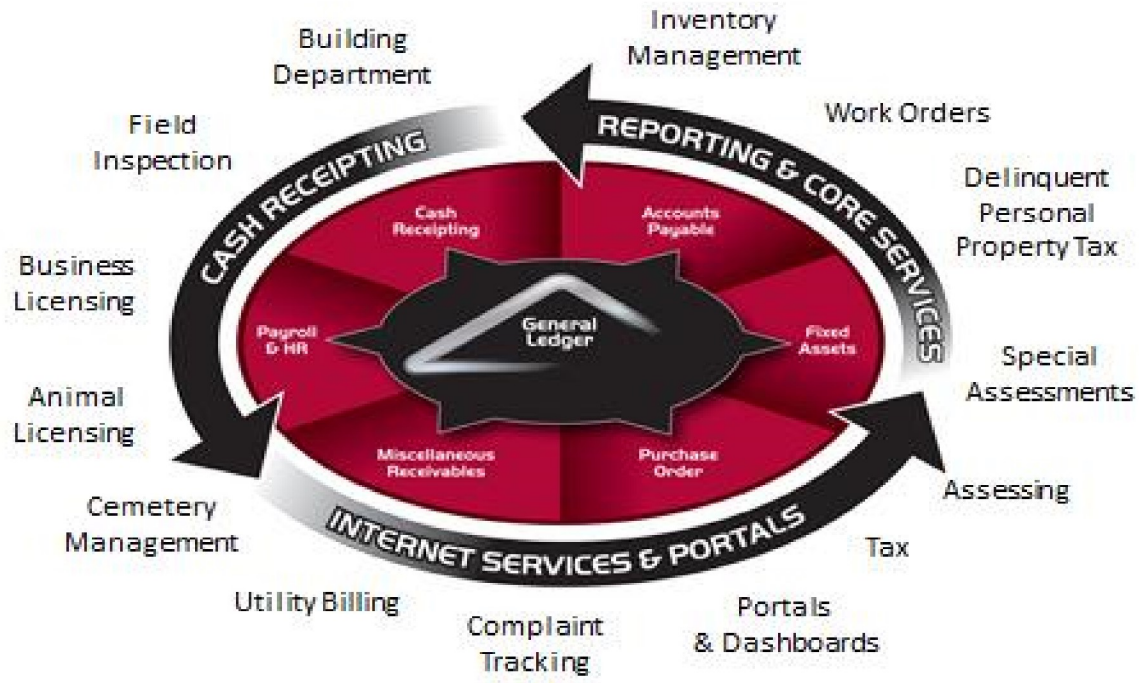
Windsor Charter Township	Eaton	405 W Jeffersin St	Diamondale	MI	48821	Lisa Rumsey	517-646-0772	Pontem		2020	7,340
Lapeer City	Lapeer	576 Liberty Park	Lapeer	MI	48446	Kelly Hannah	810-664-2902	Caselle		2020	9,072
Springvale Township	Emmet	8198 East Mitchell Road	Petoskey	MI	49770	Patricia McCune	231-347-3077	Pontem		2020	1,727
Monitor Charter Township	Bay	2483 Midland Rd	Bay City	MI	48706	Linda Ferguson	989-684-7203	Pontem		2020	10,037
Forsyth Township	Marquette	186 W Flint Street	Gwinn	MI	49841-1360	Lynn Rodgers	(906) 346-9217			2021	4,824
Marion Village	Osceola	W1362 US Hwy	St Ignance	MI	49781	Susan Dionne	(906) 643-8027	Pontem		2021	872
Bates Township	Iron	3070 US 2 East	Iron River	MI	49935	Bee Benson-Stafford	906-265-2787 x1	Pontem		2021	1,021
Standish City	Arenac	399 E. Beaver St.	Standish	MI	48658	Jerry Nelson	989-846-9588	Fund Balance		2021	1,581
Luce County	Luce	PO Box 116	Seney	MI	MI 49883	Janice Bonifield	906-293-5544	Pontem		2021	6,283
Wise Township	Isabella	7160 N. Wise Rd	Clare	MI	48617	Doris Methner	989-339-0546	Pontem		2021	1,301
Alexandria City	Douglas	704 Broadway	Alexandria	MN	56308	Jane Blade	(320) 759-3625	Banyon		2018	11,121
Brainerd City	Crow Wing	501 Laurel Street	Brainerd	MN	56401	Connie Hillman	218-454-3401	Tyler Incode		2020	13,428
Dayton City	Hennepin	12260 S. Diamond Lake Rd	Dayton	MN	55327	Amy Benting	763-421-1791	Banyon		2018	5,011
Delano City	Wright	Po Box 108	Delano	MN	55328	Jennifer Williams	763-972-0569	Banyon		2019	6,059
Hutchinson City	McLeod	111 Hassan St. SE	Hutchinson	MN	55350	Tom Kloss	(320) 234-4245	Civic SQL		2015	13,929
Hutchinson Utilities	McLeod	111 Hassan St. SE	Hutchinson	MN	55350	Tom Kloss	(320) 234-4245	LOGIS		2017	
New Brighton City	Ramsey	803 Old Highway 8 NW	New Brighton	MN	55112	Brenda Davitt	(651) 638-2101	Legacy		2016	22,073
Prior Lake City	Scott	4646 Dakota St. SE	Prior Lake	MN	55372	Jerilyn Erickson	(952) 447-9841	Borrough AS400 United Software		2014	23,754
Shoreview City	Ramsey	4600 North Victoria St	Shoreview	MN	55126	Fred Espe	(651) 490-4622	Technology Legacy		2017	25,931
Three Rivers Park District	Hennepin	3000 Xenium Lane North	Plymouth	MN	55441	Howard Koolick	(763) 559-6734	Borrough AS400 HTE		2018	
Victoria City	Carver	1670 Stieger Lake Lane	Victoria	MN	55386	Kelly Grinnell	(952) 443-2417	Banyon		2016	8,030
Forest Lake City	Washington	1408 Lake Street South	Forest Lake	MN	55025	Daniel Undem	651-209-9727	Springbrook		2020	1,659
Robbinsdale City	Hennepin	4100 Lakeview Ave N	Robbinsdale	MN	MN 55422	Jeff Zuba	763-531-1215	LOGIS		2020	14,534
Berkeley City	St. Louis	8425 Airport Rd	Berkeley	MO	63134	Debby Stein	(314) 524-3313 x3722	Interfund		2013	8,976
Camden County	Camden	1 Court Circle NW, Suite 1	Camdenton	MO	65020	Jimmy Laughlin	573-317-3868	AS400		2019	45,632
Cassville City	Barry	300 Main Street	Cassville	MO	62625	Steve Walensky	417-847-4441	Banyon		2018	3,340

Customer	County	Address	City	State	Zip	Contact	Phone	Converted From Pervasive	.NET Since	Population
Cole County	Cole	301 S. High Street	Jefferson City	MO	65101	Kristen Berhorst	(573) 634-9122	New World	2015	76,699
Festus City	Jefferson	711 W. Main Street	Festus	MO	63028	Pat Parsons	(636) 937-4694	Interfund	2013	11,602
Herculaneum City	Jefferson	1 Parkwood Court	Herculaneum	MO	63048	Ronna Alaniz	(636) 475-4447	Interfund	2014	3,468
Overland City	St. Louis	9119 Lackland Road	Overland	MO	63114	Melissa Burton	(314) 227-2912	GovernMENTOR	2015	16,000
Columbus City	Platte	2424 14th Street	Columbus	NE	68602	Heather Lindsley	402-562-4229	AS400	2019	23,128
Gretna City	Sarpy	PO Box 69	Gretna	NE	68028	Tammy Tisdall	(402) 332-3336 x210	Summit	2017	5,584
La Vista City	Sarpy	8116 Park View Blvd	La Vista	NE	68128	Pam Buethe	(402) 331-4343	Summit	2016	17,562
Norfolk City	Madison	309 N. 5th Street	Norfolk	NE	68701	Leon Gentrup	(402) 844-2000 x2121	AS400	2014	23,516
Hooksett Town	Merrimack	35 Main Street	Hooksett	NH	03106	Christine Soucie	(603) 485-2712	BMSI	2013	13,451
North Conway Water Precinct	Carroll	PO Box 630	North Conway	NH	3860	Jason Gagnon	603-356-5382	BMSI	2019	
Chester Town	Rockingham	84 Chester Street	Chester	NH	03036	Joanne Smith	603-887-3636 x103	BMSI	2020	4,768
Canal Winchester City	Fairfield	36 S. High St	Canal Winchester	OH	43110	Amanda Jackson	(614) 837-6937	Ohio Software	2015	7,393
Clark County	Clark	31 N. Limestone St	Springfield	OH	45502	Robert Vanderhorst	(937) 521-1871	Services ISSG	2015	142,376
Columbus & Franklin County	Franklin	1069 Main Street	Westerville	OH	43081	Rick McGivern	614-895-6204		2019	
Metropolitan Parks District Muskingum County	Muskingum	401 Main Street	Zanesville	OH	43701	Debra Nye	740-455-7129	ISSG	2019	86,149
Oxford City	Butler	101 E. High Street	Oxford	OH	45056	Joe Newlin	(513) 524-5228	CMI	2014	21,444
Preble County	Preble	101 East Main Street	Eaton	OH	45320	Lavon Wright	(937) 456-8148	ISSG	2018	42,083
Shaker Heights Public Library	Cuyahoga	16500 Van Arken Blvd	Shaker Heights	OH	44120	Susan Ritchey	216-367-3007	CMI	2019	
Warrensville Heights City	Cuyahoga	4301 Warrensville Center Road	Warrensville Heights	OH	44128	Karen Howse	516-587-1043		2020	13,216
Altoona City	Blair	1301 Twlefth St. Suite 100	Altoona	PA	16601	Victor Curfman	(814) 949-2538	UBS	2017	44,589
Dormont Borough	Allegheny	1444 Hillsdale Avenue	Dormont	PA	15216	Jeffrey Naftal	(412) 561-8900 x228	Freedom	2014	8,600
Montgomery Township	Montgomery	1001 Stump Rd	Montgomeryville	PA	18936	Shannon Drosnock	(215) 393-6933	Svstems SunGard	2015	25,000
Silver Spring Township	Cumberland	8 Flowers Drive	Mechanicsburg	PA	17050	Raymond Palmer	(717) 766-0178 x3320	Pentamation Freedom	2017	17,469
Bennettsville City	Marlboro	501 E. Main Street	Bennettsville	SC	29512	Rebekah Hayes	(843) 479-9001	Svstems Harris	2017	8,833
Conway City	Horry	1000 Second Ave	Conway	SC	29526	Allison Williams	843-488-7632	Nicholson	2020	23,714
Easley City	Pickens	205 North First Street	Easley	SC	29640	Joni Smith	864-810-0966	Business Svstems Smart Fusion	2018	20,953

Customer	County	Address	City	State	Zip	Contact	Phone	Converted From	Pervasive Since	.NET Since	Population
Isle of Palms City	Charleston	PO Box 508	Isle of Palms	SC	29451	Debbie Suggs	(843) 256-5708	Harris		2017	4,340
James Island Public Service District	Charleston	1739 Signal Point Road	Charleston	SC	29412	James Game	943-998-6175	Fund Balance		2019	
North Charleston Sewer District	Charleston	PO Box 63009	North Charleston	SC	29419	Matt Clark	(843) 764-2658	HTE		2016	
Sullivan's Island Town	Charleston	2050 B Middle Street	Sullivan's Island	SC	29482	Jason Blanton	(843) 883-5751	Smart Fusion		2017	1,791
Brown Deer Village	Milwaukee	4800 W Green Brook Drive	Brown Deer	WI	53223	Bridget Souffrant	(414) 371-3040	Caselle		2012	11,715
Butler Village	Waukesha	12621 W. Hampton ave	Butler	WI	53007	Kayla Chadwick	262-783-2525	Banyon		2018	1,846
Franklin City	Milwaukee	9229 W. Loomis Road	Franklin	WI	53132	Paul Rotzenberg	(414) 427-7514	ACS		2013	35,504
Glendale City	Milwaukee	5909 north Milwaukee River Parkwav	Glendale	WI	53209	Shawn Lanser	(414) 228-1717	Caselle		2012	12,580
Greenfield City	Milwaukee	7325 W. Forest Home Ave	Greenfield	WI	53220	Paula Schafer	(414) 329-5285	HTE		2015	37,072

BS&A has included a summary project plan within this proposal and is able to complete this software implementation on time, and on budget. We fully understand the scope of this project including software installation, data conversions, project management, program training, and follow up support. All software and services proposed will be provided by BS&A Software, Inc. Furthermore, BS&A is the sole developer of our software systems. With the exception of hardware, our solution does not encompass any third-party product and services. We have completed 100's of implementations similar to this one, and are well positioned to handle this project. We will begin the implementation process as soon as the agreements are signed. Approximately 15 staff members will be involved throughout the implementation and training process. No other vendor will work with you, or care more about your project than the staff of BS&A Software. BS&A offers a fully integrated financial management solution. Additionally, we do have the ability to interface third party software with several of our applications using built in generic import/export features.

All of our programs are built with the Microsoft .NET software development platform, using the latest tools available. All programs work with SQL Server 2008 or newer, which provides for the linking of databases through a seamless grouping method. What this means for our customers is: a) a reduction in data entry errors, b) minimal duplicate entry, and c) overall increased productivity.



These are just a few of the many benefits of our fully integrated Financial Management system:

- Drill-down feature in General Ledger allows for instant access to the originating source document.
- Clickable links on reports allow users to jump to the detailed, underlying transaction information for a "summary-type" report line - even across applications.
- All reports can be emailed or printed to Excel, PDF, or other applications and file formats.
- Individual User Report Profiles allow users to run memorized sets of reports.
- Fully integrated Budgeting with Budget Footnotes and Long Term Budget Forecasting.
- Over budget notifications are available within all applications.
- Automatic posting of encumbrance entries when a purchase order is approved in the Purchase Order application and then converted to an invoice in Accounts Payable.
- Fully integrated receipting process - Cash Receipting updates linked applications in real time.
- View journal detail and posting information from any application.
- GL number verification in all applications.
- Streamlined Check Reconciliation and Bank Reconciliation process from one application.
- Comprehensive capabilities for budgeting all personnel costs and fringes through integrated position based budgeting.
- User Groups allow you to set the same user rights for multiple users at once. This reduces the need to set up user-based security for several users with similar or identical rights in the system.
- Users can be set up to login automatically to the program using Windows Active Directory user names and passwords.
- Detailed audit tracking to log virtually all changes made.

Financial Management Applications

General Ledger

BS&A's General Ledger application is the foundation of our Financial Management Suite, incorporating Budgeting, Long-Term Financial Forecasting, and Project/Grant Accounting. Because these functions are the core of any financial system, we do not treat them as add-on modules, but as integral components of General Ledger.

The General Ledger application acts as the final data storehouse for financial entries from seamlessly integrated applications, such as Accounts Payable, Cash Receipting, Utility Billing, Property Tax, and Miscellaneous Receivables. Our wide range of interfaces allows for the posting of transactions from other, non-BS&A products.

Data is only useful if it is easily accessible. That's why we provide many standard reports, which can be customized to meet your various needs… eliminating the necessity of add-on modules. Complete and integrated GASB 34 reports and an easy-to-use Report Writer provide unmatched reporting flexibility.

Budgeting and Long-Term Budget Forecasting

The Budgeting function supports decentralized budget entry, imports of preliminary budgets from spreadsheets, and multiple, user-definable budget levels. The final budget document is user-definable as well, or may be saved as a spreadsheet to give you unlimited options in formatting. Budget footnotes may be printed on the final budget document. Long-Term Budget Forecasting allows for up to 10 years of future projections, which may be saved as budget snapshots for "what-if" budget analysis; there is no limit to the amount of snapshots you can create. Statistical forecast calculations may be overridden on an ad-hoc basis to accommodate known future financial events.

Cash Flow Analysis
Cash Flow Analysis features enhance awareness of upcoming cash flow needs through powerful tools and rich graphical displays. Intuitive screens enable you to customize statistical and graphical data views.

Integrated GASB 34 Reporting
All GASB 34 reports are built in; there is no need for a separate reporting module. Adjustment journal entries can be made in a separate Adjustments fund or in a dedicated GASB 34 Adjustments screen. You can run statistical reports to identify major/minor funds with supporting calculations. Reports can be generated in a summary format – the prescribed reporting format – or in a detailed format, which shows all general ledger balances and adjustments. Summary report formats also provide drill-down into individual account balances.

Complete Account and Bank Reconciliation
Many software applications use the term "reconciliation," when in fact they merely offer the ability to mark checks as cleared. In addition to identifying open and cleared check transactions - manually or electronically via export file from your bank – BS&A's General Ledger application groups cash transactions by deposit and reconciles other transactions (e.g., manual journal entries) that affect cash. This enables a complete reconciliation between your general ledger account balances and your corresponding bank account balances.

Automatic Interfund Accounting Entries
Interfund accounting throughout General Ledger is managed by flexible settings. All entries created in linked applications (Accounts Payable or Cash Receipting, for example) are balanced between funds via automatic "due to/due from" entries when necessary.

Flexible, Sophisticated Security Features
System Administrators will appreciate the flexibility gained by our robust security features. Setup and maintenance of user security settings - for all applications - is easily accomplished from one central location. In addition, fund-, department-, and account-based security settings control access and posting to relevant accounts within your general ledger.

Comprehensive Reporting
We include over 60 standard reports in the General Ledger application. These may be used as-is, modified to fit your needs, or used as the basis for an entirely new report that you can create in our Report Writer, a tool that is built in; there is no extra charge. Report Profiles may be created to group selected reports for subsequent one-click printing. Reports may be printed, viewed on-screen, exported to Excel, or saved in a variety of formats including PDF, HTML, or text.

Detailed Report Drill-Down
In addition to the benefit of printing BS&A reports to the screen, saving time and paper, selected reports offer a drill-down feature for a greater level of detail. This provides easy balancing while viewing one report – there is no need to run subsequent reports from ancillary applications to gather supporting detail. For example, click on any transaction line in the Account Activity Report to view the source document (Accounts Payable check, Payroll check, Receipt, etc.).

Unlimited History
BS&A's General Ledger application maintains an unlimited number of years of general ledger and transaction history, and makes that history useful. Comparative historical reports can be run to show nominal and budgetary amounts, displaying data from any or all fiscal years. Seamless spreadsheet integration allows unlimited statistical analysis of historical data.

Extensive Import/Export Capabilities
Journal entries may be imported from third-party applications via a number of formats or from Excel spreadsheets. In addition to the capabilities integral with the reporting system, all data is accessible via user-definable exports.

Accounts Payable

In addition to the standard invoice entry/check printing functionality, BS&A's Accounts Payable application interfaces with our billing applications for easy tracking and maintenance of refund requests. This integration offers one-click viewing of the status of check requests from the originating department, freeing the AP staff from fielding refund-related questions.

Integrated Imaging System
BS&A's Imaging System, included with Accounts Payable, allows batch scanning of invoices for electronic processing and paperless archiving.

Positive Pay
Positive Pay is set up using your bank's specifications. The easily-created export file provides a list for your bank to use as a cross-reference, an important component in check fraud prevention.

Full Integration with BS&A Purchase Order
In addition to increased budgetary control, integration with BS&A Purchase Order eliminates duplicate entry of purchase information – simply select the PO for payment, and all data is automatically filled out. Accounts Payable easily accommodates partially-filled purchase orders by correctly relieving encumbered amounts.

Electronic Check Requests
Refunds processed in linked billing applications can be transferred to Accounts Payable automatically. Simply select a pending Check Request for payment, and relevant information is automatically filled in. Linked applications can query Accounts Payable for the status of the check request. For example, the Utility Billing clerk can look up requested information (check cut? check cleared?) without having to consult with the Accounts Payable clerk.

Purchasing Card Support
BS&A's Accounts Payable application imports transactions from your Purchasing Card vendor. Detailed tracking of purchasing information is tied to the true vendor, while payments are made to the issuer of the Purchasing Card.

ACH Payment Features
The convenience and security of paying invoices via ACH transfer is just as straightforward as a check run using paper checks. Once a vendor has been set up as being paid via ACH, the application does the rest. Upon processing an ACH check run, you'll be prompted to generate the ACH file. Simply answer "Yes" and transfer the file as instructed by your bank.

Notifications
The Notifications pane shows pending recurring invoices, pending check requests, unjournalized invoices/checks, and unposted journal entries.

Flexibility to Handle Different Banking Situations
Pay invoices from multiple checking accounts, pooled cash accounts, or single or multiple paying funds with automatic interfund accounting handled (parameters are defined in the General Ledger application). No knowledge of interfund accounting is necessary for Accounts Payable processing.

Sophisticated Budget Integration
Budgetary control is maintained via real-time budget availability verification. All invoices entered, regardless of status (open or posted) are reflected in the calculation of available balance. Budget override permissions are controlled via flexible security settings.

Customizable Check Formats
Check formats are completely customizable to your paper forms. Security-controlled printing on blank check stock is supported, saving you the expense of stocking different forms for each bank.

Easy Check Reconciliation
AP checks may be easily reconciled, either manually or electronically from a bank-supplied file. The application interfaces seamlessly with system-wide bank/account reconciliation.

Cash Receipting

BS&A Cash Receipting provides for flexible receipt entry scenarios while maintaining a centralized system for cash reporting. Counter and Department Transmittal modes deliver flexibility for a variety of receipting needs. End-of-day deposit processing seamlessly integrates with our General Ledger application for true account reconciliation.

Integrates Fully With BS&A Billing Applications as well as Third-Party Software
Cash Receipting not only integrates with our billing applications, but also provides the ability to import receivables from third-party software. A flexible, user-definable interface facilitates account and amount verification, and subsequent export of receipts to those applications.

Flexible Receipt Item Setup
Flexible receipt item setup lets you add receipt items from linked BS&A applications, and add user-defined receipt items to handle charges not maintained in BS&A applications. Receipt items may be set up to link to third-party billing systems by way of an end-of-day procedure that automatically creates exports customized to those systems.

Flexible, Centralized or Decentralized Receipting Modes
Cash Receipting supports centralized receipting, centralized deposit of receipts processed off-site, as well as function-specific receipting from external locations on- or off-network.

Barcode Scanning Support
Scanning of barcoded bills dramatically decreases data entry time and increases accuracy. With the ability of our Utility Billing, Miscellaneous Receivables, Community Development, and Property Tax applications to produce customized, barcoded bills, you get the benefits of centralized receipting for all functions along with enhanced speed and accuracy.

Department Receipting Templates
Initially designed for the interdepartmental receipting requirements of counties, this feature is useful for any municipality where cash is processed in multiple decentralized locations, but deposited centrally.

Subsidiary Database Creation
Decentralized locations may process receipts into separate databases, isolating their receipts by function. These transactions are then easily transferred as summary entries in the main database when receipts are presented to the main office for deposit for easy, automated cash reconciliation and tracking.

Deposit Creation
Receipt transactions are easily grouped by deposit, providing quick balancing and easy end-of-month reconciliation of deposits. Cash Receipting can even print the deposit ticket.

System-Wide Receivables Lookup
Simply by entering a name or address, all BS&A applications that generate bills (Utility Billing, Tax, etc.) are queried to generate a detailed list of items owed and the grand total. Any or all bills may then be marked and processed for payment.

Easy Batch Entry of Receipts
Repetitive receipts – for example, utility bill mail payments – may be entered as fast as the barcoded bills can be scanned. Running batch totals are then matched up with the total moneys received.

Real-Time Posting of CR Data to Ancillary Applications
Transactions entered into Cash Receipting update the corresponding billing system real-time, meaning there is no lag between the entry of a receipt and the update of the customer's account status, and no need to wait until end-of-day posting for the account to be updated. This greatly reduces the volume of "duplicate-payment" refund checks issued.

Miscellaneous Receivables

Billing software needs to be flexible to handle receivables outside of the normal tax and utility billings. Our Miscellaneous Receivables application was designed from the ground up to deliver this flexibility.

Recurring Invoices
Recurring invoices can be quickly generated in batches, eliminating the need to manually create each invoice and speeding data entry for repetitive billings.

Credits
Credits may be applied to a customer's account, whether for overpayment or to adjust the amount billed on an invoice.

ACH File Creation and Paperless Billing
Streamline your payment process by using ACH – payments can be automatically debited from customers' bank accounts. Additionally, bills can be emailed to customers who want to go paperless.

Bad Debt Write-off
Past due accounts determined to be uncollectable may be written off by creating the appropriate bad debt expense entry in BS&A General Ledger.

Penalty Assessment
This flexible process assesses penalties based on a percentage, flat amount, or table of percentages/amounts calculated on number of days past due.

Aging Reports
Reconcile the outstanding balance by general ledger number as of a given date with the corresponding balance in BS&A General Ledger.

Electronic Check Requests
Refunding an overpayment to a customer is done through an electronic check request process with BS&A Accounts Payable, eliminating the need for the AP clerk to hand-enter the invoice for payment. You can quickly ascertain if: a) a check request has been converted to an invoice for payment; b) the converted invoice has been paid; c) the check has been cleared by the bank. This greatly increases accuracy and speeds up response time.

Collection
The process of sending unpaid receivables to collection includes the ability to account for them using a separate general ledger number.

Lienable Billing Items
Billing items considered lienable may be transferred to the customer's property tax bill by way of a wizard. This wizard handles all aspects of the process, including adjustment creation on the customer's accounts and reclassification of the receivable balance in General Ledger.

Billing Item Level Security
Security settings are available to quickly and easily configure which billing items will be available on a user-by-user basis.

Purchase Order

BS&A's Purchase Order application is designed to maximize your control over purchasing decisions while maintaining maximum flexibility and ease of use. The graphical flowchart-based workflow setup simplifies the complex task of translating your approval rules to an electronic model, enhancing control over the purchasing, budgeting, and bidding process. Integrated Bid Processing functionality provides electronic maintenance of bids and quotes.

Integrated, Graphic Workflow and Approval Process
Graphical flowcharts illustrate and aid in the setup of the approval decision workflow, greatly increasing ease-of-use. Drag and drop to set up the "next-in-line" to approve a requisition or purchase order. Templates provide easy duplication of workflow for similar items.

Requisitions and PO Approval via the Web, Email, or Smart Phone
Purchasing decision-makers can approve or deny off-site, reducing the number of employees to be granted authorization power. You can leave the office without wondering what's being purchased without your knowledge.

Easy Change Order Process
Change orders are easily entered, with accessible history of all changes. All pre-encumbrance and encumbrance accounting is handled automatically.

Pre-Encumber at Requisition Level
Setting up requisitions to pre-encumber funds prior to approval provides notification that pending requisitions exist and prevents potential over-spending prior to PO approval. Denial of requisition automatically frees up funds.

Automatic Transfer to BS&A Fixed Assets
Purchases of capital assets may be identified at the time of requisition. This flows through the approval process to the time of purchase, automatically updating BS&A Fixed Assets. Duplicate entry of asset-related transactions is eliminated. In addition, rules can be set in order to specify amounts and accounts that automatically flag purchases for asset creation.

Bid Tracking
Bidders are maintained separately from vendors, yet are easily converted to vendors. The approval/denial feature of bidding information gives you complete maintenance control.

Mass Approval/Denial of Requisitions
You can approve/deny a mass of requisitions from a single screen. Requisitions can be selected individually or by group, and once approved, quickly converted into purchase orders.

Fixed Assets

GASB 34 made the accurate tracking and reporting of fixed assets critical. By integrating with the other components of our Financial Management Suite, the Fixed Assets application greatly simplifies the tracking of these items, without sacrificing accuracy.

GASB 34-Compliant Reporting
Reports necessary for financial statement note disclosure are included. No separate reporting module is needed.

Construction in Progress
Construction projects can be tracked and automatically converted to capital assets once completed.

Integration with BS&A Purchase Order and BS&A General Ledger
Purchase orders may be flagged as asset purchases, facilitating electronic transfer to BS&A Fixed Assets. In addition, rules can be set in the Purchase Order application to specify amounts and accounts that automatically flag purchases for asset creation.

Depreciation and disposal accounting information is posted to General Ledger. This tight integration eliminates errors and duplication of data entry.

Flexible Asset Disposal
Assets can be partially disposed based on quantity, dollar amount, or percentage of total cost, eliminating the need to record each asset as an individual for disposal purposes. For example, library books can be recorded as a lump sum and then written off as a percentage of the original cost. The application also supports partial asset transfers, splits, repairs, and disposition, including partial disposal.

Complete, Easily-Accessible Asset History
The book value as of a specific date may be determined at any time.

Payroll

Power, flexibility, and accuracy are the hallmarks of our Payroll application. Designed to automate the most complex compensation and deduction scenarios, it supports all necessary reports for quarterly reporting, including W2 processing and electronic submission. Simple direct deposit processing and emailing of check stubs in a password-protected PDF format supports paperless offices.

Direct Deposit
Secure ACH direct deposit decreases paper handling and reduces the potential for check fraud. Employees' deposits may be spread to an unlimited number of bank accounts, and check stubs may be emailed to employees in a password-protected PDF format.

Customizable Year-to-Date Screen
You can easily view YTD information for each employee based on user-defined parameters. Items that can be displayed include: pay codes, deductions/expenses, leave balances, and direct deposit amounts. You can also drill down to individual transactions to ascertain which checks are included in the totals, and print transaction registers that show details.

Remittance Checks
Create remittance checks in Payroll, keeping all payroll transactions in one application.

Leave Accrual
Our flexible means of accruing and tracking leave time based on user-definable parameters includes: a) maximum number of hours allowed in each leave bank; b) number of hours that may be carried forward to the next year; c) frequency of accrual (e.g., monthly, first of the year, anniversary date, etc.); d) accrual method based on a table (e.g., number of years worked).

W2 Processing
Automated W2 processing uses all IRS-supported formats including the EFW2 file creation for submission to the Social Security Administration.

Flexible Deduction Setup
Complex deduction scenarios are easily set up and can be customized for each employee from the setup screen without having to access each employee's screen. Child support and garnishment calculations are built in, and deductions can be set up using tables to reduce the amount of deduction codes needed.

941 Quarterly Reports
You can transfer report totals to the 941 Quarterly form. All calculations are done on one report.

Self-Administered Retirement Plans
Manage contributions, interest, and withdrawals for self-administered retirement plans. Generate customized retirement statements and re-print previous statements.

Positive Pay
Positive Pay is set up using your bank's specifications. The export file is easily created and provides a list for your bank to use as a cross-reference, preventing check fraud.

Accrued Wages and Liabilities
A simple process allows you to post a percentage of a payroll back to a previous accounting period.

Integration with BS&A Timesheets
Employees may enter their own time to be approved and imported into Payroll, reducing payroll processing time. Hours are recorded and approved in Timesheets before the payroll is processed.

Scheduled Rate Increases
Employee raises, including rate table updates and step increases, can be scheduled to allow rates to be split automatically in the middle of a pay period.

Human Resources

By utilizing both desktop and web-based components, BS&A's Human Resources application streamlines job posting, employee application, hiring, and employee tracking. The Position Budgeting feature seamlessly integrates with the Budgeting component of our General Ledger application.

Integration with BS&A Payroll
Integration allows for Human Resources users to view Payroll information, without needing access to the Payroll application. Change Requests are used to handle segregation of duties, while simultaneously reducing the need for duplicate data entry and providing a notification between departments when changes are made.

Applicant Tracking
Track basic applicant information such as address, phone number, etc., and more detailed information such as employment and education history.

Employment Tracking
Track employee beneficiary information, benefit plans, continuing education credits, reviews, position history, rate history, and many more HR-related items.

Easy Transition from Applicant to Employee
Full integration with BS&A Payroll allows successful applicants to be easily converted to employees, ready for immediate payroll processing.

Employment Applications via the Web
Electronic employment applications reduce the amount of staff time and resources devoted to processing and storing paper applications. Prospective employees may apply via the web or at a designated on-site workstation.

Position Tracking
Track current employees, openings, and applications by Position. Position Tracking saves time by storing user-defined position requirements and defaults to facilitate the setup of new employees.

Position Budgeting
Sophisticated Position Budgeting utilizes historical and user-defined data, and scheduled pay-rate information, all of which may be transferred to BS&A General Ledger. Unlimited budget scenarios allow "what-if" analyses for budget planning.

Web-Based Open Enrollment
Allowing employees to manage their benefit plans online increases employee satisfaction and reduces the drain on clerical resources.

Utility Billing

Feature-rich, yet user-friendly, our Utility Billing application provides complete billing and tracking for a variety of utility account types. Extensive use of wizards and process managers simplify complex tasks into efficient step-by-step operations, such as Final Bill, Meter Change, and Past Due/Shut Off. Deposit and work order processing features are available as well.

GIS Integration
GIS integration allows for a direct link between your data and GIS maps, giving you a very powerful tool to view data, plot various datasets, and quickly view neighboring accounts. Additionally, GIS integration allows graphical lookup of account locations through Google® Maps.

Consumption–Based or Flat Fee Billings
Flexible billing item setup accommodates both consumption-based and flat rate fees for items such as Water/Sewer, Electric, and Refuse.

ACH File Creation and Paperless Billing
Streamline your payment process by using ACH – payments can be automatically debited from customers' bank accounts. Additionally, bills can be emailed to customers who want to go paperless.

Wizards Offer Step-By-Step Guidance Through Common Tasks
Tasks such as shut-offs, final bills, the billing process, etc., are done with a wizard, ensuring all necessary steps are completed.

Customizable Billing Cycle
Units can customize the billing cycle to include only those tasks they use. For example, if your unit does not use ACH, the ACH task may be removed from your billing process.

Deposit Tracking
Integrated deposit tracking provides the ability to calculate interest on deposits, and offers flexibility in returning deposits to customers. The deposit may be applied to the customer's next bill, or be electronically refunded to Accounts Payable by check request.

Built-In Meter Inventory System
Detailed meter inventory includes purchasing information, manufacturer, serial numbers, meter location (specific area of customer's location), curb box location, and information in general necessary for meter reads.

Meter Read Equipment Exports/Imports
Meter read export/import file layouts are provided for various meter manufacturers including, but not limited to: Sensus, Badger, SLC/Neptune, Itron, Greentree, and Hersey.

One-Screen History View
Each customer's history information is accessed from one screen. Available tasks on this screen include: payment reversals, bill adjustments, and printing of various reports.

Unlimited Billing Items/Services Per Customer
The application allows for an unlimited number of user-definable billing items per customer account as well as an unlimited number of services to be used in the calculation of the billing.

Aging Reports
Aging reports can be generated at any time by specifying an "as of" date. This flexibility eliminates the need to print them on the last day of the month.

CASS Certification
The CASS certification export/import process helps reduce mailing cost by ensuring all addresses are entered correctly.

Meter Read Estimates
Flexible read estimation provides a variety of methods to use as the basis: account average usage, user-defined date range of meter reads, or user-defined amount of usage.

Budget Billing
Determine – for each billing item – whether or not to allow budget billing. The budget billing feature lets you bill fixed amounts based on user-definable history instead of the actual usage for the current cycle.

Integrated Work Order process
The fully integrated work order process allows you to track the details of all work done on a customer's account. The process checks for scheduling conflicts of the staff person assigned to the task. Shut-off fees, etc., can be billed to the customer once completed.

Quick Entry of Meter Reads
For those units who do not use meter reading equipment to generate read files for import into Utility Billing, the application includes a process to manually enter reads en-masse. You can quickly enter the reads for all customers in a billing cycle without having to visit individual accounts.

Resident Linking
Single-sourcing of resident names eliminates repetitive data entry by automatically updating all linked accounts. For example, changing the address on a landlord's master record will update that address for accounts on which that landlord is selected.

Transfer of Delinquent Accounts to BS&A Tax
Transfer of delinquent accounts to the property tax bill is done electronically. A billing adjustment is automatically created to reduce the account balance in Utility Billing.

Balance Manager: Easy Reconciliation With BS&A General Ledger
The Balance Manager provides an easy way to reconcile outstanding balances in Utility Billing with the accounts receivable balance in General Ledger. Drill down into the detailed transactions for the period being reconciled to easily determine the source of any discrepancies.

Letter Writer
Customized letters may be generated for selected accounts, increasing customer communication and reducing clerical tasks.

Community Development Applications

Building Department

Our feature-rich Community Development application suite provides comprehensive tools and processes for modern Community Development, Building, Code Enforcement, and Housing departments. A property's entire history can be accessed through one easily-navigated view. Manage any construction project, permit, code compliance, rental registration, certification, occupancy, or other inspection-related process.

Permits

Track permits from application to finish. From the start, the Add Permit wizard speeds data entry while ensuring critical information is entered. Link to existing Contractor and Licensee records, or add them on-the fly. Calculate costs by selecting items from your fee schedules and add them to the invoice. Take payments, issue permits, and print receipts as required. Once the permit is issued, use Inspection tools to schedule and process inspections. Productivity tools assist you with the creation of letters and attachment of images and documents. Attach reminders manually or automatically through a workflow to a permit or inspection so that no follow-up gets lost in the shuffle. Use workflow rules to automate common activities: apply fees, schedule inspections, generate letters, create reminders, send emails, and more.

Code Enforcement

Track all property maintenance issues such as weeds, trash, inoperable vehicles, etc. The Code Enforcement feature of our Building Department software offers comprehensive management of the entire process. Once the case is generated, use Inspection tools to schedule and process inspections. Productivity tools assist you with the creation of letters and attachment of images and documents. Attach reminders manually or automatically through a workflow to an inspection so that no follow-up gets lost in the shuffle. Use workflow rules to automate common activities: apply fees, schedule inspections, generate letters, create reminders, send emails, and more.

Inspection Scheduling and Tracking Tools

Use our flexible scheduler to set your appointments and schedule inspections. Create violations with user-defined checklists. Append information through our "Quick Text" screen. Track violations, their location, details, and current status. Use the violation text in Correction Notice letters or repair emails. Capture images of violations directly into the inspection history.

GIS Integration

GIS integration allows for a direct link between your data and GIS maps, giving you a very powerful tool to view data, plot various datasets, and quickly view neighboring properties using Google® Maps, or through direct integration with GIS maps, if available.

Accounting Functionality

The Building Department application comes ready to handle the accounting requirements of your community. Enter invoices, take payments and bond deposits, do adjustments and transfers, and print receipts. Run balance reports to match your totals. Generate detailed and summary general ledger information for deposits.

Field Inspection

Use our tablet-enabled application to enter inspections while out in the field quickly and efficiently. User-defined checklists and Quick Text are available, along with handwriting recognition. Synchronize from home or through your office network. Quickly upload inspection results, generate letters, automatically send emails,

and download changes with the press of a button. Tablets with built-in cameras may capture images and attach them directly to the inspection with a single click.

BS&A Online Services

BS&A Online - Employee Self Service

Provides web access to various components of the desktop Payroll application.

Key Features:

- Timesheet Entry: Employees can enter timesheets for other staff. Managers can view timesheets for their staff
- My Timesheets: Employees can enter their own time
- Personal Employee Info: Employees can view/request changes to "master" information, such as dependents, addresses, and W4 information. Open enrollment is also available; this requires the municipality to have BS&A Human Resources installed.
- Personal Financial Info: Employees can view check and W-2 history, along with withholding and direct deposit information
- Year to Date Info: Employees can view YTD totals and leave balances
- Employment Opportunities: Any user can view currently available job postings.

BS&A Online - Public Records Search

Provides web access to various components of the desktop Financial Management applications.

Key Features:

- Allows Miscellaneous Receivables, Utility Billing, and Building Department (permit) data to be displayed on the web, and supports online payment of these bills
- Interfaces with Point And Pay online credit card processing

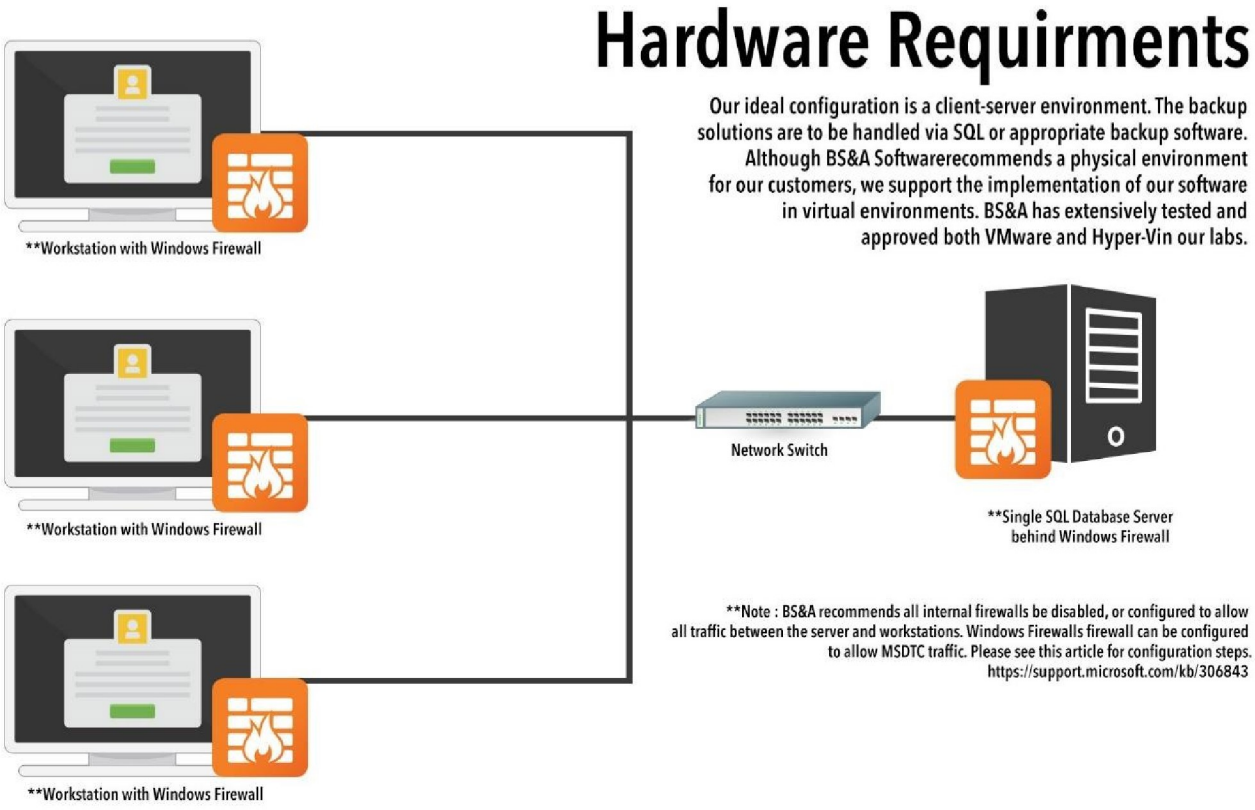
E.11 Attachment 13 (Functional Requirements)

At end of this section.

B.3.2 Identify any licenses, hardware, or other products not included in this proposal that would be required to operate any of the proposed solutions contained in this proposal.

Hardware Specifications

Our ideal configuration is a client-server environment. The backup solutions are to be handled via SQL or appropriate backup software. Although BS&A Software recommends a physical environment for our customers, we support the implementation of our software in virtual environments. BS&A has extensively tested and approved both VMware and Hyper-V in our labs.



BS&A desires that all of our customers have a pleasant experience running our software. A properly configured Virtual Server need not destroy employee productivity. In order to ensure the best possible overall performance system, administrators must be willing to allocate sufficient resources to Microsoft SQL. To that end, BS&A Software recommends the following when implementing the .NET software in VM environments:

1) Databases and log files are kept on separate physical volumes/disks
2) Volumes housing databases and/or log files are dedicated to the use of the database (no other VMs reside on those volumes)
3) High performance disk technologies are used wherever possible

4) Disparate database styles (i.e., MS Exchange) NEVER cohabitate with MSSQL on the same drives
5) VMWare RDMs are implemented wherever possible
6) Parent servers dedicate at least 2 CPU cores to MSSQL VMs
7) Sufficient RAM is allocated to reduce/minimize the need for excessive disk access
8) SQL 2008 or newer only; Workgroup or Standard Edition where possible
9) So-called snapshots of the virtual machine cannot be relied upon for data restoration or disaster recovery. Alternative database backup methods must be employed.
10) Optimize disk partitioning using industry-standard methods

Supported Operating System (Workstation)
Windows 10, Windows 8.1 and Windows 8

Supported Server Operating Systems
Windows Server 2012 - 2019

Supported Versions of SQL
Windows Server 2008 - 2017

Microsoft SQL
Database schema for BS&A does not include views. All views are created programmatically at runtime of the application. All columns in the view are able to be sorted. All tables are able to be indexed by the user. This gives better functionality for a non-technical user than a standard view. SQL table schema for BS&A tables utilizes unique keys and indexes.

Reporting Services
BS&A's applications come with a large amount of reports offering numerous options so our users can quickly get the most out of our software. However, our integrated Report Designer allows users the ability to create their own reports as needed.

Key features:

- Streamlined capabilities with calculated expressions
- A Table option, which allows columns of fields on a report for ease in field placement and movement
- "Sort" banners and footers, which group data and can provide subtotals
- Clickable reports let you click on a particular report entry to drill down to the details
- Reports can be saved to PDF format and CSV format
- Same look and feel as Crystal Reports
- Our Report Profiles feature lets users group multiple reports together for more efficient printing. Individual reports within the profile have options that can be set and saved for the Profile process.

Personal Computer Specifications	
Workstation	
Recommended	**Minimum**
3.2 GHz Intel® Core™ i5 (or faster)	*2.8 GHz Intel® Core™ i3*
8 GB RAM	*4 GB RAM*
80 GB free disk space	*40 GB free disk space*
Windows 10 (Professional or above)	*Windows 7 (Professional 64-bit or 32-bit)*

Tablet PC (Community Development Field Inspection App)	
Recommended	**Minimum**
Intel® Core™ i5 520 UM (or faster)	*2.8 GHz Intel® Core™ i3*
8 GB RAM	*4 GB RAM*
80 GB free disk space*	*40 GB free disk space**
Windows 10 (Professional or above)**	*Windows 7 (Professional 64-bit or 32-bit)*
**Note: The amount of free disk space required is dependent upon the size of the database and the number of attachments required*	
***Note: BS&A applications are NOT compatible with Windows RT or Windows 10 in S mode*	
Server Specifications (defined as a computer running a Windows Server Operating System)	
Database Server (fewer than 15)	
Recommended	**Minimum**
1 Xeon E5 series Quad-Core 2.4 GHz (or faster)	*2 GHz Multi-Core Xeon Processor*
16 GB RAM	*8 GB RAM*
6x SATA 7.5K RPM 1TB (3x RAID 1)	*250 GB free disk space*
Separate RAID for Operating System	*Windows Server 2012 Standard (32-bit)*
Windows Server 2019 (Essentials or above)	
Database Server (15 to 30 Users)	
Recommended	**Minimum**
1 Xeon 2.3 GHz E5 Six-Core Processor (or faster)	Xeon *2 GHz Multi-Core Processor*
24 GB RAM	*16 GB RAM*
4x SATA 7.5K RPM 1TB (2x RAID 1)	*500 GB free disk space*
2x 500 GB Solid State Drive (SSD) *Separate RAID for Operating System*	*Windows Server 2012 Standard (64-bit)*
Windows Server 2019 (Essentials or above)	
Database Server (30 to 50 Users)	
Recommended	**Minimum**
(2) Xeon 2.5 GHz E5 Six-Core Processors (or faster)	*Xeon 2.8 GHz Quad-Core Processor*
48 GB RAM (DDR3 1333 or faster)	*24 GB RAM*
4x 10K RPM SAS 1TB Hard Disks (2x RAID 1)	*1 TB free disk space*
2x 500GB Solid State Drive (SSD) *Separate RAID for Operating System*	*Windows Server 2012 Standard (64-bit)*
Windows Server 2019 (Essentials or above)	
Database Server (50 to 100 Users)	
Recommended	**Minimum**
(2) Xeon 2.5 GHz E5 Eight-Core Processors (or faster)	(2) Xeon *2.8 GHz Quad-Core Processors*
64 GB RAM (DDR3 1600 or faster)	*48 GB RAM*
8x 15K RPM SAS 1TB Hard Disks (2x RAID 10)	*1 TB free disk space*
2x 500GB Solid State Drive (SSD) *Separate RAID for Operating System*	*Windows Server 2012 Standard (64-bit)*
Windows Server 2019 (Essentials or above)	
Server (over 100 users)	
Please email our IT Department at ITSupport@bsasoftware.com	

Virtual Server

Please see the help doc entitled "BS&A Software and Best Practices in Virtual Environments."
http://bsasoftware.com/references/whitepapers_helpdocs/tech/articles_whitepapers/White_vmSupport.pdf

Terminal Services/Citrix Environments

Recommended Application Server Specifications
Dual Quad-Core Xeon Processor
4096 MB RAM plus an additional 1024 MB RAM per user, per application
500 GB free disk space
Windows Server 2019 (Essentials or above)
Limit of 50 total users

Please see the help doc entitled "BS&A Software and Best Practices in Terminal Server/RDP Environments."
http://bsasoftware.com/references/whitepapers_helpdocs/tech/articles_whitepapers/white_terminallimits.pdf

Please see the help doc entitled "BS&A Software and Remote Desktop Services 2016"
http://bsasoftware.com/references/whitepapers_helpdocs/tech/articles_whitepapers/remotedesktopservices2016.pdf

I.T. Recommendation

BS&A has worked with IT Right for network services and implementation since 1999. If you are in need of IT services, please visit their site: http://www.itright.com

Printer Recommendations

BS&A Software does not officially maintain a master list of all the different printers that work with our applications. A general rule of thumb would be that any printers that are compatible with Windows are also compatible with BS&A.

B.3.3 Describe the technical environment necessary for this software for any products that are to be hosted by the Government by completing Attachment 7 (Technical Specifications) (if applicable).

E.7 Attachment 7 (Technical Specifications)

Technical Specifications	
Required Licenses	
Does the Proposed System Require that the Government install software?	Yes/No
Provide full documentation of technical specifications and requirements necessary to host the system *(vendors can submit documentation in alternate format and attach to this page.)*	See pages 35-38
Hardware / Server / Database Requirements	**Supported Server Operating Systems** Windows Server 2012 - 2019
Desktop / Client Requirements	**Supported Operating System (Workstation)** Windows 10, Windows 8.1 and Windows 8
Mobile Requirements	BS&A Applications run on Windows devices. Tablet specifications for BS&A Field Inspection .NET are included 3.0 Functional Requirements.
Business Intelligence	
Describe how business intelligence tools operate and if the Government would be able to leverage tools for non-ERP data	N/A
Does the report writer utilize a separate database?	No
Security	
Describe database security	BS&A Applications run on a Microsoft SQL Server which allows databases to be integrated into the City's existing security plan.
Describe application security	System Administrators will appreciate the flexibility gained by our task- and field-level security features. Setup and maintenance of user security settings - for all applications - is easily accomplished from one central location. In addition, fund-, department-, and account-based security settings control access and posting to relevant accounts within your general ledger. Each user can either be set-up directly in the BS&A Administration system or imported from Active Directory. Access can be provided as "Read Only," "Custom," "Administrator" or "No Access" to each module. "Custom" access includes detailed functional security control. For example, in reporting,

	each user can have separate access to: Add, Back-up, Delete, Edit, Import, Modify, Print, Rename, Restore, Run, and Create/Edit Report Profiles. Similar functional security controls are available for every function. By defining "Custom" access it is possible to granularly set the functional access for each employee. The software also has the capability to support User Groups. This allows for defining group security settings which are inherited by all members of the group. This makes it very easy to define security settings for core user constituencies. Users can be created by importing from active directory. The same active directory username would be used to sign on to BS&A applications as used for desktop login. This feature then also supports verification of passwords against active directory if that username exists in active directory. This feature also supports the ability of auto login based on the user that is logged into windows. The application also allows the ability to enforce password policies similar to active directory. Each application is equipped to keep detailed audit tracking report that log virtually all changes made.
Is system compatible with single sign on?	BS&A Applications can import users from Active Directory and can validate passwords against Active Directory, allowing users to have one set of credentials for Windows and BS&A logins. Additionally, once logged in to one BS&A Applications, no additional login is needed to navigate to the other modules.

bergankDV

General & Technical - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GENERAL SYSTEM CAPABILITIES:				
GT.1	The software must be commercial off-the-shelf that can be tailored to customer needs through configuration instead of custom software development.	Desired	Y	
GT.2	Provides a one-time, single point of data entry to reduce redundant work.	Critical	Y	
GT.3	Modules should integrate to maximize operator and system efficiency where applicable.	Critical	Y	
GT.4	Provides an easy to use tool for preparing various statistical and analytical reports.	Desired	Y	
GT.5	Allows searching on all application fields and includes search operators such as greater than, less than, in between, etc.	Desired	Y	Via Reports
GT.6	Allows for unlimited historical data to be stored and maintained in the production system.	Critical	Y	
GT.7	Performs real-time data validation and error checking at the time of data entry.	Desired	Y	
GT.8	Provides identification of an individual who last entered or changed any transaction and the date of that change.	Desired	Y	
GT.9	Allows for multiple users to be on the system at the same time and multiple users to be in the same program at the same time.	Critical	Y	
GT.10	The software must use a relational database.		Y	
GT.11	Provides functionality for data to be output directly from an application to multiple formats including, but limited to printer, email, Microsoft Excel, Microsoft Word and PDF.	Critical	Y	
GT.12	Allows customized access and user experience, to be maintained by role.	Desired	Y	
GT.13	Provides user defined fields for the master files and input screens in applicable modules.	Desired	N	
GT.14	Provides comprehensive document management capabilities.	If it can integrate	Y	BS&A integrates w/ Laserfiche
GT.15	Allows users to design site specific output forms for applicable modules.	Desired	Y	
GT.16	Allows for reports to be scheduled for automated generation with multiple output options.	Critical	N	
GT.17	Provides integrated checklists and/or wizards to guide users through complex processes.	↓	Y	

General & Technical - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
VENDOR SERVICES				
GT.18	Provides future updates and enhancements on a regular basis. Vendor will note such provisions and identify associated costs.	Desired	Y	
GT.19	Provides well defined all-inclusive migration processes for software releases.	Desired	Y	
GT.20	Supports all client software modifications in a generally available release.	Desired	Y	
GT.21	Provides client specific software modifications available to all clients at no additional charge.	Desired	Y	
TECHNICAL CAPABILITIES:				
GT.22	Provides field level edit checks for transactions during data entry and provide immediate user feedback, including error messages and possible corrective actions (i.e., warnings when entering existing SSN, address, etc.)	Desired	Y	
GT.23	Provides online documentation and training materials such as context-specific help, release notes, and process overviews.	Desired	Y	
GT.24	Allows authorized users to obtain/update information through self-service applications when applicable.	Desired	Y	
GT.25	Supports importing and exporting standard desktop office application files to Microsoft Office suite where applicable.	Critical	Y	
GT.26	Displays all date fields with a century indicator.	Desired	N	
GT.27	Includes multiple application environments. This should include separate environments for end-user training and to install application updates without affecting production.	Desired	N	Can have multiple app env. but updates apply to all.
APPLICATION ARCHITECTURE:				
GT.28	Allows applications to be browser-based and not require additional software or add-ons installed on end user devices.	Desired	N	
GT.29	Includes real-time RESTful APIs for third-party application integration.	Desired	N	
GT.30	Processes should occur in real-time but allow for select processes to be scheduled.	Critical	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GT.31	Supports standard Windows clipboard functionality to cut/copy/paste to and from fields.	Critical	Y	
GT.32	Allows for files to be attached directly to application records and transactions.		Y	
GT.33	Allows for documents to be scanned directly and attached directly to application records and transactions.		Y	
GT.34	Supports mass changes to definable groupings of transactions, where applicable.		Y	
GT.35	Provides effective dating for transactions and table updates, including both future and retroactive changes, where applicable.		Y	
GT.36	Allows drill down functionality to supporting records, including across application modules.		Y	
GT.37	Supports either on-premises or cloud deployment.	Desired	N	On-premise
GT.38	Supports industry standard virtualization platforms.	Desired	Y	
GT.39	Supports system on Microsoft Windows Server operating systems.	Critical	Y	
GT.40	Allows for communication between end-user and application server/s to be over HTTPS.	Critical	N	
SYSTEM ADMINISTRATION & CUSTOMIZATIONS:				
Provides user-defined:				
GT.41	Tables	Critical		
GT.42	Fields		Y	
GT.43	Reports		Y	
GT.44	Menus		Y	
GT.45	Output forms		Y	
GT.46	Business rules and workflows		Y	
GT.47	Allows all application customizations to be retained following any system update.		Y	
GT.48	Allows administration tasks to be decentralized.		Y	

General & Technical - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GT.49	Supports industry standard backup solutions and practices.	Critical	Y	
GT.50	Supports database transaction log backups and point-in-time restoration.	↓	N	
DATABASE MANAGEMENT SYSTEM:				
GT.51	Allows system to be optimized for Microsoft SQL Server RDBMS.	Critical	Y	
GT.52	Provides functionality to lock database records at row and field level.	Desired	Y	
GT.53	Includes a data dictionary.	Desired	N	
GT.54	Allows for the administrator to track user behavior as well as database utilization.	Desired	Y	
GT.55	Provides documented best practices including but not limited to optimum database configuration and client maintenance.	Desired	Y	
SECURITY:				
Allows integrated Role-based Access Control security system and includes the following features:				
GT.56	Unlimited number of roles to be assigned to a user	Critical	Y	
GT.57	Roles include several levels of access customization including, but not limited to application, process, record, and where applicable, field.	Critical	Y	
GT.58	Roles can be effective dated to be automatically applied or expired on future dates	Desired	N	
GT.59	Role administration to be decentralized per application module	Desired	Y	
GT.60	Supports Microsoft Active Directory for end-user authentication.	Desired	Y	
GT.61	Allows use of single login for all products from same vendor.	Critical	Y	
GT.62	Provides self-service applications to allow end users to register for a new account.	Desired	Y	
GT.63	Allows for end users of self-service applications to reset their own password, including "forgot password" capability.	Critical	Y	
GT.64	Allows an administrator to suspend a user ID from further use.		Y	
GT.65	Automatically log users off after defined idle time. Must be able to define idle time by user role and/or per application module.		N	
GT.66	Provides functionality to record who changed security profiles and when changes are made (user name, date and time stamp).		Y	
GT.67	Includes summarized and detailed reports on user security rights.	↓	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
REPORTING:				
GT.68	Allows user to generate charts and graphs based on report data within the system.	Critical	Y	
GT.69	Provides multiple output formats for reports including printer, PDF, Word, Excel.	Critical	Y	
GT.70	Allows scheduling of applicable reports to run automatically.	Critical	Y	
GT.71	Provides reporting by exception.	Critical	Y	
GT.72	Allows print preview of all reports before printing and have print screen functionality.	↓	Y	
GT.73	Supports industry leading ad hoc reporting tools including Microsoft SQL Server Reporting Services.	↓	Y	
WORKFLOW:				
GT.74	Includes integrated workflow engine across all modules to provide automated notifications and approval requests.	Desired	Y	GL, AP, PO
GT.75	Includes pre-defined business rules to include in customized workflows.	↓	Y	
GT.76	Allows for workflow design and administration to use point-and-click/drag-and-drop tools and require little technical expertise.	Critical	Y	
GT.77	Allows for workflow administration to be decentralized per application module.	↓	Y	
GT.78	Allows multiple approval paths based on item to be routed, where applicable.	↓	Y	
Allows for the following workflow configuration:				
GT.79	First approver can complete workflow step for group	Desired	Y	
GT.80	All approvers needed to complete workflow step for group	Desired	Y	
GT.81	Ability to set a catchall rule, this rule would be activated if there are no other business rules applicable to the process.	Desired	Y	
GT.82	Provides automated approval notification where applicable.	Desired	Y	
GT.83	Provides multiple methods of receiving and acting upon workflow notifications and approvals, including from desktop and mobile platforms.	Desired	Y	
GT.84	Allows for a designated user to override particular workflow step.	Desired	Y	

General & Technical - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GT.85	Provides functionality to set an alternate approver on a business rule so that workflow is automatically forwarded if not acted upon after a user-defined period of time.	Critical	N	
GT.86	Tracks documents submitted for approval and review with a time/date stamp.		Y	
GT.87	Provides functionality to migrate workflow processes between application environments. For example, workflow processes can be built and tested in a non-production environment, then migrated to a production environment.		N	
DASHBOARDS:				
GT.88	Includes a centralized dashboard to access, analyze, and process data across proposed applications.	Desired	N	Reports can be customized to provide similar info.
GT.89	Includes a comprehensive library of pre-defined content.		N	
GT.90	Allows existing dashboard content to be customized and new dashboard content can be created through non-technical, point-and-click toolsets.		N	
GT.91	Displays dashboard data in a variety of formats including tables and charts.	Critical	N	
GT.92	Provides customized dashboard content per role and per user.	Desired	N	
GT.93	Provides a wizard to assist new users in setting up their dashboard for the first time.		N	
GT.94	Allows for dashboard content to be applied by end user or pushed to users by administrators.		N	
GT.95	Provides functionality for data surfaced to the dashboard to adhere to user permissions of source application.		N	
GT.96	Provides integrated help, training, and support materials for dashboard.		N	
GT.97	Dashboard data includes interactive controls to easily sort and filter data real-time.	Critical	N	
GT.98	Provides a dashboard view of critical system statuses and key performance indicators for the organization. The organization should be able to both personalize the dashboard for each of their users, as well as customize it for their organization's specific metrics of performance.	Desired	N	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GT.99	Dashboard data can be output in a variety of formats including, PDF, Excel, or CSV.	Critical	N	
GT.100	Dashboard data includes links to drill into source application system for detailed information.	Desired	N	
FORMS PROCESSING:				
GT.101	Allows users to create configurable forms from a rich library of templates.	Critical	Y	
GT.102	Forms output configuration options should include, but not be limited to form layout, logo, background and font colors, addresses, and signatures.	↓	Y	
GT.103	Forms processing should allow for customized output options including print, email, and archiving.	↓	Y	
E-LEARNING TRAINING SOLUTION:				
GT.104	Provides courses integrated with client application environment.	Desired	N	
GT.105	Allows searching for classes by subject and to expand modules to see all of the available classes.	↓	Y	
GT.106	Provides prerequisites for new users getting started using system programs.	↓	N	
GT.107	Allows submitting of a weekly report on classes taken to the manager.	↓	N	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GL.1	The system has the ability to provide a General Ledger that is integrated with all other system applications so that reconciliation between applications is user friendly and efficient.	Critical	Y	
GL.2	The system has the ability to produce monthly, quarterly, and annual statements of revenue and expense and can be subtotaled at multiple levels.		Y	
GL.3	The system has the ability to allow month end closings to occur in a new fiscal year without having to close the previous fiscal year, including producing all month end financial statements.		Y	
GL.4	The system has the ability to provide a financial statement report writer to allow end users to create user-defined financial statement reports.	Desired	Y	
GL.5	The system has the ability to budget at any level in the City's chart of accounts.	Desired	Y	
GL.6	The system has the ability to support multi-year funds.	Critical	Y	
GL.7	The system has the ability to produce balance sheets and other financial reports from a prior closed year and period.		Y	
GL.8	The system has the ability to store at least 10 years of transactional data.		Y	
GL.9	The system has the ability to store at least 5 years of transactional data.		Y	
GL 10	The system has the ability to restrict user inquiry access to a City defined 1group of account numbers.	Desired	Y	
GL. 11	The system has the ability to restrict user transactions to a City defined group of account numbers.	Desired	Y	
GL.12	The system has the ability to carry the entire chart of accounts forward, even accounts with zero balances or accounts that have no activity to eliminate the need to manually key these accounts into the system.	critical	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GL.13	The system has the ability to only carry forward active accounts, even if they have zero balances.	Critical	Y	
GL.14	The system has the ability to not carry forward accounts with zero balances.	Desired	Y	
GL.15	The system has the ability to not carry forward inactive accounts.	Desired	Y	
GL.16	The system has the ability to perform "soft closes" on periods so that a period may be opened again with proper permissions for the purposes of posting activity to that period	Critical	Y	
GL.17	The system has the ability to perform "hard closes" on periods so that a period is closed for the purposes of not posting activity to that period.	Critical	Y	
GL.18	The system has the ability to record a journal entry type (Document Type) in the general ledger for reconciliation purposes.	Desired	Y	
GL.19	The system has the ability to drill down to see all account activities, to include the related accounts of the source journal.	Desired	Y	
GL.20	The system has the ability to allow users to retrieve GL related information that is more than one year old.	Critical	Y	
GL. 21	The system provides fund accounting capability that complies with GAAP and GASB standards		Y	
GL. 22	The system has the ability to display clear and understandable reasons for rejecting general ledger transactions.		Y	
GL.23	The system has the ability to provide at least 13 periods, including one for entering annual closing entries which acts as a closing period and one for audit adjustments.	Desired	Y	
GL. 24	The system has the ability to either automatically generate or copy chart of account records when creating new funds, departments, and any other reorganizations.	critical	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GL. 25	The system has the ability to change the name of any segment of the account number while leaving the historic description the same	Desired	Y	
GL. 26	The system has the ability to provide security at a City-determined level in the chart accounts	Critical	Y	
GL. 27	**The system has the ability to support the following fields in the chart of accounts:** *Please describe the account structure needs here* Revenue, Expenditures, Assets, Liabilities, and Equity accounts for all funds	Critical	Y	
GL. 28	The system has the ability to use workflow technology to automatically route journal entries to approvers prior to posting.	Desired	Y	
GL. 29	The system has the ability to provide standard and recurring journal entry capabilities.	Desired	Y	
GL.30	The system has the ability to maintain at least five years of detailed journal entry transactions and budget information and provides the ability to maintain greater than five years if desired.	Critical	Y	
GL.31	The system has the ability to maintain at least ten years of detailed journal entry transactions and budget information and provides the ability to maintain greater than ten years if desired.		Y	
GL.32	The system has the ability to generate date-specific reversing entries.		Y	
GL.33	The system has the ability to automatically assign sequential numbers to all journal entry transactions for audit trail purposes.		Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GL.35	The system has the ability to support debt management schedules.	Critical	N	
GL.36	The system has the ability to assign and track an investment that is associated with one or more funds.	Desired	Y	
GL.37	The system has the ability to allocate investment earnings to another fund	↓	Y	
GL.38	The system has the ability to setup a fund as non-interest bearing.	Critical	Y	
GL.39	The system has the ability to provide linkage between reportable sections of the CAFR (e.g., Exhibits, Management Discussion and Analysis, Notes to the Financial Statements and Statistics).	Critical	Y	
GL.40	The system has the ability to export to various formats to create a custom designed CAFR or financial reporting document.	Critical	Y	
GL.41	The system has the ability to generate a report across any segment or group of segments in the chart of accounts.	Critical	Y	
GL.42	The system has the ability to generate a report of all accounts within the chart of accounts by fund, department, account, sub-account, and other user defined.	↓	Y	
GL.43	The system has the ability to distribute reports via electronic workflow.	Desired	N	
GL.44	The system has the ability to warn t e use they are about to print a large report (displays number of pages) with option to proceed.	↓	N	
GL.45	The system has the ability to print reports in a "printer-friendly" mode.	↓	Y	
GL.46	The system has the ability to provide real-time reporting on all current balances.	Critical	Y	
GL.47	The system has the ability to display all reports to the screen with a user- defined option for printing, with the ability to turn this feature on or off (e.g. print screen).	Desired	Y	
GL.48	The system has the ability to provide comparison reports (e.g. between different periods, as user-defined).	Desired	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GL.49	The system has the ability to produce monthly, quarterly, and annual financial statements without the need for a financial report writer. (Income sheet, Balance Sheet, Budget Comparisons by Department, etc.)	Desired	Y	
GL.50	The system provides GAAP and GASB compliance reports	Critical	Y	
GL.51	Available budget by expense and revenue code;		Y	
GL.52	Cash balance (e.g., by department, fund, etc.);		Y	
	Inception to date, for total expenditures for all City projects;		Y	
	Expenditures relative to budget;		Y	
	Year-to-date expenditures;		Y	
	Year and month to date expenditures;		Y	
	Budget to actual by all budget line items;		Y	
	Open encumbrance report;		Y	
	Pre-encumbrance report;		Y	
	Income statement;		Y	
	Cash flow;		Y	
	Balance sheet;		Y	
	Statement of net assets;		Y	
	Schedule of expenditures and revenues based on type of revenue;		Y	
	Trial balance activity (debits and credits);		Y	
	Statement of revenues and expenditures;		Y	
	Capital projects;		Y	
	Detail and summary project report;		Y	
	Multi-year grants for revenues and expenses;		Y	
	Expense Budget at any level;		Y	
	Cash Balance by Fund;		Y	
	Cash Balance by Fund with associated detail;		Y	
	Detailed Transaction Listing by Vendor Number;		Y	
	Detailed Transaction Listing by Vendor Invoice Number;		Y	
	General Fund Financial Statements; and		Y	
	Other, user defined.	desired	Y	

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Budgeting – General Requirements

City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
General Requirements				
BD.1	The system has the ability for the Budgeting module to use the same chart of accounts as the rest of the system.	Critical	Y	
BD.2	The system has the ability to integrate with the Payroll and Human Resources	↓	Y	
BD.3	The system has the ability to integrate with Payroll and Human Resources module enabling the inclusion of payroll information into the budget in real-time.	↓	Y	
BD.4	The system has the ability to provide payroll and benefit information by position, for budgeting purposes.	↓	Y	
BD.5	The system has the ability to provide payroll and benefit information by employee, for budgeting purposes.	Desired	Y	
BD.6	The system has the ability to store a minimum of five years budget-to-actual at any account level.	Critical	Y	
BD.7	The system has the ability to store a minimum of ten years budget-to-actual at any account level.	↓	Y	
BD.8	The system has the ability to provide a department user interface to maintain, monitor, and manage detailed department level budgets with workflow approval and appropriate security permissions.	↓	Y	
BD.9	The system has the ability to provide a memo field of a minimum of 500 characters to store notes for each budgeted account.	Critical	Y	
BD.10	The system has the ability for notes to entered at each level of the workflow approval process.	↓	Y	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
BD.11	The system has the ability to calculate a total for multiple sub-entries for each budgeted account line to identify the budget line detail.	Desired	Y	
BD.12	The system has the ability to display budget-to-actual with percentages of available budget for an account or group of accounts at any time.	Critical	Y	
BD.13	The system has the ability to provide real-time reporting on current balances specified line item accounts and line item account activity.	↓	Y	
BD.14	The system has the ability to provide budgetary control at the department level to control spending based on user-defined criteria.	Desired	Y	
BD.15	The system has the ability to allow analysis of the current year budget by providing reports that indicate all of any combination of budget-to-actual revision, invoices, encumbrances, requisitions and available balance.	Critical	Y	
BD.16	The system has the ability to "roll" the budget through at least 6 process levels (e.g., budget entry, Administration review, etc.).	Critical	Y	
BD.17	The system has the ability to roll user-defined parts of the budget.	↓	Y	
BD.18	The system has the ability to support web-based inquiry for account balances.	↓	Y	
BD.19	The system has the ability to create next year's budget prior to closing the current year as well as enter transactions against next year's budget while in the current year.	Critical	Y	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to provide a budget dashboard new of key indicators including but not limited to:				
BD.20	Budget to actual;	Critical	Y	
BD.21	Project completion;		Y	
BD.22	Fund;		Y	
BD.23	Project;		Y	
BD.24	Department		Y	
BD.25	Grant;		Y	
BD.26	Current year-to-date compared to previous Year-t-date; and		Y	
BD.27	Other, user defined.	Desired	Y	
BD.28	The system has the ability to allow budget dashboards to be configured and saved for individual users (either by user, super-user or system administrator).	Desired	Y	
BD.29	The system has the ability to add attachments at the detail level of the budget such as Microsoft Word, Microsoft Excel, and Adobe PDF documents.	critical	Y	
BD.30	The system has the ability to support roll-up codes for grouping accounts together for budgeting.	Desired	Y	
BD.31	The budget preparation system should at a minimum, contain at least three previous fiscal years, and current fiscal year	Critical	Y	
BD.32	The budget preparation system should at a minimum, contain at least five future fiscal years	Desired	Y	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Budget Preparation				
BD.33	The system has the ability to produce a unified, City-wide budget that is automatically consolidated from electronic inputs of different departments.	Critical	Y	
BD.34	The system has the ability to support at least 99 versions of a budget with versioning for each.	Desired	Y	
BD.35	The system has the ability to store reasons (notes/comments) for each budget version.	Desired	Y	
BD.36	The system has the ability to name budget versions.	Desired	Y	
The system has the ability to prepare budgets that accommodate the following:				
BD.37	Department budget;	Critical	Y	
BD.38	Division budget;		Y	
BD.39	Fund budget;		Y	
BD.40	Grant budget;		Y	
BD.41	Capital project budget; and		Y	
BD.42	Program budget (i.e. cross departmental budgeting); and		Y	
BD.43	Other; user defined.		Y	
The system has the ability to load budget amounts based on one or more of the following:				
BD.44	Current year's original budget;	Critical	Y	
BD.45	Previous year's adopted budget;		Y	
BD.46	Previous year's actual (with the ability to select which years).		Y	
BD.47	Any previous year adopted budget or actual with percentage increase.		Y	
BD.48	Any previous year adapted budget or actual with percentage decrease and		Y	
BD.49	Other, user defined.		Y	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
BD.50	The system has the ability to load budget information from third party software (e.g. Excel and Access).	Critical	Y	Excel
BD.51	The system has the ability to allow administrators to pre-populate fields, allowing individual departments to fill in budget information easily in a template format.	↓	Y	
BD.52	The system has the ability to allow new budgets to be created from historical financial information or past budgets.	↓	Y	
BD.53	The system has the ability to identify and provide last fiscal year's outstanding encumbrances as adjustments to new fiscal year's adopted budget and is able to be incorporated into the general ledger based on user-defined criteria.	Desired	Y	
BD.54	The system has the ability to carry all budget line accounts forward for budgeting purposes to eliminate the need to manually key these accounts into the system.	Critical	Y	
BD.55	The system has the ability to support the submission of a detailed budget, one that includes revenue sources, detailed expenditures, multi-funding sources, multi-year budget and matching funds.	Critical	Y	
BD.56	The system has the ability to support the workflow of the City's budget process, with different phases and approval processes.	↓	Y	
BD.57	The system has the ability to support electronic workflow of notifications for reviewing the budget.	Critical	N	
BD.58	The system has the ability to provide on-line budget review capabilities for individual departments.	critical	N	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
BD.59	The system has the ability to prevent users from making changes to a proposed departmental budget without appropriate approval.	Desired	Y	
	Budget Maintenance			
BD.60	The system has the ability to track budget amounts at the line item level in the chart of accounts.	Desired	Y	
BD.61	The system has the ability to track the original budget, amendments made during the year, and distinguish between the two.	↓	Y	
BD.62	The system has the ability to allow the budget to be amended during the year by authorized personnel and provides an audit trail of those amendments.	↓	Y	
The system has the ability to store the following information when a budget adjustment/amendment is made:				
BD.63	Type of change;	Desired	Y	
BD.64	Reason for change;	↓	Y	
BD.65	Original requestor of change;	↓	Y	
BD.66	Approvers of change;	↓	Y	
BD.67	User making change;	↓	Y	
BD.68	Date and time of change;	↓	Y	
BD.69	Comments/notes;	↓	Y	
BD.70	Scanned and attached documentation; and	↓	Y	
BD.71	Other, user defined.	↓	Y	
BD.72	The system has the ability to allow intrafund transfers to funding from one department to another, through workflow, with appropriate permissions and approvals.	Desired	Y	
BD.73	The system has the ability to allow intrafund transfers to funding between line items within a single department to another, through workflow, with appropriate permissions and approvals.	↓	Y	

Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
BD.74	The system has the ability to lockout changes to the budget after user-defined dates.	Desired	Y	
BD.75	The system has the ability to provide internal controls for making budget adjustments.	Critical	Y	
	Multi-Year and Capital Improvement Budgeting			
BD.76	The system has the ability to accommodate multi-year projects for budget purposes, to include life-to-date appropriations, adopted budget new appropriations, and be fully integrated with the financial system and other modules.	Critial	Y	
BD.77	The system has the ability to provide a framework or model for CIP budgeting, so that once a budget model is built, changes to the budget only require entering variance amounts.	Desired	Y	
BD.78	The system has the ability to view the budget for a multi-year project excluding encumbrances and carry-forward amounts of budget balances.		Y	
BD.79	The system has the ability to allow for multiple funding sources for multi-year projects.		Y	
BD.80	The system has the ability to track budget, expenditures, and funding sources for grants and multi-year projects.		Y	
BD.81	The system has the ability to export CIP and other project data to a project management tool (e.g. MS Project).		N	
BD.82	The system has the ability to import CIP and other project data to a project management tool (e.g. MS Project).		N	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
BD.83	The system has the ability to import data from other City systems for the purposes of outcome-based budgeting.	Critical	N	
BD.84	The system has the ability to attach CIP and other project data (e.g. MS Excel).	↓	Y	
BD.85	The system has the ability to create fixed cost CIP budgets based on prior year actual activity, anticipated rate increases and anticipated capital asset additions (i.e. utility charges, equipment replacement, fleet maintenance and fuel).	↓	Y	
BD.86	The system has the ability to create replacement and maintenance CIP budgets based on an items useful life, annual maintenance, and annual replacement contributions.	Desired	Y	
BD.87	The system has the ability to allow administrators to pre-populate fields, allowing individual department to fill in CIP budget information, with an option by period, easily in a template format.	Desired	Y	
BD.88	The system has the ability to lockout changes to the CIP budget after user-defined dates and criteria.	Desired	Y	
	Forecasting			
MD.89	The system has the ability to provide a budget model or framework for forecasting purposes.	Desired	Y	
The system has the ability to provide budget trending and forecasting capabilities including:				
BD.90	Straight line projection;	Critical	Y	
BD.91	Percentage based on last year actual;	↓	Y	
BD.92	Percentage based on last year budgeted; and	↓	Y	
BD.93	Other, user defined.	Desired	Y	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to provide salary and benefit forecasting capabilities based on the import/integration from the payroll application including:				
BD.94	Number of positions;	Critical	Y	
BD.95	Multiple types of pay;		Y	
BD.96	Current salary ranges;		Y	
BD.97	Bonuses and overtime;		Y	
BD.98	Longevity;		Y	
BD.99	Holiday pay days;		Y	
BD.100	Fringe benefit changes; and		Y	
BD.101	Other, user defined.		Y	
The system has the ability to accommodate automated expenditure analysis of multiple elements including:				
BD.102	Expenditures and revenues to date;	Critical	Y	
BD.103	Encumbrances;		Y	
BD.104	Outstanding invoices;		Y	
BD.105	Outstanding payments;		Y	
BD.106	Balance available to spend;		Y	
BD.107	Estimate of expenditures to year end;		Y	
BD.108	Expected total expenditures for the year;		Y	
BD.109	Estimate of revenues to year end		Y	
BD.110	Estimated total revenues to year end		Y	
BD.111	Collected revenue; and		Y	
BD.112	Other, user defined.	Desired	Y	
BD.113	The system has the ability to allow multiple users to build and save budget forecasting scenarios.	Desired	Y	
BD.114	The system has the ability to allow at least 99 budget forecasting models to be saved.	Desired	Y	
BD.115	The system has the ability to enter and store notes and comments or attach supporting documentation to each budget forecast model.	Critical	Y	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
BD.116	The system has the ability to allow budget forecast/models to be named.	Critical	Y	
BD.117	The system has the ability to provide long-term forecasting capabilities for a minimum of five years in the future.	Critical	Y	
BD.118	The system has the ability to provide "what if" scenario projections for the budget.	Critical	Y	
	Reporting			
BD.119	The system has the ability to export budget data to Microsoft Excel.	Critical	Y	
BD.120	The system has the ability to import budget data from Microsoft Excel.		Y	
BD.121	The system has the ability to integrate with common desktop publishing applications for producing the final or "presentation" budget document (e.g. MS Word, MS Excel)		Y	
BD.122	The system has the ability to track and report on adjustments made to the budget during the year.		Y	
BD.123	The system has the ability to report on budgets at any level of the chart of account structure.		Y	
BD.124	The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual revisions.	Desired	Y	
BD.125	The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual invoices.	Critical	Y	
BD.126	The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual encumbrances.	Critical	Y	

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Budgeting – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
BD.127	The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual requisitions.	Critical	Y	
BD.128	The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual balance.		Y	
BD.129	The system has the ability to project and report on end of year accruals (e.g. payroll).		Y	
BD.130	The system has the ability to query for specific words in budget line items.		Y	
BD.131	The system has the ability to allow "wildcard" searches for a portion of a word.		Y	
BD.132	The system has the ability to allow "drill-down" from any line item in a system generated report.		Y	
BD.133	The system has the ability to provide a budgeted line item sub-entry report (e.g. for line items that include multiple sub-entries in order to expand and identify any budget line detail).	Desired	Y	
BD.134	The system has the ability to allow analysis of current year budget by providing reports that indicate budget-to-actual requisitions.	Critical	Y	
BD.135	The system has the ability to provide budget-to-actual reports by user-defined fields, such as by funds, organizations or accounts.		Y	
BD.136	The system has the ability to generate comparative budget to actual revenue reports.		Y	
BD.137	The system has the ability to print original budget plus any changes/amendments to reach the final budget from prior years (i.e. the full life cycle of a prior year budget).		Y	

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Purchasing - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GENERAL PROGRAM CAPABILITIES: Purchasing:				
PU.1	Ability to accommodate user defined vendor categories (e.g., Disadvantaged Business Enterprises, Problem vendors, etc.).	Desired	Y	
PU.2	Ability to produce labels (or a label file for export) for vendors requiring a W-9.	Critical	Y	
PU.3	Ability to maintain multiple location addresses for each vendor. Please utilize the Comments column to notate the maximum number of addresses for each vendor.	Critical	Y	3 Unlimited.
PU.4	Ability to provide a vendor comment file that may contain a user-defined amount of information, viewable by any user but updateable only by users with authorized security.	Desired	Y	
PU.5	Ability to maintain and print out an audit trail for changes to the vendor master file.	Critical	Y	
PU.6	Ability for users with authorized security to add or change vendor master file records.	Critical	Y	
PU.7	Ability to hide inactive vendors after a user-specified period of time without activity, with appropriate workflow approval.	Desired	N	
PU.8	Ability to add user defined fields to the vendor file.	Desired	Y	
PU.9	Ability to delete vendors after a user-specified period of time without activity.	NA	N	
	Ability to track the following fields on the Vendor file:			
PU.10	Name	Critical	Y	
PU.11	DBA Name	↓	Y	
PU.12	Title (e.g., Dr., Attorney, etc.)	↓	Y	
PU.13	Employee designation	↓	Y	
PU.14	Vendor number	Critical	Y	
PU.15	Multiple addresses (i.e., bid, orders, multiple remit to, etc.) (Please list in the Comments column the number of addresses allowed per vendor.)	Critical	Y	
PU.16	Vendor e-mail & web site information	↓	Y	
PU.17	Contact person(s)	↓	Y	
PU.18	Federal Tax Identification Number (TIN)	↓	Y	

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Purchasing - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PU.19	Phone, mobile phone, and fax number(s)	Critical	Y	
PU.20	Minority/woman/disadvantaged business indicator	Desired	Y	
PU.21	Last date vendor utilized	Critical	Y	
PU.22	Default chart of account information	Critical	Y	
PU.23	Payment methods	Desired	Y	
PU.24	Type of company (e.g., corporation, partnership, etc.)	Critical	Y	
PU.25	Commodity	Desired	Y	
PU.26	Standard payment terms	Desired	Y	
PU.27	Problem vendor flag	Desired	Y	
PU.28	Preferred vendor flag	Desired	Y	
PU.29	Vendor-on-hold flag (e.g. litigation, payment dispute, etc.)	Critical	Y	
PU.30	Other user-defined information	Desired	Y	
PU.31	Ability to classify one-time vendors.	Desired	Y	
PU.32	Ability to track vendor performance	Desired	Y	
PU.33	Ability to track the following by vendor but limited to: purchase orders, invoices, contracts, awarded bids, checks	Desired	Y	
Requisitions				
PU.34	Ability to electronically process multi-delivery, direct ship, blanket and non-blanket requisitions.	Desired	Y	
PU.35	Ability to display multiple account numbers on any line item on requisitions.	↓	Y	
PU.36	Ability to punch-out to cXML vendor hosted web sites for online shopping catalogs.	↓	N	
PU.37	Ability to requisition with or without commodity description.	↓	Y	
Ability to perform the following requisition functions, with the appropriate security:				
PU.38	Inquiry	Critical	Y	
PU.39	Add	↓	Y	
PU.40	Change	↓	Y	
PU.41	Reject	↓	Y	

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Purchasing - **General Requirements**

City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PU.42	Delete	Critical	Y	
PU.43	Ability to provide for multiple lines of input per individual requisition.	Desired	Y	
PU.44	Ability to provide reports to users and management on requisition status.	Desired	Y	
PU.45	Ability to create and track all requisitions by date, by requester, by budget, by item, by action item, etc.	Critical	Y	
PU.46	Ability to check against the budget and pre-encumber requisition per line item.	Desired	Y	
PU.47	Ability to modify items ordered through change order (add or delete) including part, class, quantity, unit of measure, vendor, cost, project, fund, with the appropriate security.		Y	
PU.48	Ability to track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.		Y	
PU.49	Ability to convert lines of requisitions to multiple purchase orders and different vendors.		N	
PU.50	Ability to carry forward approval and user contact information from the requisition to the purchase order.		Y	
PU.51	Ability to limit general ledger distribution accounts to only those valid for that department/user.		Y	
PU.52	Ability to have multiple line items per purchase order with capability for one/multiple delivery schedules per line printed on purchase order.		Y	
PU.53	Ability to automatically or manually number requisitions with the ability to restart the numbering process with each fiscal year.	Critical	Y	
PU.54	Ability to create purchase orders from requisitions.	Desired	Y	
PU.55	Ability to allow for unlimited standard and free form messages at the header and line item level.		Y	
PU.56	Ability to generate bill to and ship to information automatically with secondary or internal delivery to location.		Y	
PU.57	Ability for requisition to specify multiple delivery dates and locations by line item.		Y	

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Purchasing - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PU.57	Ability for requisition to specify multiple delivery dates and locations by line item.	Desired	Y	
PU.58	Ability to request a budget transfer as part of the requisition process		N	
PU.59	Ability to notify originator when requisitions have been rejected.		Y	
PU.60	Ability to assign a requisition to a project		Y	
PU.61	Ability to create unique workflow rules by department, dollar amount, general ledger account or user.		Y	
PU.62	Ability for user to check on status of workflow approval		Y	
PU.63	Ability to interface to a contract file for contract items		Y	
PU.64	Ability to create a pick ticket if item is in inventory		N	
PU.65	Ability to create requisition for a particular work order and task		N	
PU.66	Ability to change terms and discounts with proper security.		Y	
Reports:				
PU.68	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)	Critical	Y	
PU.69	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		Y	
PU.70	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.	Desired	Y	
PU.71	Ability to create PDF files or HTML links.	Critical	Y	
PU.72	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		N	
PU.73	Ability for scheduled reports to be emailed to a user.		N	
PU.74	Ability to export queries to popular desktop applications (i.e., Excel, Word).		Y	
PU.75	Ability to create a requisition report, which can be sorted by buyer.	Desired	Y	
PU.76	Ability to display and/or print any / all reports and screens.		Y	
PU.77	Ability to generate vendor reports based upon user defined criteria.		Y	

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Purchasing - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PU.78	Ability to track and report on requisition, purchase order and receiving information.	Desired	Y	
PU.79	Ability to merge requisitions into single purchase order to be sent to vendor.		Y	
PU.80	Ability to create an unlimited number of user defined fields on a requisition.		N	4 user fields + Notes.
PU.81	Ability to attach documents to a requisition and have those flow onto purchase order.		Y	
PU.82	Ability to create a bid or contract from a requisition		Y	
PU.83	Ability to create both current and next year requisitions with proper permissions.		Y	
PU.84	Ability to create a requisition with a vendor on the fly.		Y	
PU.85	Ability to indicate on requisition if three-way match is required.		N	
PU.86	Ability to customize requisition screens so user only sees fields that are pertinent to them.		N	
PU.87	Ability to copy line items within a requisition or copy the entire requisition to a new one.		Y	Copy entire req. only.
PU.88	Ability to establish shipping locations per line item.		Y	
Purchase Orders:				
PU.89	Ability to support encumbrance control for budgeted funds.		Y	
PU.90	Ability to support soft pre-encumbrance control, whereby a warning is given if sufficient funds are not available.		Y	
PU.91	Ability to copy information from one process to another without rekeying (i.e., requisition to purchase order).		Y	
PU.92	Ability to copy, paste all information.		Y	
PU.93	Ability for the purchase order to be submitted back to the vendor via the cXML interface if noted to do so on the vendor profile.		N	
PU.94	Ability to drill down to supporting documents within the purchasing system.		Y	

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Purchasing - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Ability to establish and maintain information concerning:				
PU.95	Vendors	Critical	Y	
PU.96	Commodities and a commodity coding structure (NIGP codes)	Desired	Y	
PU.97	Standards or specifications for items acquired		Y	
PU.98	Standard text for terms and conditions of purchases		Y	
PU.99	Ability to record and maintain history of purchases, commodities, and volumes.		Y	
PU.100	Ability to support workflow for procurement approval process, including multiple approvals at the departmental and central purchasing levels.		Y	
PU.101	Ability to support two-way and three-way matching of documents.		N	
PU.102	Ability to support automatic entry into other modules, such as inventory, work orders and capital assets from purchasing.		Y	Into FA.NET
PU.103	Ability to maintain history of all purchasing processes including requisitions and multiple types of purchases.		Y	
PU.104	Ability for end-users to check expenditures to date against encumbrances and budgets and see results on-line in real time prior to processing an expenditure request.		Y	
PU.105	Ability to support updating general ledger accounts for all procurement transactions.		Y	
PU.106	Ability to look up real-time status of purchasing processes.		Y	
PU.107	Ability to track last purchase date and amount for any item.		Y	
PU.108	Ability to track expenditures against credit cards issued to employees.		Y	
PU.109	Ability to utilize imaged or scanned documents such as vendor invoices and other source documents.		Y	
PU.110	Ability to accommodate partial receipts.		Y	
PU.111	Ability to detect and measure early / late and over / under shipments.		Y	
PU.112	Ability to maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).		Y	
PU.113	Ability to manually flag purchases for fixed asset tables upon receipt of good, with the appropriate security.		Y	
PU.114	Ability to audit receiving data by logon ID, date, time, etc.		Y	

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Purchasing - **General Requirements**

City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PU.115	Ability to flag received goods for entry into inventory by item number.	Desired	Y	
PU.116	Ability to select all during purchase order receiving.		Y	
PU.117	Ability to support electronic (on-line) or fax capabilities for purchase orders and other vendor/procurement functions.		Y	
PU.118	Ability to create purchase order user defined fields that are available during purchase order entry process.		Y	
PU.119	Ability to allow purchase orders created from requisitions to automatically post.		Y	
PU.120	Ability to support purchasing thresholds by vendor (e.g., $25,000 bid limit).	Critical	Y	
PU.121	Ability to support one master vendor file for all modules in the system, with security on the ability to change and/or update vendor records.	Critical	Y	
PU.122	Ability to detect duplicate vendor information upon entry of vendor information.	Critical	Y	
PU.123	Ability for purchase orders to specify multiple delivery dates and locations by line item.	Desired	Y	
PU.124	Ability to allow transactions with valid vendors only.		Y	
PU.125	Ability to allow the selective inactivation or purging of vendor records by user-defined criteria.		Y	
PU.126	Ability to search for a vendor by item code, number, or description (in other words, attach vendor to an item(s)).		Y	
Ability to maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:				
PU.127	Payment history	Critical	Y	
PU.128	Discounts taken		Y	
PU.129	Purchase price variances		Y	
PU.130	Ability to effective date transactions, either before or after the current date.		Y	
PU.131	Ability to enter a percentage discount on the purchase order.		Y	
PU.132	Ability to enter future dates beyond the end of the fiscal year		Y	
PU.133	Ability to mass close purchase orders.		Y	

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Purchasing - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PU.134	Ability to summarize charges on an account and project level at the end of a purchase order.		Y	
PU.135	Ability to create purchase order change orders to the original purchase order document and update general ledger accordingly.		Y	
PU.136	Ability to have an integrated document management system where you can view all related documents within the purchasing module (requisition, purchase order, invoice and accounts payable check).		Y	
Provide for the following carry forward methods for PO's at year end:				
PU.137	GAAP	Critical	Y	
PU.138	Budgetary		Y	
PU.139	GAAP/Budgetary		Y	
PU.140	Transfer		Y	
PU.141	Ability to disencumber the purchase order from the prior year; re-encumber and charge the expense to the current year.		Y	
PURCHASE ORDER REPORTS				
PU.142	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services).	Critical	Y	
PU.143	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.	↓	Y	
PU.144	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.	↓	Y	
PU.145	Ability to create PDF files or HTML links.	↓	Y	
PU.146	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).	↓	N	
PU.147	Ability for scheduled reports to be emailed to a user.		N	
PU.148	Ability to export queries to popular desktop applications (i.e., Excel, Word).	Critical	Y	
Ability to create the following purchasing reports:				
PU.149	Open purchase orders report by expense account	Desired	Y	
PU.150	Open purchase orders report by due date		Y	
PU.151	Open purchase orders report by vendor	↓	Y	

Purchasing - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PU.152	Open purchase orders report by commodity code	Desired	Y	
PU.153	Open purchase orders audit report		Y	
PU.154	Items not received listing		Y	
PU.155	Ability to generate reports of all purchase orders based on calculated user-defined criteria (e.g., >$2500 or between 5/1/ and 6/1).		Y	
PU.156	Ability to process workflow for purchase order change orders.		Y	
PU.157	Ability to mass cancel selected purchase orders prior to yearend processing.		Y	
PU.158	Ability to carry forward open encumbrances to the new year.		Y	
PU.159	Ability to indicate on the purchase order if three-way match is required.		N	
PU.160	Ability for purchase order receiving to automatically generate an inventory receipt transaction		N	
PU.161	Ability to match open purchase order encumbrances to associated general ledger accounts.		Y	
PU.162	Ability to have up to 199-line items on a purchase order.		Y	
PU.163	Ability to have multiple accounts on a purchase order line.	Critical	Y	
PU.164	Ability to have up to a 210-character description on purchase order line items.	Desired	N	100 characters + Notes
PU.165	Ability to define ship-to locations per purchase order line item.	Desired	Y	

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Accounts Payable- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
	General Requirements			
AP.1	The system has the ability to view approval status of purchase orders and requisitions.	Desired	Y	
AP.2	The system has the ability to produce a full audit trail on all transactions	critical	Y	
AP.3	The system has the ability to print 1099 forms on a laser printer.	Critical	Y	
AP.4	The system has the ability to transmit 1099 forms electronically per federal government regulations	↓	Y	
AP.5	The system has the ability to accommodate 3-way matching of purchase order, receiving documents, and invoice.	Desired	Y	
AP.6	The system has the ability to set a tolerance at invoice level by department, which can limit the amount of override allowed on an invoice.	Desired	N	
AP.7	The system has the ability to support electronic workflow for approvals by dollar amount	Desired	Y	
AP.8	The system has the ability to support electronic workflow for approvals by general ledger account number.	critical	Y	
AP.9	The system has the ability to import purchasing card transaction detail.	Desired	Y	
AP.10	The system has the ability to support "positive pay." The system has the ability to send an electronic file of all checks, including system-driven I manual checks, to the City's bank for comparison with checks being cashed in order to help reduce opportunities for fraud.	Desired	Y	
AP.11	The system has the ability to accept an import file from utility companies for payment.	Desired	C	
AP.12	The system has the ability to distribute journal entries from accounts payable to general ledger immediately (real-time) or in batch.	critical	Y	
AP.13	The system has the ability to make corrections or additions to any field or screen throughout the purchasing process with appropriate security and with an audit trail of all changes (i.e., PO Corrections, Invoice Corrections).	critical	Y	
AP.14	The system has the ability to make corrections or additions to any field or screen throughout the purchasing process with appropriate security and with an audit trail of all changes including after the time of payment for select information (i.e. description or attachments).	critical	Y	

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Accounts Payable- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
	Invoice Entry			
AP.15	The system has the ability to support decentralized invoice entry at the department level.	Critical	Y	
AP.16	The system has the ability to support batch, multiple or individual invoice entry.		Y	
AP.17	The system has the ability to support at least a 35-character invoice number field.		N	20 character limit.
AP.18	The system has the ability to accommodate partial payment.		Y	
AP.19	The system has the ability to support at least a 256-character invoice description field.	Desired	N	100 character limit.
AP.20	The system has the ability to have an applied date in a fiscal year based on the invoice date (i.e. when receiving an invoice in a new fiscal year dated for a previous fiscal year).	Critical	Y	
	The system has the ability to support multiple status modes for invoices including but not limited to the following:			
AP.21	Pending;	Critical	Y	
AP.22	Open;		Y	
AP.23	Approved;		Y	
AP.24	Held;		Y	
AP.25	Reject;		Y	
AP.26	Delete; and		Y	Void
AP.27	Other, user-defined		Y	
AP.28	The system has the ability to copy existing invoices to new ones.	Desired	Y	
AP.29	The system has the ability to accumulate multiple invoices into one vendor check with the ability to turn this function on and off.	Critical	Y	
AP.30	The system has the ability to electronically attach scanned invoices to the payable entry.	Critical	Y	
AP.31	The system has the ability to flag invoices as reimbursable expenses through the grant process.	Desired	Y	

Accounts Payable- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AP.32	The system has the ability to allow for an invoice to be distributed to (at least) 99 different general ledger accounts.	Desired	Y	
AP.33	The system has the ability to automatically split invoices to difference accounts based on user-defined rules.	Critical	Y	
AP.34	The system has the ability to enter invoices upon receipt and select future payment date.	Desired	Y	
AP.35	The system has the ability to support recurring invoices	Critical	Y	
AP.36	The system has the ability to hold credit invoices and apply them to future invoices.	Desired	Y	
AP.37	The system has the ability to flag invoices during invoice entry required for 1099 processing and reporting.	Critical	Y	
	Check Processing, Printing and Reconciliation			
AP.38	The system has the ability to interface with laser check printers.	Critical	Y	
AP.39	The system has the ability to import a file for bank reconciliation.		Y	
AP.40	The system has the ability to update the general ledger to account for voided and re-issued checks.		Y	
AP.41	The system has the ability prohibit duplicate check numbers within the same checkbook.		Y	
AP.42	The system has the ability to generate manual or off-cycle checks.		Y	
AP.43	The system has the ability to print checks in numerical order.		Y	
AP.44	The system has the ability to pay a large number of invoices to one vendor with one check and have stub information printed on an overflow statement.		Y	
AP.45	The system has the ability to print the entire invoice number on the check.		Y	
AP.46	The system has the ability to print a minimum of 20 characters in a comments field on the check		Y	
AP.47	The system has the ability to produce digitized electronic signatures as part of the check printing process.		Y	
AP.48	The system has the ability to print a check register at pre-determined intervals and on demand.		Y	

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Accounts Payable- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AP.49	The system has the ability to re-print check registers for past dates to include complete activity 9i.e. voided or canceled checks).	Critical	Y	
AP.50	The system has the ability to notify a user and supervisor if check numbers are missing in that time period (i.e. voided or destroyed checks).	Desired	N	
AP.51	The system has the ability to process ACH payments.	Critical	Y	
AP.53	The system has the ability to store multiple email addresses for vendors with designation for a primary.		Y	
AP.54	The system has the ability to lock the ACH file between processing and transmittal.		N	
AP.55	The system has the ability to print month end and year end check register which indicates cleared and/or outstanding checks.		Y	
AP.56	The system has the ability to drill back to the requisition and supporting documentation that created the purchase order.		Y	
AP.57	The system has the ability to print a duplicate check during the check printing process.		Y	
AP.58	The system has the ability to re-run the check printing process		Y	
	Vendor Management			
AP.59	The system has the ability to search by any field in the vendor file.	Critical	Y	
AP.60	The system has the ability to provide "wild-card" search capability for a work or portion of a word in any field in the vendor file.		Y	
AP.61	The system has the ability to allow a search query for a single word that may exist in multiple fields within the vendor file (i.e. a search for a particular work in a vendor name but also in a vendor contact name or d/b/a).		Y	
AP.62	The system has the ability to indicate whether inactive vendors should be included when searching for a field in the vendor file.		Y	
AP.63	The system has the ability to assign a classification to a vendor by user-defined pick table.		Y	
AP.64	The system has the ability to provide multiple vendor address fields.		Y	
AP.65	The system has the ability to allow inquiry-only access to the vendor table.		Y	

Accounts Payable- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AP.66	The system has the ability to flag a vendor that is not to be used or is inactive.	Critical	Y	
AP.67	The system has the ability to maintain one vendor file that is shared between requisitions, purchase orders, contracts, and accounts payable.		Y	
AP.68	The system has the ability to integrate with purchasing card systems for the purpose of maintaining a single vendor file.		Y	
AP.69	The system has the ability to compare vendors that are owed money with vendors that owe the City money and warn the use when this condition exists.		Y	
AP.70	The system has the ability to merge vendor records with proper security permissions and an audit trail while maintaining all data for each merged vendor record.		Y	
AP.71	The system has the ability to attach files to the vendor file for audit purposes (e.g. W9, etc).		Y	
AP.72	The system has the ability to provide an audit trail for all changes to the vendor file.		Y	
AP.73	The system has the ability to allow a user to view all of the vendor transactions including purchase orders and purchasing card activity.		Y	
AP.74	The system has the ability to report on purchase order and purchasing card transactions separately.		Y	
AP.75	The system has the ability to enter a vendor on the fly or a onetime vendor with appropriate approval and permissions.		Y	
	The system has the ability to notify a user that a vendor already exists when setting up a new vendor based on the following fields with the ability to override based on appropriate security permissions:			
AP.76	Name;	Critical	N	
AP.77	Doing-Business-As-Name;		N	
AP.78	Address;		N	
AP.79	Tax ID;		Y	
AP.80	Email Address;		N	
AP.81	Phone number;		N	

Accounts Payable- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AP.82	Point of contact, and	Critical	N	
AP.83	Other user-defined criteria	Desired	N	
	Vendor Processing			
AP.84	The system has the ability to allow for the electronic submission of invoice from venders (e.g., e-bills, etc).	Desired	Y	
AP.85	The system has the ability to automatically assign payment terms for vendors and provides the ability to override the payment terms at the vendor and/or invoice level.	↓	Y	
AP.86	The system has the ability to produce 1099 Forms per federal standards.	Critical	Y	
AP.87	The system has the ability to correct errors made in 1099 boxes and recalculate at year end so the information on the final 1099 form is correct.		Y	
AP.88	The system has the ability to calculate percentage and amount discounts 9i.e. early payments).		Y	
AP.89	The system has the ability to flag invoices (or groups of invoices) so that more than one check may be written to a vendor in any given check run for those transactions or vendors requiring separate checks.		Y	
AP.90	The system has the ability to calculate and trach retainage for contractor or subcontractor invoices.		N	
AP.91	The system has the ability to flag a vendor as being a check vendor or an ACH vendor.		Y	
AP.92	The system has the ability to override a flag on a vendor for ACH to be able to issue a check.		Y	
AP.93	The system has the ability to track date of last activity for vendors		Y	
AP.94	The system has the ability to track calendar year-to-date payments in addition to fiscal year-to-date totals.		Y	
AP.95	The system has the ability to produce tentative 1099 lists fir review before printing or transmitting final list to the IRS.		Y	
AP.96	The system has the ability to specify the box or line on the 1099 form that the dollar amount will be printed in or on.	↓	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AP.97	The system has the ability to provide notification of duplicate invoice number entry of same vendor and provides for authorized user override.	Critical	Y	
AP.98	The system has the ability to show amount retained on each vendor/subcontractor check.	Desired	Y	
AP.99	The system has the ability to view and search through vendor list online (alphabetically by bender name and vendor number) and be able to select vendor from that screen for invoice entry.	Desired	Y	
AP.100	The system has the ability to change vendor remit-to address.	Critical	Y	
AP.101	The system has the ability to record with an audit trail when the remit-to address is changes.	Critical	Y	
AP.102	The system has the ability to attach files to document the change of address in a vendor file.	Desired	Y	
	Reporting			
AP.103	The system has the ability to generate a report of anticipated cash requirement for disbursements.	Desired	Y	
AP.104	The system has the ability to generate a report of scheduled checks to be written.	Critical	Y	
AP.105	The system has the ability to generate a vendor master listing report.	Critical	Y	
AP.106	The system has the ability to generate a summary payment report by vendor.	Critical	Y	
AP.107	The system has the ability to generate a report of 1099 vendors by tax category.	Critical	Y	
AP.108	The system has the ability to export report information to MS Word and MS Excel.	Critical	Y	
The system has the ability to generate a report or allow on-screen inquiry of a variety of vendor information (outstanding checks, volume of checks, etc.)				
AP.109	Vendor;	Critical	Y	
AP.110	Check number	↓	Y	
AP.111	Date or date range;		Y	
AP.112	Address		Y	

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Accounts Payable- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AP.113	Invoice	critical	Y	
AP.114	Amount; and	↓	Y	
AP.115	Other, user-defined criteria (based on any element in the vendor file).	Desired	Y	
AP.116	The system has the ability to generate a report of checks paid by department.	Desired	Y	
AP.117	The system has the ability to generate a report of checks paid by fund.	Desired	Y	
AP.118	The system has the ability to generate a report of invoices outstanding by department.	Desired	Y	
AP.119	The system has the ability to generate a monthly expenditure report by fund.	Desired	Y	
AP.120	The system has the ability to generate an end of year AP Reconciliation report.	Desired	Y	
AP.121	The system has the ability to generate an aging report by fund.	Desired	Y	
AP.122	The system has the ability to generate a monthly check reconciliation report of all checks as well as manual/off-cycle checks.	Desired	Y	
AP.123	The system has the ability to provide ad-hoc reporting capabilities.	Critical	Y	
AP.124	The system has the ability to provide ad-hoc query capabilities by invoice number with the ability to display individual line items on the invoice.	Desired	Y	

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Accounts Receivable & Billing- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GENERAL PROGRAM CAPABILITIES:				
AR.1	The system has the ability to provide an Accounts Receivable, Billing, and Cash Receipts module that is integrated with its other system modules such as general ledger, cash receipts, purchasing, accounts payable and accounts receivable.	Critical	Y	
AR.2	The system has the ability to identify each transaction by a reference number that is sequentially generated automatically	Critical	Y	
AR.3	The system has the ability to produce summary and detail general ledger and sub ledger journals one for every accounts receivable transaction	Critical	Y	
AR.4	The system has the ability to provide decentralized data entry of billing information and an electronic approval process for submission of bills.	Critical	Y	
AR.5	Ability to merge customer records	Critical	Y	
AR.6	Ability to attach documents to invoices, customers, ad or receipts	Critical	Y	
AR.7	Ability to indicate upon customer entry when a customer may already exist	Critical	Y	
AR.8	Ability to support us of bar-coding and scanning technology for invoicing and collection	Desired	Y	
AR.9	Receivable system can track loans and payments (receivables) linked to the loan.	Desired	N	
AR.10	Ability to support both accrual and cash basis accounting	critical	Y	
AR.11	Sorting and displaying accounts receivable in a prescribed aging format	Critical	Y	
AR.12	Ability to receive Electronic Fund Transfers for customer payments.	Desired	Y	
AR.13				
AR.14	Ability to automatically assign sequential customer and invoice numbers.	critical	Y	
AR.15	Ability to adjust bills for a customer.	critical	Y	
AR.16	Ability to accommodate decentralized cash deposit entry.	NA	Y	
AR.17	Ability to support use of bar-coding and scanning technology for invoicing and collection.	Desired	Y	
AR.18	Ability to have separate bank accounts	critical	Y	
AR.19	System should provide method of user defined structures for grouping customers into unique types/classifications.	Critical	Y	

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Accounts Receivable & Billing- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AR.20	Ability to indicate upon customer entry when a customer already exists for a given SSN	Critical	N	
AR.21	Ability to security sensitive customer information (e.g. Date-of-Birth, SSN, EFT, and driver's license)	Critical	Y	
AR.22	Ability to merge customer records (singly or en masse)	Critical	Y	
AR.23	Ability to activate and inactivate customers	Critical	Y	
AR.24	Ability to attach documents to invoices, customers, and/or receipts.	Critical	Y	
AR.25	Ability to develop payment plans rules based on type of offense, type of receivable with appropriate security permissions	Desired	N	
Customer Data Record:				
AR.26	Customer Number	Critical	Y	
AR.27	Customer Name	Critical	Y	
AR.28	Customer active indicator	Critical	Y	
AR.29	Last account activity	Critical	Y	
AR.30	Person/Entity indicator	Critical	Y	
AR.31	Multiple Contact names	Desired	Y	
AR.32	Contact email address	Desired	Y	
AR.33	Cross Reference ID to external systems.	Desired	Y	
AR.34	Social Security Number or Tax ID Number	Critical	Y	
AR.35	User-Defined ID Number (e.g., property index number)	Critical	Y	
AR.26	Customer Number	Critical	Y	
AR.36	Multiple Phone number (e.g., office, cell, etc.)	Desired	Y	
AR.37	Multiple Addresses	Desired	Y	
AR.38	Web address	Desired	N	
AR.39	Current and unpaid late payment penalty and interest charges	Critical	Y	
AR.40	Balance due	Critical	Y	
AR.41	Last payment amount	Critical	Y	
AR.42	Last payment date	critical	Y	
AR.43	Year-to-date payments	Critical	Y	
AR.44	Customer Credit Score	Desired	N	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AR.45	Bad check or dunning status	Desired	Y	
AR.46	Ability to flag customer with a bankruptcy status and notes	Critical	Y	
AR.47	Customer type (multiple)	Critical	Y	
AR.48	Statement cycle (e.g., weekly, monthly)	Desired	Y	
AR.49	Notes/comments (miscellaneous additional information)	Critical	Y	
AR.50	Customer History	Critical	Y	
AR.51	Date customer was added	Desired	Y	
AR.52	Default delivery method (i.e., Print, Fax, Email, Print/Email)	Critical	Y	
AR.53	User Defined fields	Desired	Y	
AR.54	Ability to add information	Critical	Y	
Invoices/Statements:				
AR.55	Ability to itemize charges on customer invoice.	Critical	Y	
AR.56	Ability to manage separate billing cycles by department, receivable, and customer type	Critical	Y	
AR.57	Ability to develop customized invoices (e.g., Police logo for public safety intergovernmental billings and site logo for misc. receivables)	Desired	Y	
AR.58	Ability to import invoices produced by other billing systems to allow centralized collections and payment processing functions.	Desired	Y	
AR.59	Ability to produce one-time or recurring invoices.	Critical	Y	
AR.60	Ability to perform insurance billing for retired employees	Critical	Y	
AR.61	Ability to allow viewing of all outstanding invoices when applying payments to a customer account	Critical	Y	
AR.62	Ability of allow customers to pre-pay for anticipated future invoices and apply those payments with appropriate security permissions	Desired	Y	
AR.63	Ability to perform automated inter-departmental billing	Desired	Y	
AR.64	Ability to suppress invoices for internal customers and create automatic journal entries for workflow approval with sufficient detail of charges.	Desired	Y	
AR.65	Ability to charge different rates for internal and external customers.	Desired	Y	

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Accounts Receivable & Billing- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AR.66	Ability to include the billing date range and/or period on invoices.	Critical	Y	
AR.67	Ability to maintain and send invoices to multiple addresses for the same customer.	Critical	Y	
AR.68	Ability to generate statements showing activity and beginning and ending balances for any user-defined time period.	Critical	Y	
AR.69	Ability for customers to search and pay for general bills using an online citizen portal.	Critical	Y	With BSA Online, have other to view water bills online.
Has ability to generate account statements for the following:				
AR.70	Specific accounts	Critical	Y	
AR.71	Range of accounts within a department	Critical	Y	
AR.72	Range of customers	Desired	Y	
AR.73	Delinquent accounts	Critical	Y	
AR.74	Ability to generate consolidated statements for customers with multiple accounts.	Desired	Y	
AR.75	Ability to maintain detail of unbilled charges.	Desired	N	
AR.76	Ability to exclude / include billing detail data elements, allowable charges, and overhead on specific bills or all bills.	Desired	Y	
AR.77	Ability to correct and reprint invoices and statements.	Critical	Y	
AR.78	Ability to accommodate online cancellation and one step automatic reversals of invoice entries.	Critical	Y	
AR.79	Ability to print a duplicate bill and or statement upon request.	Critical	Y	
AR.80	Ability to store multiple user-defined dunning messages and/or letters, according to user-specified parameters.	NA	Y	
AR.81	Ability to classify dunning notices (e.g., groups of customers)	NA	Y	
AR.82	Ability to write-off small discrepancies between the amount due and the amount received with proper security.	NA	Y	
AR.83	Ability to generate an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process	Critical	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AR.84	System should allow for a single invoice to be distributed to multiple accounting distributions based on a user-defined allocation (e.g., percentage)	Critical	Y	
AR.85	Ability to retain history on written-off accounts for user-defined periods	Critical	Y	
Receipts:				
AR.86	Ability to record cash, check & credit card receipts and create user-defined payment methods.	Critical	Y	
AR.87	Ability to apply revenue to multiple funds and/or accounts.	critical	Y	
AR.88	Ability to accept batch entry of invoices, cash receipts or adjustment transactions.	critical	Y	
AR.89	Ability to accommodate Electronic Fund Transfers (EFT)	Critical	Y	
AR.90	Ability to Support Lockbox Processing (including NACHA formats)	Desired	Y	
AR.91	Ability to break out EFT payments to different account numbers.	Critical	Y	
AR.92	Provides for secure / PCI Compliant Credit Card Processing	critical	Y	Third-party
AR.93	Provides Remote Deposit Capture for Checks (Check 21 Compliance)	Desired	N	
AR.94	Ability to accommodate multiple payments for an invoice.	Desired	Y	
AR.95	Ability to accommodate single payments applied against multiple invoices.	Desired	Y	
AR.97	System will notify customer that credits or overpayment has been made.	Desired	Y	
AR.98	Ability, upon customer overpayment, to optionally select to carry a credit balance or to generate a refund, kicking off the payment process and associated approvals.	Desired	Y	
AR.99	Ability to systematically prevent refunds for less than a certain dollar amount, which can vary by type of refund.	Critical	N	
AR.100	Ability to integrate with Accounts Payable for issuing a refund check	critical	Y	
AR.101	Ability to calculate and accommodate user-defined discounts (i.e., a 2% discount for early payment, etc.).	Critical	N	
AR.102	The system has the ability to support online (web-based) payments.	critical	Y	
AR.103	Ability to generate interest on overdue amounts.	critical	Y	
AR.104	Ability to adjust interest dates at time of payment and recalculate interest owed	Critical	N	

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Accounts Receivable & Billing- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AR.105	Ability to generate late payment fees by either a percentage or flat amount.	Critical	Y	
AR.106	Ability to accommodate different fee structures for different receivable types.	Critical	Y	
AR.107	Ability to calculate credit score based on user defined criteria.	Desired	N	
Ability to generate the following information on cash receipts:				
AR.108	Amount	Critical	Y	
AR.109	Customer Name (optional)		Y	
AR.110	Customer ID (optional)		Y	
AR.111	Customer address (optional)		Y	
AR.112	Default accounts (multiple)		Y	
AR.113	Date of service		Y	
AR.114	Current date		Y	
AR.115	Individual who received the payment	Desired	Y	
AR.116	Form of payment (check, cash, credit)	Critical	Y	
AR.117	Description of service (text and/or code) (multiple)	Critical	Y	
AR.118	Ability to transfer overages to other related bills, with the appropriate accounting affect automatically.	Critical	Y	
AR.119	Ability to pull up an existing cash receipt entry and reverse it, with the appropriate accounting affect automatically.	Critical	Y	
AR.120	Ability to provide flexible NSF rules (fixed, percentage, or escalating fee amounts)	Desired	Y	
AR.121	Ability to secure cash drawer by opening only on cash payments	Desired	Y	
AR.122	Ability to reverse a lockbox process or a batch of receipts	Critical	Y	
Reports:				
AR.123	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)	Desired	Y	
AR.124	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.	Desired	Y	
AR.125	Ability to copy existing reports to new report titles for modification to a new report.	Desired	Y	

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Accounts Receivable & Billing- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
AR.126	Ability to create PDF files or HTML links.	Critical	Y	
AR.127	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).	Critical	N	
AR.128	Ability for scheduled reports to be emailed to a user.	Critical	N	
AR.129	Ability to export queries to popular desktop applications (i.e., Excel, Word).	critical	Y	
Ability to generate a report by user or by department for:				
AR.130	Daily cash receipts	Critical	Y	
AR.131	Cash register journals		Y	
AR.132	Daily bank deposits		Y	
AR.133	The system has the ability to produce a listing of late customer accounts where "late" can be user defined		Y	
AR.134	The system has the ability to generate AR aging reports for both summary by customer and detail within customer by invoice		Y	
AR.135	The system has the ability to compute late charges for customers not paying within a designated period of time.		Y	
AR.136	Ability to list receivables written off.		Y	
AR.137	Ability to accommodate automatic reconciliation to the bank.		Y	
AR.138	Ability to generate a variance report showing revenue accruals vs. actual collection.		Y	

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Capital Assets - **General Requirements**

City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
	Functional Requirements – Capital Assets			
FA.1	Ability to track non-capitalized assets / equipment items (i.e.: computer equipment, non-licensed vehicles) per department / division for risk management purposes.	Critical	Y	
FA.2	Ability to track non-depreciable technology inventory items (desktops, laptops, etc.) including detailed information such as component detail, serial numbers, technical specifications, etc.	Critical	Y	
FA.3	Ability to fully integrate with purchasing, project & grant accounting and work orders to create or improve assets.	Critical	Y	
FA.4	Ability to update assets from capitalized to non-capitalized (or vice versa) and automatically create the necessary general ledger posting.	Critical	Y	
FA.5	Ability to restrict separate role permissions for capitalized and non-capitalized assets.	N/A Desired	Y	
Ability to identify grant funded assets:		Desired		
FA.6	By identifying more than one grant associated with an asset	Maybe?	Y	
FA.7	By identifying the percentage split, or capitalization breakout (to each grant) for each asset	Desired	Y	
FA.8	Ability for capital asset system to provide robust query ability.	Critical	Y	
FA.9	Ability to export/import capital asset information to/from common spreadsheet applications.	Critical	Y	Export, not import.
FA.10	Ability to support bar coded asset tags and portable bar code readers for performing physical inventories.	Desired	Y	
FA.11	Asset numbers do not necessarily need to correlate to asset tag numbers - Allow the system to generate tag numbers, have external tag numbers assigned, or not have tag numbers.	Desired	Y	
FA.12	Ability for system to list and value infrastructure capital assets.	Critical	Y	
FA.13	Ability for system to identify capital outlay by program the assets support.	Desired	Y	
FA.14	Ability for system to depreciate capital assets and allocate depreciation to those programs that use the assets.	Critical	Y	

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Capital Assets - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
	Invoice Entry			
FA.15	Ability for the fixed asset module to interface with the accounts payable module. Information on newly obtained fixed assets is reported for verification, then automatically transferred from the accounts payable module into the fixed assets master file system.	Critical	Y	
FA.16	Ability to track multiple user defined fields on the asset master record.	Desired	Y	
FA.17	Ability to provide a classification scheme to code fixed assets according to type (i.e., desks, cars, etc.).	Critical	Y	
FA.18	Ability to accommodate free-form descriptive text to further describe any asset. The text is electronically associated with the master file.	Desired	Y	
FA.19	Security access to edit assets is assigned to each asset.	Desired	Y	
FA.20	Ability to idle assets (suspend depreciation).	Desired	Y	
FA.21	Ability to link to all related ERP modules (Fleet, etc.).	Desired	N	Link to AP, PO, & GL.
FA.22	Ability to access a master file by entering any asset field.	Desired	Y	
FA.23	Ability to accommodate alpha numeric asset numbers.	Critical	Y	
FA.24	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.	Desired	Y	
FA.25	Ability to reassign parent/child relationships.	Desired	Y	
FA.26	Ability to capitalize items in aggregate (as a group).	Critical	Y	
FA.27	Can track quantity in the asset master record - minimum of 6 digits.	Desired	Y	
Project Based Assets:				
FA.28	Interfaces with the work order system to capture project costs for aggregate / project assets	Critical	N	
FA.29	Allows a project to be associated with multiple assets	Desired	Y	
FA.30	Allows an asset to be associated with multiple projects	Desired	Y	
FA.31	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.	Desired	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
FA.32	Ability to track Construction in Progress (CIP) assets.	Critical	Y	
FA.33	Ability to transfer CIP asset to an active assets and perform.	critical	Y	
FA.34	Allows for transfer of assets between departments, locations and funds, accommodating interfund and inter-dept. transfers, duplicating all identifying data from original record.	Critical	Y	
Maintains on-line history of asset transactions, including:				
FA.35	Location changes	Desired	Y	
FA.36	Account number changes	↓	Y	
FA.37	Status change	↓	Y	
FA.38	Change to key field in auxiliary system	↓	Y	
FA.39	Partial disposals	critical	Y	
FA.40	Valuation change	↓	Y	
FA.41	Date of last depreciation adjustment	↓	Y	
FA.42	Ability to calculate asset values to replacement costs for insurance purposes.	Desired	Y	
FA.43	Supports asset value appreciation for real property and provides a detailed audit trail. Any appreciation does not affect cost basis.	Desired	Y	
FA.44	System has the ability to support multiple depreciation schedules.	critical	Y	
FA.45	Retention of fully depreciated assets in fixed asset master file for inventory control purposes prior to disposition.	critical	Y	
FA.46	Provides additional depreciation method for assets that are depreciated by amount used/consumed.	critical	Y	
FA.47	Ability to add and retire asset by a quantity.	critical	Y	
ASSET MASTERFILE				
Ability to record the following information on a capital asset:				

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Capital Assets - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
FA.48	Fund/Account Group	critical	Y	
FA.49	Fund Type		Y	
FA.50	Property Type		Y	
FA.51	Building		Y	
FA.52	Location		Y	
FA.53	Responsibility		Y	
FA.54	Department		Y	
FA.55	Custodian		Y	
FA.56	Program		Y	
FA.57	Acquisition Date		Y	
FA.58	Original Cost		Y	
FA.59	Current Value		Y	
FA.60	Status (active, disposed, idle, etc.)		Y	
FA.61	Previous asset number		Y	
FA.62	Document Reference Number		Y	
FA.63	Acquisition method (purchased, donated, etc.)		Y	
FA.64	Estimated salvage value		Y	
FA.65	Estimated useful life		Y	
FA.66	Replacement Cost		Y	
FA.67	Capitalize flag		Y	
FA.68	Depreciation flag		Y	
FA.69	Depreciation method		Y	
FA.70	Depreciation, Life-to-Date		Y	
FA.71	Depreciation, Year-to-Date		Y	
FA.72	Parent/Child Descriptions and Asset Numbers		Y	
FA.73	Purchase Order Number		Y	
FA.74	ID or Tag Number		Y	
FA.75	Vendor Name and ID Number		Y	
FA.76	Multiple Description lines (brand, model, and manufacturer of asset)		Y	

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Capital Assets - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
FA.77	Check Number and Date	critical	Y	
FA.78	Serial Number		Y	
FA.79	Manufacturer		Y	
FA.80	Model		Y	
FA.81	Model year		Y	
FA.82	License/Registration Number		Y	
FA.83	Group / Assets Classification Number		Y	
FA.84	Fund and Department Numbers		Y	
FA.85	Quantity		Y	
FA.91	Insurance Value		Y	
FA.92	Disposal Restriction indicator		Y	
FA.93	Disposal price		Y	
FA.94	Disposal Date		Y	
FA.95	Transfer Date		Y	
FA.96	Responsibility Code		Y	
FA.97	Funding Source		Y	
FA.98	Sale Price		Y	
FA.99	Scheduled replacement date		Y	
FA.100	Warranty information		Y	
FA.101	Donation		Y	
FA.102	Condition		Y	
FA.103	Contractor		Y	
FA.104	General Fund Category		Y	
FA.105	Picture to provide visual reference for asset record		Y	
FA.106	User Defined fields	desired	Y	
REPORTS				
FA.107	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)	desired	Y	

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Capital Assets - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
FA.108	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.	Desired	Y	
FA.109	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.	Desired	Y	
FA.110	Ability to create PDF files or HTML links.	Desired	Y	
FA.111	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).	Desired	N	
FA.112	Ability for scheduled reports to be emailed to a user.	Desired	N	
FA.113	Ability to export queries to popular desktop applications (i.e., Excel, Word).	Critical	Y	
FA.114	Schedule of Assets grouped by GAAFR function and/or departments. The report can also be produced down to the division and/or cost center level.	Critical	Y	
FA.115	Transaction Register audit trail of all acquisitions, transfers, changes, and retirements during a user-defined time period by asset type, department, or purchase amount.	Critical	Y	
FA.116	New Acquisition Report showing all newly acquired fixed assets which have not been entered into the fixed assets master file system. (Requires purchasing, accounts payable module interface).	Critical	Y	
FA.117	Fixed assets detail and summary maintained by department, fund/ account, responsible person, property type, location, and their associated cost or replacement value, and accumulated depreciation.	Critical	Y	
FA.118	Physical inventory worksheet, sorted by department, location, and/or person responsible to assist in conducting physical inventory. Report provides the maximum amount of asset details that would assist in identifying asset locations.		Y	
FA.119	Vehicle/equipment listing of master file information, including property tax number, item name, description, location, class number, charge account number, equipment ID number, motor number, model and manufacturer.		Y	
FA.120	Schedule of current year's depreciation associated with each asset.		Y	

Capital Assets - **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
FA.121	Replacement report listing all assets which should be considered for replacement during a user-defined period.	Desired	Y	
The following information can be displayed in a fixed asset report:				
FA.122	Valuation (orig. cost, acc. depr., book value)	Critical	Y	
FA.123	Net changes (additions, deletions, financial adjustments)		Y	
FA.124	Schedule of assets (original cost or book value)		Y	
FA.125	Asset Listing - Short Form		Y	
FA.126	Asset Listing - Detail		Y	
FA.127	Asset Transaction History		Y	
FA.128	Depreciation Register (YTD & Total Accumulated)		Y	
FA.129	Depreciation Estimator (annual depreciation on existing assets for future years)		Y	
FA.130	Schedule of Additions		Y	
FA.131	Schedule of Disposals		Y	
FA.132	Assets Transferred		Y	
FA.133	Assets Idled		Y	
FA.134	Financial Adjustments		Y	
FA.135	Grant Funding		Y	
FA.136	Related Assets (Parent/Child or Split Funded)		Y	

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Project & Grant Accounting- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GENERAL PROGRAM CAPABILITIES: PROJECTS:				
GA.1	Ability to maintain historical data for all capital and operating projects independent of general ledger data (across multiple fiscal years).	Desired	N	Not independent of GL.
GA.2	Ability to record timesheet information against a project.		Y	
GA.3	Ability to add projects in or change projects to an active or inactive status.		Y	
GA.4	Ability to enter text or comments on-line to a specific project. (Please specify in the Comments column how many characters are allowed.)		N	
GA.5	Ability to accommodate multiple change orders and multiple transfers of funds within projects.		Y	
GA.6	Ability to enter line-item data for future expenditures to reserve funds.		Y	
GA.7	Ability to maintain data across multiple fiscal years		Y	
GA.8	Ability to establish project budgets (balanced) across funds.		Y	
GA.9	Ability to establish project accounts to record project budgets, encumbrances and expenditures.		Y	
GA.10	Ability to clone project accounts established from previous projects, then modify for a newly created project.		Y	
GA.11	Ability to record project activity over multiple years.		Y	
GA.12	Ability to record project activity over multiple departments.		Y	
GA.13	Provides general ledger account information when viewing project account detail		Y	
Ability to accommodate a variety of projects such as:				
FA.14	Ability for system to depreciate capital assets and allocate depreciation to those programs that use the assets.		Y	
GA.14	Small capital expenses (e.g., remodeling)		Y	
GA.15	Large capital projects (e.g., buildings, infrastructure)		Y	
GA.16	Miscellaneous projects, such as elections		Y	
GA.17	Routine work order(s) for non-capital expenditures		Y	
GA.18	Ability to classify project costs according to task (i.e., inspection, design).		Y	
GA.19	Ability to prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security.		Y	

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Project & Grant Accounting- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GA.20	Ability to track dedicated funds set aside for selected activities in projects (e.g., set aside funds for planned activities as they become known).	Desired	Y	
Ability to validate charges against project mater files to determine if:				
GA.21	Charges are to open projects		Y	
GA.22	Accounts charged are valid for specified projects (e.g., costs are valid or budgeted for the project)		Y	
GA.23	Ability to prevent entry to closed projects.		Y	
GA.24	Ability to search project titles on-line, primarily to assist in proper identification for data entry.		N	
GA.25	Ability to perform flexible budgeting for projects while adhering to the level of budgetary controls established in the General Ledger.		Y	
GA.26	Ability to import projects and project accounts		N	
Project Data: Ability to record the following project data:				
GA.27	Project Code		Y	
GA.28	Type of project (paving, building, etc.)		Y	
GA.29	Project Title		Y	
GA.30	Major Project Code		Y	
GA.31	State Id #		Y	
GA.32	Federal CFDA		N	
GA.33	Drawdown frequency		Y	
GA.34	Project Description		Y	
GA.35	Project Justification		Y	
GA.36	Department		Y	
GA.37	Status		Y	
GA.38	Project available budget		Y	
GA.39	Estimated dollar amount to complete project		Y	
GA.40	Create Fixed Asset indicator		N	
GA.41	User defined category indicating CAFR or GASB 34 categories (General Government, Public Works, Public Welfare, Public Safety, Parks)		Y	
GA.42	Project fiscal range		Y	

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Project & Grant Accounting- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Ability to track the following dates:				
GA.43	Planned start date	Desired	Y	
GA.44	Actual start date		Y	
GA.45	Planned completion date		Y	
GA.46	Project completion date		Y	
Project reports:				
GA.47	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		Y	
GA.48	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		Y	
GA.49	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		Y	
GA.50	Ability to create PDF files or HTML links.		Y	
GA.51	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		N	
GA.52	Ability for scheduled reports to be emailed to a user.		N	
GA.53	Ability to export queries to popular desktop applications (i.e., Excel, Word).		Y	
GA.54	Ability to produce trend reports along with key performance indicators using pre-built Excel Data Cubes.		N	
GA.55	Ability to inquire and report on any field in the Project module.		Y	
GA.56	Ability to track and report on projects over multiple fiscal years.		Y	
GA.57	Ability to create a completed project report.		Y	
GA.58	Project inquiry and reporting display tie to the general ledger.		Y	
GENERAL PROGRAM CAPABILITIES: GRANT:				
FA.47	Ability to add and retire asset by a quantity.		Y	
GA.59	Ability to define the program or budget year of the grant/project differently than the system established fiscal year.		Y	
GA.60	Ability to set up and report budget items based on multiple fiscal years and grant years.		Y	

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Project & Grant Accounting- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GA.61	Ability to track internal transfers for the site's cash match amount in the appropriation amount.	Desired	Y	
GA.62	Ability to accommodate grant year accounting and comply with both calendar year and fiscal year budgeting requirements.		Y	
GA.63	Ability to carry forward appropriations at year end.		Y	
GA.64	Ability to establish and monitor against a grant budget separate and unique from the departmental or appropriations budget.		Y	
GA.65	Ability to track actual expenditures against budgeted/allowable expenditures by user-defined period (i.e., monthly, quarterly, daily, etc.).		Y	
GA.66	Ability to generate hard-copy reimbursement requests to grantor agencies from expenditure data.		Y	
GA.67	Ability to establish and adjust budgets for each grant, with budget amendment.		Y	
GA.68	Ability to add or modify grant information online with audit trail of all changes.		N	
GA.69	Ability to provide for grant summary history online.		N	
GA.70	Ability to support multiple programs per grant (sub-grants).		Y	
GA.71	Ability to uniquely identify each sub-grantee for grants and all grant financial activity related to sub-grantees.		Y	
GA.72	Ability to process data from purchasing system for purchase orders and encumbrances.		Y	
Ability to accumulate costs either manually or automated from the following sources:				
GA.85	Pay variances including overtime, sick days, holidays, etc.		Y	
GA.86	Accounts payable information		Y	
GA.87	Mileage/fuel expenditures		Y	
GA.88	Equipment/asset costs		Y	
GA.89	Ability to distribute employee costs to a project		Y	

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Project & Grant Accounting- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GA.90	Ability to distribute equipment cost to a project	Desired	Y	
GA.91	Other user defined fields		Y	
Ability to record the following grant data:				
GA.92	Grant Title		Y	
GA.93	Federal or State grantor agency name.		Y	
GA.94	Grant, Capital Project, Federal Assistant Grant, or Site-approved Contract Number or Reporting Category		Y	
GA.95	Multiple Grant numbers		N	
GA.96	Grant name		Y	
GA.97	Grant description		Y	
GA.98	Grantor		Y	
GA.99	Grantor Contact (Name, Phone Number, E-mail Address)		Y	
GA.100	Grantor's mailing address		Y	
GA.101	Date application submitted		Y	
GA.102	Date application approved		Y	
GA.103	Original grant approval amount		Y	
GA.104	Grant budget		Y	
GA.105	Grant amendments		Y	
GA.106	Grant carryovers		Y	
GA.107	Grant fiscal calendar		Y	
GA.108	Grant beginning date		Y	
GA.109	Grant expiration date		Y	
GA.110	Amounts of site matching funds		Y	
GA.111	Responsible department or division		Y	
GA.112	Department or division contact		Y	
GA.113	Ability to capture all grant transaction activity through the general ledger.		Y	
GA.114	Ability to uniquely identify each grant through the assignment of an agency defined grant number.		Y	

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Project & Grant Accounting- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Ability to capture grant expenditures and revenues by:				
GA.115	General ledger account numbers	Desired	Y	
GA.116	Grantor-defined categories or accounts		Y	
GA.117	Grant purchase orders and encumbrances		Y	
GA.118	Grants status codes		Y	
GA.119	Narrative fields for miscellaneous information		Y	
GA.120	User defined fields		Y	
GRANT REPORTS				
GA.121	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services)		Y	
GA.122	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		Y	
GA.123	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		Y	
GA.124	Ability to create PDF files or HTML links.		Y	
GA.125	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		N	
GA.126	Ability for scheduled reports to be emailed to a user.		N	
GA.127	Ability to export queries to popular desktop applications (i.e., Excel, Word).		Y	
FA.120	Schedule of current year's depreciation associated with each asset.		Y	
GA.129	Ability to produce reports for any user-defined period, including grant life to date or grant year.		Y	
GA.130	Ability to generate reports on either a cash or accrual basis.		Y	
GA.131	Ability to produce all reports using both grantor-defined categories or the site's chart of accounts.		Y	
Ability to provide the following reports:				
GA.132	Expenditures and revenues per grant		Y	
GA.133	Sources of revenues		Y	
GA.134	Reimbursed costs		Y	
GA.135	Budget vs. actual costs		Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GA.136	Combined grant revenue and expenditure reports	Desired	Y	
GA.137	Pending approval grant report	Desired	Y	
GA.138	Pending expiration or expired grant report	Desired	Y	

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Cash Management- **General Requirements**
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
GENERAL PROGRAM CAPABILITIES: CASH MANAGEMENT:				
CM.1	Ability to integrate with accounting system transactions to provide a "budget vs. actual" cash flow analysis.	Desired	Y	
Ability to reconcile cash accounts (book balance) with their corresponding bank accounts (bank balance), including:				
REPORTS				
CM.12	Ability to produce ad hoc reports using a report writer (i.e., SQL Server Reporting Services).	Critical	Y	
CM.13	Ability to produce charts, highlight figures, create tables using the ad hoc report writer.		Y	
CM.14	Ability to provide security for ad hoc report writer to ensure only users with permissions can access appropriate information.		Y	
CM.15	Ability to create PDF files or HTML links.		Y	
CM.16	Ability to schedule reports for regular production (i.e., monthly, bi-weekly, etc.).		N	
CM.17	Ability for scheduled reports to be emailed to a user.	Desired	N	
CM.18	Ability to export queries to popular desktop applications (i.e., Excel, Word).	Critical	Y	
CM.19	Daily treasurer's totals.	Critical	Y	
CM.20	Cash flow summary and detail.	Critical	Y	
	Support for check/warrant reconciliation, including:	Critical		
CM.22				
CM.23	Payables/Payroll check writing history files	Desired	Y	
CM.24	Can manually indicate that checks have cleared	Critical	Y	
CM.25	Reports for cleared, outstanding, and voided checks	Critical	Y	
CM.26	Support for miscellaneous cash receipts, including walk-in payments from the public, mailed-in payments, turnovers from other departments, payments against any outstanding invoices, including delinquent accounts.		Y	
CM.27	Daily Payments Journal that includes a detailed list of payments received, as well as a summary by receipt and tender type.	Desired	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
General Requirements				
HR.1	The system has the ability to support a system-generated unique employee number with override capabilities.	Critical	Y	
HR.2	The system has the ability to track various employee information through unique employee identifier.	Critical	Y	
HR.3	The system has the ability to capture and maintain I-9 documentation and track status.	Critical	Y	
HR.4	The system has the ability to via automated workflow, generate personnel status email notices on-line (e.g. FMLA, applicant rejection, military leave, leave donation, return to work, benefit information).	Critical	N	
HR.5	The system has the ability to accommodate workflow approvals of human resources-related processes and documents.	Desired	Y	
The system has the ability to maintain and manage employee personnel information, including (but not limited to) the following fields:				
HR.6	Name;	Critical	Y	
HR.7	DOB;	Critical	Y	
HR.8	SSN;	Critical	Y	
HR.9	Employee number;	Critical	Y	
HR.10	Spouse information;	Desired	Y	
HR.11	Dependent information;	Desired	Y	
HR.12	Contact detail (phone, cell, e-mail address);	Critical	Y	
HR.13	Date of hire;	Critical	Y	
HR.14	Start date;	Critical	Y	
HR.15	Leave date(s);	Critical	Y	
HR.16	Benefit detail (benefit eligible date, retirement date);	Critical	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.17	Emergency contact information (name(s), phone, address, e-mail address); and	Critical	Y	
HR.18	Other standard and user-defined fields.	Critical	Y	
HR.19	The system has the ability to capture multiple emergency contacts.	Desired	Y	
HR.20	The system has the ability to, upon new hire, notify all pertinent departments (based on user0defined criteria) and trigger appropriate workflow processes (e.g. established network access and sets up workstation, Payroll set-up, Benefits enrollment, equipment issued etc.).	Desired	N	
HR.21	The system has the ability to provide for an orientation process checklist that can be customized by and for each department and by job title.	Desired	Y	
HR.22	The system has the ability to attach files to work orders at entry, management or reporting stage.	Desired	Y	
HR.23	The system has the ability to accommodate planned or immediate terminations.	Critical	Y	
HR.24	The system has the ability to define multiple separation codes (discharged die to misconduct, performance issues, poor attendance, other user-defined; resignation due to mutual agreement, career advancement, career change relation, retirement, other user-defined).	Critical	Y	
HR.25	The system has the ability to record employee's and supervisor's reasons for termination/separation.	Critical	Y	
HR.26	The system has the ability to track the length of time an employee has filled a position.	Critical	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.27	The system has the ability to record and track items assigned to employees (e/g/ cell phone, keys, ID card, Parking pass, etc).	Critical	Y	
HR.28	The system has the ability to general personnel action forms on-line.	Critical	N	
HR.29	The system has the ability to transfer employees from one position to another.	Critical	Y	
HR.30	The system has the ability to accommodate user-defined rules for employee transfer (e.g. employees assigned to multiple departments are flagged as exceptions).	Desired	N	
The system has the ability to track the following position data:				
HR.31	Fiscal year;	critical	N	
HR.32	Job title;	critical	Y	
HR.33	Job code;	critical	Y	
HR.34	Position number;	critical	Y	
HR.35	Position type (e/g/ skilled labor, management, etc).	Desired	Y	
HR.36	Supervisor name;	critical	N	
HR.37	Physical work location;	Desired	Y	
HR.38	Department/program/project;	critical	Y	
HR.39	Exempt/non-exempt status;	critical	Y	
HR.40	Percent of fulltime;	critical	Y	
HR.41	Pay rate;	critical	Y	
HR.42	Probation end date/period;	critical	Y	
HR.43	Salary range;	Desired	Y	
HR.44	FT/PT/retiree flag;	critical	Y	
HR.45	Temp/permanent flag;	critical	Y	
HR.46	Department/division/program start date;	Desired	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
	Budget Preparation			
HR.47	Promotion date(s);	Critical	Y	
HR.48	Anniversary date;	Critical	Y	
HR.49	Unlimited text field or comments; and	Desired	Y	
HR.50	Other user-defined fields.	Desired	Y	
HR.51	The system has the ability to accommodate multiple labor codes.	Desired	Y	
HR.52	The system has the ability to maintain job descriptions online.	Critical	Y	
HR.53	The system has the ability to allow positions to be budgeted for partial year (e.g. 3,6,9 months).	Critical	Y	
HR.54	The system has the ability to reinstate a separated employee, requiring approval sign-ff per user-defined rules (at multiple levels if necessary).	Critical	Y	
The system has the ability to maintain current salary information including (but not limited to):				
HR.55	Effective date;	Critical	Y	
HR.56	Salary range;	Desired	Y	
HR.57	Wage range;	Desired	Y	
HR.58	Employee review date;	Critical	Y	
HR.59	Pay change reason/action code;	Critical	Y	
HR.60	Amount of change;	Critical	Y	
HR.61	Unlimited text field to describe pay change reason/action; and	Desired	Y	
HR.62	Other user-defined fields.	Desired	Y	
HR.63	The system has the ability to provide for multiple salary schedule.	Critical	Y	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.64	The system has the ability to accommodate multiple salary table lined to multiple job/description classes.	Critical	Y	
HR.65	The system has the ability to accommodate tracking shift structure for employees.	Critical	Y	
HR.66	The system has the ability to capture permanent and temporary job-type indicators, including (but not limited to) seasonal and provisional employees.	Desired	Y	
HR.67	The system has the ability to capture the typical hours of a position (e.g. 9am to 5pm).	Critical	Y	
HR.68	The system has the ability to support the submission of a detailed budget, one that includes revenue sources, detailed expenditures, multi-funding sources, multi-year budget and matching funds.	Desired	Y	
HR.69	The system has the ability to provide multiple pay grades.	Critical	Y	
HR.70	The system has the ability to assign employees to single or multiple jobs and graces (with multiple levels of sign-off approval per user-defined rules).	Desired	Y	
HR.71	The system has the ability to provide positions filled/available reporting.	Critical	Y	
HR.72	The system has the ability to monitor base salary and additional compensation components by employee.	Critical	Y	
The system has the ability to allow the City to define a number of employee deductions/garnishments including (but not limited to):				
HR.73	Child support;	Critical	Y	
HR.74	Tax liens;	Critical	Y	
HR.75	Bankruptcy's;	Critical	Y	
HR.76	Creditors;	Critical	Y	
HR.77	Trustees;	Critical	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.78	Court orders; and	Critical	Y	
HR.79	Other, user defined.	Desired	Y	
HR.80	The system has the ability to track temporary alternate duty assignments and restrictions.	Desired	Y	
HR.81	The system has the ability to generate seniority reporting.	Desired	Y	
HR.82	The system has the ability to support HIPPA compliance.	Desired	Y	
The system has the ability to maintain, at a minimum, the following applicant data:				
HR.83	Date of application;	Critical	Y	
HR.84	Time of application;	Critical	Y	
HR.85	Applicant Name	Critical	Y	
HR.86	Source of application information;	Desired	Y	
HR.87	Relatives employed by City;	Critical	Y	
HR.88	Address;	Critical	Y	
HR.89	Phone number/s;	Critical	Y	
HR.90	Email address/es;	Critical	Y	
HR.91	Positions applied/referred for;	Critical	Y	
HR.92	Ability to be legally employed in the USA (Y/N);	Critical	Y	
HR.93	Reference detail;	Critical	Y	
HR.94	Attached resume (Word or pdf);	Critical	Y	
HR.95	Criminal background information;	Critical	Y	
HR.96	Previous employment information;	Critical	Y	
HR.97	Education;	Critical	Y	
HR.98	Certificates/licensure;	Critical	Y	
HR.99	Results of required test; and	Critical	Y	
HR.100	Other user defined.	Desired	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to track EEO data for use in statistical analysis and reporting, including but not limited to:				
HR.101	Requisition Number;	Desired	N	
HR.102	Selected Flag;	Desired	Y	
HR.103	Applicant name;	Critical	Y	
HR.104	Applicant ID;	Desired	Y	
HR.105	Applicant Record Number	Desired	Y	
HR.106	Applicant address;	Critical	Y	
HR.107	Hone phone;	Critical	Y	
HR.108	Application received date	Critical	Y	
HR.109	Email address;	Critical	Y	
HR.110	Race;	Critical	Y	
HR.111	Sex;	Critical	Y	
HR.112	Department;	Critical	Y	
HR.113	Highest grade completed;	Critical	Y	
HR.114	GPA;	Desired	Y	
HR.115	Recruiting Source;	Critical	Y	
HR.116	Other user-defined fields.	Desired	Y	
HR.117	The system has the ability to store EEO data separate from the applicant record.	Critical	Y	
HR.118	The system has the ability to restrict access to EEO data to authorized users as determined by City user profiles.	Critical	Y	
HR.119	The system has the ability to populate EEO data by electronic submissions from applicant record and requisition data.	Critical	Y	
HR.120	The system has the ability to save EEO data upon initial entry for user's profile with blocks prefilled for multiple application submissions.	Desired	Y	
HR.121	The system has the ability to track ADA accommodations with an applicant.	Desired	N	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.122	The system has the ability to support EEO an ADA analysis.	Desired	Y	
HR.123	The system has the ability to flag an employee record upon SSN validation, once terminated as unable to reapply.	Critical	N	
New Hite Processing				
HR.124	The system has the ability to send information to required departments for data transfer once hired (i.e. IS for computer account setup, etc.).	Desired	N	
HR.125	The system has the ability to require fingerprints for certain employees, prior to starting their first day.	Critical	Y	
HR.126	The system has the ability to produce a user-defined pre-employment checklist of forms that must be completed electronically.	Critical	N	
HR.127	The system has the ability to monitor conditional fire requirements and pass/fail information, test scores, drug tests and other data.	Critical	Y	
HR.128	The system has the ability to notify applicant that additional documentation is needed for hire (e.g. degrees, certifications, etc.)/	Critical	N	
HR.129	The system has the ability to identify training requirements based on multiple factors including the position ID, job code, department, division/service area.	Desired	N	
The system has the ability to define a checklist for benefit eligible and non-benefit eligible new employees, including:				
HR.130	Employee Handbook and Policy Manuals	Critical	N	
HR.131	Union Contract (confirm that contract was provided only).	Critical	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to provide salary and benefit forecasting capabilities based on the import/integration from the payroll application including:				
HR.132	Required Forms;	Desired	N	
HR.133	Optional Forms; and	Desired	N	
HR.134	Other, user defined.	Desired	N	
The system has the ability to define a checklist for employees new to position based upon:				
HR.135	Job class;	critical	N	
HR.136	Position level;	Critical	N	
HR.137	Department; and	critical	N	
HR.138	Other, user defined.	Desired	Y	
HR.139	The system has the ability to define orientation requirements for new hires based upon department, job class, and/or other factors.	Critical	N	
HR.140	The system has the ability to route completed new employee forms to appropriate departments, based upon multiple workflows.	Desired	N	
HR.141	The system has the ability to list missing documents by each new hire and/or dates.	Critical	N	
HR.142	The system has the ability to define different escalation factors based upon checklist item (e.g. required item has a certain time frame vs and optional item).	Desired	N	
HR.143	The system has the ability to override missing required checklist items with security permissions.	Desired	N	
HR.144	The system has the ability to correct and make adjustments to forms based upon effective date and/or retroactively.	Critical	N	
HR.145	The system has the ability to set up special posting and hiring rules for union, related jobs and positions (example; lateral postings).	Critical	N	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
	Benefits			
HR.146	The system has the ability to provide for a Benefits-specific new employee orientation checklist that can be customized by and for each department, job class, and status (temporary or permanent) (all items assigned to employee).	Critical	N	
HR.147	The system has the ability to accommodate participant and dependent benefit enrollment processing for benefit options.	Critical	Y	
HR.148	The system has the ability to establish multiple eligibility rules.	Critical	Y	
HR.149	The system has the ability to calculate premium amounts based on user-defined tables.	Critical	Y	
HR.150	The system has the ability to start and stop any deductions at any given time.	Critical	Y	
HR.151	The system has the ability to support flexible benefit accounts.	Critical	Y	
HR.152	The system has the ability to support flexible spending accounts enrollment and reimbursement.	critical	N	
HR.153	The system has the ability to identify type of coverage (e.g., single, 2-person family).	critical	Y	
HR.154	The system has the ability to track benefits eligibility.	Critical	Y	
HR.155	The system has the ability to notify employees of benefit eligibility dates.	critical	N	
HR.156	The system has the ability to maintain coverage and deduction detail by date.	Critical	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to track the following:				
HR.157	Coverage effective dates;	Critical	Y	
HR.158	Coverage history;	Critical	Y	
HR.159	Name change history;	Critical	N	
HR.160	Dependent information;	critical	Y	
HR.161	Beneficiary information; and	Critical	Y	
HR.162	Years of service	Critical	Y	
The system has the ability to maintain premium and deduction amounts for multiple benefit plans including (but not limited to):				
HR.169	Health Insurance;	critical	Y	
HR.164	Dental Insurance;	Critical	Y	
HR.165	Vision Insurance;	critical	Y	
HR.166	Life Insurance;	critical	Y	
HR.167	Deferred compensation plans, including retirement plans;	Critical	Y	
HR.168	Flexible spending accounts for medical and childcare reimbursement accounts;	critical	Y	
HR.169	Long term disability;	critical	Y	
HR.170	Short term disability;	critical	Y	
HR.171	529.Education Savings Plan; and	Desired	Y	
HR.172	457 Plan.	critical	Y	
HR.173	The system has the ability to allow six months open for benefits enrollments and closeouts.	Desired	Y	
HR.174	The system has the ability to establish multiple eligibility rules.	Desired	Y	
HR.175	The system has the ability to track benefit allowance contributions to insurance other than health insurance.	Desired	Y	
HR.176	The system has the ability to differentiate for deferred compensation purposes, any employer match.	Critical	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.177	The system has the ability to establish the appropriate tax ramifications for the deferred compensation amounts.	Critical	Y	
HR.178	The system has the ability to manually adjust benefit withholdings.	Critical	Y	
HR.179	The system has the ability to maintain the benefit pool even in the certain user-defined non-paid statuses.	Desired	Y	
The system has the ability to maintain benefit eligibility data including:				
HR.180	Length of service	critical	Y	
Hr.181	Age;	critical	Y	
HR.182	Marital status;	critical	Y	
HR.183	Dependent information for multiple dependents (including name, SSN, Address, other contact information);	Desired	Y	
HR.184	Employee status (active, retired, leave of absence, suspension, termination, FMLA, military leave, etc.)	critical	Y	
HR.185	Hours worked by various search criteria (e.g. weekly, bi-weekly, pay period, annually); and	critical	Y	
HR.186	Other user defined.	Desired	Y	
HR.187	The system has the ability to provide tracking for death of employees, retirees or dependent.	Desired	Y	
HR.188	The system has the ability to allow mass updates of employee plan designation.	Desired	Y	
HR.189	The system has the ability to allow online update of benefits individually and as a group.	Desired	Y	
HR.190	The system has the ability to generate summary statements by employees.	Desired	Y	
HR.191	The system has the ability to integrate COBRA and Retiree Benefits with General Ledger and Accounts Receivable.	Desired	Y	
HR.192	The system has the ability to track and bill health and other benefit payments for retirees.	Desired	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.193	The system has the ability to identify leave, start and end dates.	Critical	Y	
HR.194	The system has the ability to identify employee status (e.g. FLMA leave, military leave, retired).	Critical	Y	
HR.195	The system has the ability to track different leave types which accumulate concurrently as defined by user for each employee (e.g. military annual leave, military leave, workers' compensation).	Desired	Y	
HR.196	The system has the ability to track leave and place annual or automatic stop on accruals when contract maximums are reached.	Critical	Y	
HR.197	The system has the ability to notify employees of rejected leave requests.	Critical	Y	
HR.198	The system has the ability to provide notices to employees for Family Medical Leave Act (FMLA) events, based on user-defined criteria.	Desired	N	
HR.199	The system has the ability to track FMLA based on user-defined criteria (e.g. length of service, eligibility, previous FMLA use etc.).	Desired	Y	
HR.200	The system has the ability to maintain benefit coverage for employees on leave who elect to pay for his or her own coverage.	Desired	Y	
HR.201	The system has the ability to produce confirmation letters indicating the employee's current participation levels in all benefit plans.	Desired	Y	
HR.202	The system has the ability to interface with the employee's self-service module for benefit plan open enrollment, benefits and other changes, etc., (with verification process).	Critical	Y	
HR.203	The system has the ability to track current and historical benefit costs including (But not limited to) employer cost, employee cost and total premiums/contributions.	Desired	Y	
HR.204	The system has the ability to maintain a record of employee plan history.	Desired	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.205	The system has the ability to validate that the employee is eligible for the plan selected.	Critical	Y	
HR.206	The system has the ability to determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables.	Critical	Y	
HR.207	The system has the ability to support pre-and post-tax payroll deductions.	Critical	Y	
HR.208	The system has the ability to automatically produce payroll deductions based on benefit plan enrollments.	Critical	Y	
HR.209	The system has the ability to process and pay benefits reimbursement on a payroll check.	Desired	Y	
HR.210	The system has the ability to retroactively enroll in plans and automatically impact payroll to compute the proper pay adjustments and deductions.	Critical	N	
HR.211	The system has the ability to retroactively enroll dependents in plans and automatically impact payroll to compute the proper pay adjustments and deductions.	Critical	N	
HR.212	The system has the ability to recalculate life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed salary, cover, and/or plan cost parameters.	Desired	Y	
HR.213	The system has the ability to enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.	Desired	Y	
Employee Discipline/Grievances				
HR.214	The system has the ability to record and track various discipline types that are maintained by the HR department.	Desired	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.215	The system has the ability to record and track disciplinary actions (and maintain history) including information on incidents causing the action, steps taken in resolution, and the personnel involved.	Critical	Y	
HR.216	The system has the ability to allow a new supervisor (within the City) to view prior discipline action, with appropriate security.	Critical	Y	
HR.217	The system has the ability to automatically route information to HR, supervisors, etc., regarding disciplinary actions.	Critical	Y	
HR.218	The system has the ability to capture user-entered narrative for each step of grievance process.	Critical	Y	
HR.219	The system has the ability to track all disciplinary complaints, investigations, and actions, including (but not limited to); letters of reprimand; warnings; suspensions; discharges.	Critical	Y	
The system has the ability to capture and maintain disciplinary action detail, including (but not limited to):				
HR.220	File number;	Desired	Y	
HR.221	Employee name;	Critical	Y	
HR.222	Home department;	Critical	Y	
HR.223	Issue;	Critical	Y	
HR.224	Proposed discipline;	Critical	Y	
HR.225	Date;	Critical	Y	
HR.226	Date discipline rendered;	Critical	Y	
HR.227	Supervisor's name;	Critical	Y	
HR.228	Grievance field indicator;	Desired	Y	
HR.229	Unlimited notes and/or text entry; and	Desired	Y	
HR.230	Other user-defined fields.	Desired	Y	
HR.231	The system has the ability to define multiple grievance rules.	Desired		
The system has the ability to maintain historical disciplinary action detail, including (but not limited to):				
HR.232	Employee;	Critical	Y	
HR.233	Date:	Critical	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.234	Type of incident;	Critical	Y	
HR.235	Follow-up action; and	Critical	Y	
HR.236	Other user-defined fields.	Desired	Y	
	Position Control			
The system has the ability to perform the following position transactions:				
HR.237	Add or delete positions;	Critical	Y	
HR.238	Reclassify positions;	Critical	Y	
HR.239	Change job title:	Critical	Y	
HR.240	Transfer positions;	Critical	Y	
HR.241	Freeze or unfreeze positions;	Critical	Y	
HR.242	Activate or inactivate positions;	Critical	Y	
HR.243	Split position funding and/or labor allocation;	Desired	Y	
HR.244	Change the number of authorized full-time equivalents per positional and	Desired	Y	
HR.245	Record associated effective dates of position transactions.	Critical	N	
HR.246	The system has the ability to ensure that a position is defined and authorized before it can be budgeted.	Desired	N	
HR.247	The system has the ability to move positions from one location to another.	Desired	N	
HR.248	The system has the ability to track employee movement between positions.	Desired	Y	
HR.249	The system has the ability to maintain multiple probation/adjustment period codes (including temporary position codes).	Desired	Y	
HR.250	The system has the ability to assign a unique identifier and title to each position.	Desired	Y	
HR.251	The system has the ability to track position budgeted cost.	Desired	Y	
HR.252	The system has the ability to track position characteristics including (but not limited to); job classification; position title; work schedule; skills, training and certification requirements.	Critical	Y	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.253	The system has the ability to track internal promotions.	Critical	Y	
HR.254	The system has the ability to create budgets at job, grade, position, and organizational levels.	Critical	Y	
HR.255	The system has the ability to provide budget comparisons against actual costs.	Critical	Y	
HR.256	The system has the ability to perform multiple personnel budgeting forecast scenarios, with the ability to save information ("what-if" scenarios).	Desired	Y	
HR.257	The system has the ability to capture job title history.	Desired	Y	
HR.258	The system has the ability to accommodate budgeting for overall and departmental headcount salaries.	Critical	Y	
HR.259	The system has the ability to accommodate single or multiple funding sources for each position	Desired	Y	
HR.260	The system has the ability to maintain history on job vacancy (position) information for at least ten years.	Critical	Y	
Performance Evaluations				
HR.261	The system has the ability to accommodate job-specific employee evaluation forms in various formats that can be easily customized by the City.	Desired	Y	
HR.262	The system has the ability to attach unlimited performance evaluations to the employee record.	Critical	Y	
HR.263	The system has the ability to capture performance and salary review information.	critical	Y	
HR.264	The system has the ability to perform evaluation scheduling (including employee, reviewer(s), date).	Critical	N	
HR.265	The system has the ability to record performance evaluation detail, including narratives.	Critical	Y	
HR.266	The system has the ability to accommodate electronic performance evaluations, utilizing electronic signatures to notate approval.	Critical	N	
HR.267	The system has the ability to notify employees and supervisors of evaluation due dates (through workflow).	Critical	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.268	The system has the ability to track evaluation completion and overdue status (through workflow0, with periodic and/or continued automatic notifications until completion.	Critical	Y	
HR.269	The system has the ability to accommodate performance evaluation "forms" that are linked to employee class (e.g. occupational types, etc.).	Critical		
	Training and Certifications			
The system has the ability to record and update employee training data, including (but not limited to):				
HR.270	Licenses;	Critical	Y	
HR.271	Certificates;	Critical	Y	
HR.272	Course enrollment/completion; and	Critical	Y	
HR.273	Other user-defined fields.	Desired	Y	
HR.274	The system has the ability to track dates of licensure, certification, training, permits and other expirations.	Critical	Y	
HR.275	The system has the ability to provide employee and supervisor notices when expirations are within a user-defined time period.	Desired	Y	
HR.276	The system has the ability to provide employee and supervisor notices of violation and expirations.	Desired	Y	
HR.277	The system has the ability to track driver's license requirements for various job classes.	Desired	Y	
HR.278	The system has the ability to track training attendance/completion by employee, division and department.	Critical	Y	
HR.279	The system has the ability to track progress toward and completion of licenses and certifications as required for specific jobs.	Critical	Y	
HR.280	The system has the ability to integrate with imaging/scanning/document management systems.	Critical	Y	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Employee Self Service				
The system has the ability to provide employees view access to personal information including (but not limited to):				
HR.281	Name;	critical	Y	
HR.282	Address;	critical	Y	
HR.283	Emergency contact information;	critical	Y	
HR.284	Demographics;	critical	Y	
HR.285	Benefit information (selected plans, dependents beneficiaries);	critical	Y	
HR.286	Salary information (base, supplemental, YTD, history);	critical	Y	
HR.287	Other deductions information (garnishments, child support, voluntary deductions);	critical	Y	
HR.288	Flexible spending information (amount spent, remaining balance);	critical	Y	
HR.289	Leave balances; and	critical	Y	
HR.290	Other user-defined fields.	Desired	Y	
The system has the ability to allow employees to update personal information with appropriate verification process/workflow, including (but not limited to) the following:				
HR.291	Address;	critical	Y	
HR.292	Phone number/s;	critical	Y	
HR.293	Contact information;	critical	Y	
HR.294	Emergency contact information;	critical	Y	
HR.295	Direct deposit with attached supporting documentation;	critical	Y	
HR.296	W4;	critical	Y	
HR.297	Voluntary deduction amounts;	critical	Y	
HR.298	Open enrollment at appropriate dates, and	critical	Y	
HR.299	Other user-defined fields.	Desired	Y	
HR.300	The system has the ability to provide notification of changes (as described able) to an employee and a supervisor or other user-defined department.	Desired	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.301	The system has the ability to accommodate user-defined approval for Employee Self Service activities (changes, information entry) performed by the employee, including (but not limited to) user verification (via password or other identification verification means).	Desired	Y	
HR.302	The system has the ability allow employees to view pay stub information including (but not limited to) the following: gross pay, taxes, other deductions, net pay, pay period and year-to-date totals.	Critical	Y	
HR.303	The system has the ability to allow employees to review vacation and sick day balances and submit leave requests.	Critical	Y	
HR.304	The system has the ability to allow employees to review and request changes for direct deposit amounts.	Critical	Y	
HR.305	The system has the ability to allow employees to submit time/leave online.	Critical	Y	
HR.306	The system has the ability to display W2s for viewing and printing in a secure environment.	Critical	Y	
HR.307	The system has the ability to display the most recent pay stub	Critical	Y	
	General Reporting			
HR.308	The system has the ability to provide employee benefits reporting.	Critical	Y	
HR.309	The system has the ability to generate reports and forms that comply with EEOC, FMLA, Department of Labor, Military Status and FLSA standards and regulations.	Critical	Y	
HR.310	The system has the ability to provide standard data and reports to meet established State and Federal reporting requirements.	Critical	Y	
HR.311	The system has the ability to generate a list of all employees charged to departments other than their home department.	Desired	Y	

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Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.312	The system has the ability to query and generate reports on all information that is tracked and maintained.	Critical	Y	
HR.313	The system has the ability to query and export reports on all information that is tracked and maintained in the system.	Critical	Y	
HR.314	The system has the ability to generate a labor utilization report that shows filled and unfilled positions with user-defined dates and position salary information.	Desired	Y	

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Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
General Requirements				
PR.1	The system has the ability to generate one and only one payroll record per employee.	Critical	Y	
PR.2	The system has the ability to accommodate user-defined tables of acceptable ranges for time entry according to work groups.	Critical	Y	
PR.3	The system has the ability to accommodate an infinite number of employees, departments, jobs, shifts, pay rules, and other user-defined variables.	Critical	Y	
PR.4	The system has the ability to update pay rules and set effective date as desired (including retroactive, immediate/real-time, next payroll, any other future date).	Critical	Y	
PR.5	The system has the ability to accommodate multiple pay periods, including (but not limited to): weekly; bi-weekly; semi-monthly; and monthly.	Critical	Y	
PR.6	The system has the ability to accommodate user-defined overtime rules, including start/stop times, scheduled hours, type of duty performed.	Critical	N	
PR.7	The system has the ability to accommodate user-defined rules for shift differentials.	Critical	N	
PR.8	The system has the ability to accommodate user-defined rules for premium pay (overtime and "time and a half") calculations, using variables such as scheduled hours, scheduled vs actual hours.	Critical	N	
PR.9	The system has the ability to accommodate user-defined rules comp time for non-exempt employees.	Critical	Y	

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Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.10	The system has the ability to accommodate user-defined rules for comp time for exempt employees.	Desired	Y	
PR.11	The system has the ability to calculate the remaining annualized payroll costs by month including accruals.	Desired	N	
PR.12	The system has the ability to track employee assignments to grants/projects/programs, including the percentage of time spent on those activities.	Critical	Y	
PR.13	The system has the ability to mask at the field level in the payroll module based on security permissions.	Desired	N	
PR.14	The system has the ability to integrate the payroll and HR modules with the budget module.	Desired	Y	
Time Entry and Approval				
The system has the ability to support a variety of data collection methods and devices, including (but not limited to):				
PR.15	Terminal/PC entry;	Critical	Y	
PR.16	Time clocks;	Desired	N	
PR.17	Swipe card readers;	Desired	N	
PR.18	Bar coding; and	Desired	N	
PR.19	Smartphones and mobile devices.	Critical	N	
PR.20	The system has the ability to support the concurrent use of different types of devices for data collections.	Desired	N	
PR.21	The system has the ability to print weekly timesheets for user-selected employees as necessary.	Desired	Y	
The system has the ability to track and adjust time in the following manner:				
PR.22	Earned;	Desired	Y	
PR.23	Used;	Desired	Y	
PR.24	Paid;	Desired	Y	
PR.25	Training;	Desired	Y	

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Payroll – General Requirements
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Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.26	Vacation;	Critical	Y	
PR.27	Holiday;	critical	Y	
PR.28	Unpaid leave;	critical	Y	
PR.29	Administrative leave;	critical	Y	
PR.30	Adjusted;	Critical	Y	
PR.31	Lost (e.g. vacation not rolled over);	Critical	Y	
PR.32	Sick bank;	↓	Y	
PR.33	Sick leave;		Y	
PR.34	Funeral/bereavement leave;		Y	
PR.35	FLSA hours;		Y	
PR.36	FMLA hours (available and used); and		Y	
PR.37	POIC (Police Officer in Change);	Desired	Y	
PR.38	Comp time;	critical	Y	
PR.39	Workers' Compensation;	critical	Y	
PR.40	Coupons (wellness, unscheduled City-wide days off);	Desired	Y	
PR.41	Personal leave;	critical	Y	
PR.42	Voluntary doc days;	Desired	Y	
PR.43	Civil leave (jury duty, witness duty);	Critical	Y	
PR.44	Military pay;	Desired	Y	
PR.45	Short term disability	critical	Y	
PR.46	Long term disability	critical	Y	
PR.47	Other user defined.	Desired	Y	
The system has the ability to support the following types of time entry:				
PR.48	Employee self-entry;	Critical	Y	
PR.49	Batch entry by data entry personnel	↓	Y	
PR.50	Third party time entry system; and		Y	
PR.51	Assignment and reassignment of employee time entry by a different supervisor.		Y	

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Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.52	The system has the ability to accommodate remote site online timesheet data entry with online account validation.	Critical	Y	
PR.53	The system has the ability to allow a user defined comments field in the timesheet.		Y	
PR.54	The system has the ability to restrict time entry to pre-establishment ranges, with authorized override capabilities.		Y	
PR.55	The system has the ability to allow employees to record time for at least 10 different jobs per shift.		Y	
PR.56	The system has the ability to process and approve time sheets and time reports in a decentralized and electronic format.		Y	
PR.57	The system has the ability to provide administrative rights to managers (e.g. allow managers to enter employee sick time).		Y	
PR.58	The system has the ability to require online approval of time by managers.		Y	
PR.59	The system has the ability to display employee's timesheet totals to enable timekeeper administration (e.g. supervisor) to validate, confirm and approve data.		Y	
PR.60	The system has the ability to route (through workflow) timecards to multiple manages (including Accounting Department) for review, edit and approval (i.e. in instances where employee has worked for multiple managers).		N	
PR.61	The system has the ability to notify employees and/or a supervisor of rejected timecard (via workflow).		N	

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City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.62	The system has the ability to designate a back-up timecard and leave requests approval (e.g. when a typical approving manager is not available).	Critical	Y	
PR.63	The system has the ability to require electronic signatures for time approval.	Desired	N	
PR.64	The system has the ability to allow overtime approval to occur prior to or after the work has been performed.	Desired	N	
PR.65	The system has the ability to reverse overtime with user-defined authorization.	Critical	N	
PR.66	The system has the ability to hold data entered on-line in a suspense of pending file until approved electronically and released for processing.	Desired	N	
PR.67	The system has the ability to allow managers to edit employee timecards (with appropriate authorization).	Critical	Y	
PR.68	The system has the ability to allow managers to perform mass edits on employee timecards (with appropriate authorization).	Desired	N	
PR.69	The system has the ability to adjust time entries in prior periods, with an audit trail of change (user, date change).	Desired	Y	
PR.70	The system has the ability to require an employee to acknowledge changes made to their timecard (submitted by anyone other than the employee).	Desired	N	
PR.71	The system has the ability to allow overtime approval to occur prior to or after the work has been performed.	Desired	N	
The system has the ability to store time and attendance history data, including (but not limited to):				
PR.72	Employee name;	Critical	Y	
PR.73	Employee ID number;	Critical	Y	

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Payroll – General Requirements
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Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.74	Dates;	Critical	Y	
PR.75	Time leave (e.g. overtime);	↓	Y	
PR.76	Manager approval history	↓	Y	
PR.77	The system has the ability to store time and attendance history for at a minimum of six years.	↓	Y	
PR.78	The system has the ability to store time and attendance history for at a minimum of ten years.	Desired	Y	
PR.79	The system has the ability to accommodate for Fair Labor Standards Act (FLSA) laws based on the City's current pay codes.	Critical	Y	
PR.80	The system has the ability to adhere to all current and future local, State and Federal laws.	↓	Y	
	Leave Time Accrual and Use			
PR.81	The system has the ability to provide query capabilities for leave and accrual balances.	Critical	Y	
The system has the ability to capture and track leave for multiple leave types, including (but not limited to):				
PR.82	Earned;	Desired	Y	
PR.83	Used;	↓	Y	
PR.84	Paid;	↓	Y	
PR.85	Training;	↓	Y	
PR.86	Vacation;	Critical	Y	
PR.87	Holiday;	↓	Y	
PR.88	Unpaid leave;	↓	Y	
PR.89	Administrative leave;	↓	Y	
PR.90	Adjusted;	↓	Y	
PR.91	Lost;	↓	Y	
PR.92	Sick bank;	↓	Y	
PR.93	Sick leave;	↓	Y	
PR.94	Funeral/bereavement leave;	↓	Y	
PR.95	FLSA hours;	↓	Y	

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Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.96	FMLA hours	Critical	Y	
PR.97	POIC (Police Officer in Charge);	Desired		
PR.98	Comp time;	Critical	Y	
PR.99	Workers' Compensation	↓	Y	
PR.100	Coupons (wellness, unscheduled City-wide days off);	Desired	Y	
PR.101	Personal days;	Critical	Y	
PR.102	Voluntary doc days;	Desired	Y	
PR.103	Civil leave (jury duty, witness duty);	Critical	Y	
PR.104	Military pay;	Desired	Y	
PR.105	Short term disability;	Critical	Y	
PR.106	Long term disability;	↓	Y	
PR.107	Other user-defined/	Desired	Y	
PR.108	The system has the ability to capture and maintain breaks in service.	Desired	Y	
PR.109	The system has the ability to provide comp time calculation functionality.	Critical	Y	
PR.110	The system has the ability to accrue sick leave time every pay period for all qualified employees (on a work Status).	Desired	Y	
PR.111	The system has the ability to provide separate user-defined accrual processes by leave type (such as vacation, comp, sick and personal time).	Critical	Y	
PR.112	The system has the ability to set and maintain leave and vacation accrual schedules by job class (or other user-defined classification).	Critical	Y	
PR.113	The system has the ability to accrue sick and vacation at the end of a user specified period (e.g. day, week, pay period, or month).	Critical	Y	

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Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.114	The system has the ability to accommodate partial eave accrual on a temporary and/or permanent basis (e.g. during FMLA leave).	Desired	Y	
PR.115	The system has the ability to accommodate cumulative (rollover) and non-cumulative (used-it-to-lose-it) Leave accruals.	Critical	Y	
PR.116	The system has the ability to set a maximum for cumulative (rollover) leave accruals.		Y	
PR.117	The system has the ability to maintain leave accrual schedules, containing leave type and accrual rates.		Y	
PR.118	The system has the ability to temporarily suspend leave accrual (e.g. during unpaid leave).		Y	
PR.119	The system has the ability to calculate liability for unused earned leave by individual employee at regular intervals and on demand.		Y	
PR.120	The system has the ability to calculate liability for unused earned leave by groups of employees at regular intervals on demand.		Y	
PR.121	The system has the ability to calculate liability for unused earned leave in accordance with city payout rules (i.e.50% is paid years of service).	Desired	Y	
PR.122	The system has the ability to track and calculate the value of lost earned time at regular intervals and on demand.	Desired	Y	
PR.123	The system has the ability to alert managers on leave usage exceptions.	Desired	N	
The system has the ability to perform electronic approval process to approve overtime and leave time, including (but not limited to):				
PR.124	Request submittal;	Desired	N	
PR.125	Manager(s) review/decisioning;		N	
PR.126	Request status monitoring;		N	
PR.127	Notification of request approval/decline; and		N	

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City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.128	Other user defined.	Desired	N	
PR.129	The system has the ability to provide drill down capability to see attachments to records based on security permissions.	Critical	Y	
PR.130	The system has the ability to notify user of attempt to submit leave request where accrued time is less than requested time.	Critical	N	
PR.131	The system has the ability to submit sick and vacation leave request prior to accrual with appropriate workflow.	Desired	N	
PR.132	The system has the ability to provide employees online access to leave request status (e.g. pending, under review, etc.).	Critical	N	
PR.133	The system has the ability to automatically track FMLA leave based on Federal requirements.	Critical	N	
PR.134	The system has the ability to restrict or allow sick and vacation leave to be used only after it is earned.	Critical	N	
PR.135	The system has the ability to send an alert/notification to employee and supervisor when accrual maximum/minimum for leave time(s) is approaching.	Desired	N	
PR.136	The system has the ability to deduct military, vacation and/or personal leave time if not used by City defined year end, with option to override with appropriate security.	Critical	Y	
Check Processing				
The system has the ability to print the following information on pay stubs:				
PR.137	Benefit tracking;	Desired	Y	
PR.138	Leave tracking;	Critical	Y	
PR.139	YTD payroll;	critical	Y	

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Payroll – General Requirements
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Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.140	YTD benefits;	Desired	Y	
PR.141	YTD leave;	Critical	Y	
PR.142	Itemized deductions (e.g. garnishments, union dues, flower fund, Community Foundation deductions, etc.)	Critical	Y	
PR.143	Other user-defined fields.	Desired	Y	
The system has the ability to print multiple messages on pay stubs, specific to any combination of the following:				
PR.144	City-wide;	Desired	Y	
PR.145	Department;		Y	
PR.146	Division;		Y	
PR.147	Job classification;		Y	
PR.148	Employee;		Y	
PR.149	Benefits status;		Y	
PR.150	Health plan;		Y	
PR.151	Any deduction category;		Y	
PR.152	Other user-defined categories.		Y	
PR.153	The system has the ability to provide a user-defined payroll direct deposit pay stubs.		Y	
PR.154	The system has the ability to provide a user-defined payroll check stub format.	Critical	Y	
PR.155	The system has the ability to print excess pay and deductions on a supplemental report (overflow report) that does not utilize check or voucher stock (e.g. when all pay and deductions will not print on the check stub.	Critical	Y	
PR.156	The system has the ability to send electronic payroll stubs to employees through email.	Critical	Y	
PR.157	The system has the ability to allow employees to view their pay stubs or direct deposit remittance slips on-line, through employee self-service, including current and past pay periods.	Critical	Y	

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Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.158	The system has the ability to issue one paycheck/pay stub for employees holding multiple jobs with the City.	Desired	Y	
PR.159	The system has the ability to automatically produce direct deposit tapes/files for banks.	Critical	Y	
PR.160	The system has the ability to transmit direct deposit funds to more than one account within the same banking institution (e.g. savings, checking and loan accounts).	↓	Y	
PR.161	The system has the ability to accommodate direct deposit to multiple banking institutions at minimum of four.	Desired	Y	
PR.162	The system has the ability to accommodate deposit of paychecks through electronic fund transfer (EFT).	Critical	Y	
PR.163	The system has the ability to reimburse employees for travel and other expenses.	Desired	Y	
PR.164	The system has the ability to prevent negative or zero-dollar amount checks from being created.	Critical	Y	
PR.165	The system has the ability to accommodate review and approval of payroll prior to production run (e.g. first by department heads, second by the HR and Payroll departments).	↓	Y	
PR.166	The system has the ability to generate a hardcopy payroll pre-list prior to final payroll production run.	Desired	Y	
PR.167	The system has the ability to do "what-if" scenarios of payroll runs, prior to running the actual payroll.	Critical	Y	
PR.168	The system has the ability to produce non-standard payrolls with an automatic update of all employee and employer accumulators.	↓	Y	
PR.169	The system has the ability to issue manual checks outside of the regular payroll schedule.	↓	Y	

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Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to provide a payroll proof list of all payroll calculations, gross-to-net, before checks are produced, including (but not limited to):				
PR.170	Hours by type;	Critical	Y	
PR.171	Earnings by type;	↓	Y	
PR.172	Employee tax liabilities;		Y	
PR.173	Employee deduction amount;		Y	
PR.174	Employee contribution amount;		Y	
PR.175	Deductions not taken and set-up in arrears;	Desired	Y	
PR.176	Employer portion of taxes;	Critical	Y	
PR.177	Totals by employee, grant, project, cost center, division, department, location, total City; and	Desired	Y	
PR.178	User-specified ranges.	Desired	Y	
PR.179	The system has the ability to run audit report to reflect that payroll has captured benefit deductions.	Desired	Y	
PR.180	The system has the ability to run audit report to reflect discrepancies between benefits and payroll information.	Desired	Y	
PR.181	The system has the ability to provide for adjustments to final paycheck.	Critical	Y	
PR.182	The system has the ability to issue payment corrections.	Critical	Y	
PR.183	The system has the ability to perform overpayment adjustments	↓	Y	
PR.184	The system has the ability to calculate retroactive amounts due on all forms of pay for individual employees for up to 24 months or user defined period of time.	Desired	Y	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.185	The system has the ability to apply different separation pay-out rules depending on factors including (but not limited to); contract date; leave balance as of a certain date; other user-defined factors.	Critical	Y	
PR.186	The system has the ability to pay out or convert vacation/sick leave if user-defined number of days have accumulated at specified time of the year.	Desired	Y	
PR.187	The system has the ability to accommodate pay rate steps for pay grades (at least at the hourly, bi-monthly, and annual levels).	Critical	Y	
PR.188	The system has the ability to automatically allocate employee benefit costs across multiple funds based on user-defined criteria.	Desired	Y	
PR.189	The system has the ability to charge overtime to several different overtime accounts.	Desired	Y	
The system has the ability to provide reconciliation functionality, including (but not limited to):				
PR.190	Changes to employee pay, deductions and taxes;	Desired	Y	
PR.191	Changes to employer deductions and taxes;	↓	Y	
PR.192	Gross pay changes;	↓	Y	
PR.193	Number of paychecks/direct deposits per pay cycle;	↓	Y	
PR.194	Supplemental pays;	↓	Y	
PR.195	Federal and State government reporting for each employee; and	critical	Y	
PR.196	Other user-defined reconciliation.	Desired	Y	
PR.197	The system has the ability to print/reprint W-2s on a laser printer.	critical	Y	
PR.198	The system has the ability to process the first of the year payroll with the year end W-2 simultaneously in production.	Critical	Y	

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Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.199	The system has the ability to accommodate unlimited number of user-defined pay rates.	Critical	Y	
PR.200	The system has the ability to automatically pass cost detail to the Budget system.	Critical	Y	
PR.201	The system has the ability to natively integrate with General Ledger and does not require a separate chart of accounts.	Critical	Y	
General Reporting				
PR.202	The system has the ability to produce and modify Form 941s in electronic format.	Critical	Y	
PR.203	The system has the ability to produce ad hoc reports.	Critical	Y	
PR.204	The system has the ability to generate a labor utilization report that shows filed and unfiled positions with user-defined dates and position salary information.	Desired	Y	
PR.205	The system has the ability to accommodate proper reporting of all taxed and non-taxed employee income.	Desired	Y	
PR.206	The system has the ability to generate the monthly and quarterly state taxes reports (e.g. 501N, W-3N, 941N) with ability to submit electronically.	Critical	Y	
PR.207	The system has the ability to produce all quarterly federal reports (e.g. W-2).	Critical	Y	
PR.208	The system has the ability to produce 941. W-2, Unemployment, Census Bureau and other Federal and State required reports.	Critical	Y	
PR.209	The system has the ability to produce all W-2 information for employees and reporting agencies (e.g. IRS, state, etc).	Critical	Y	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.210	The system has the ability to support electronic submission of reports for certain grants and/or federal requirements (e.g. 1099, W-2, time and effort reporting, etc.)	Desired	Y	
PR.211	The system has the ability to track and generate reports on employees paid through Accounts Payable and Payroll (reconciliation of the two modules for "checks and balances").	Desired	Y	
The system has the ability to generate reconciliation reporting including (but not limited to) the following:				
PR.212	Biweekly payroll balancing – exception reporting by Department and City wide;	Critical	Y	
PR.213	Biweekly payroll reconciliation to the General Ledger – exception reporting;	Critical	Y	
PR.214	Monthly payroll liability accounts reconciliation – exception reporting;	Desired	Y	
PR.215	Ad hoc reconciliation reporting at the department level.	Desired	Y	
The system has the ability to generate Payroll reporting, including (but not limited to) the following:				
PR.216	Payroll balancing, including wages, taxes, withholdings;	Desired	Y	
PR.217	Tax reporting for remitting payroll tax deposits;	Desired	Y	
PR.218	Employee Labor Distribution Report (by department at the employee level);	Critical	Y	
PR.219	Audit reporting showing journal voucher that passes to the General Ledger;	Critical	Y	
PR.220	Direct deposit report to reconcile ACH and identify potential errors; and	critical	Y	
PR.221	Emergency time reporting (e.g. FEMA complaint time reporting).	Desired	Y	

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Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.222	The system has the ability to provide online screens and reports related to earnings including quarter-to-date, year-to-date (calendar and fiscal), and user-defined period (weekly, bi-weekly, monthly, semi-monthly).	Critical	Y	
PR.223	The system has the ability to query and generate reports for one-time deductions.	Desired	Y	
PR.224	The system has the ability to query and generate reports that delineate regular and overtime hours worked per pay period for user-defined period of time.	Critical	Y	
PR.225	The system has the ability to query and generate reports that delineate regular and overtime hours worked per pay period, for a user-defined period of time, on an individual employee basis.	Critical	Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
General Requirements				
PI.1	The system has the ability to provide a permitting and inspections module that is integrated with all other system modules	Critical	Y	
PI.2	The system has the ability to allow user-defined tables for the definition.		Y	
PI.3	The system has the ability to support online entry and maintenance of		Y	
PI.4	The system has the ability to maintain a Contractor master file.		Y	
PI.5	The system has the ability to maintain an Architect master file		Y	
PI.6	The system has the ability to maintain an Engineer master file.		Y	
PI.7	The system has the ability to maintain a Developer master file.		Y	
PI.8	The system has the ability to drill down to sub-permits associated with a master permit.		Y	
PI.9	The system has the ability to prevent deletion of fees that have been receipted.		Y	
The system has the ability to track the following fees associated with a permit:				
PI.10	Permit charge;	Critical	Y	
PI.11	Other charges;		Y	
PI.12	Inspection fee;		Y	
PI.13	Additional inspection fees;		Y	
PI.14	Planning fees;		Y	
PI.15	Pre-paid fees;		Y	
PI.16	Total charge;		Y	
PI.17	Total collected; and		Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.18	Other, user-defined.	Desired	Y	
The system has the ability to accommodate the following types of fee adjustments at any time throughout the permitting processing:				
PI.19	Refunds with appropriate permissions and supervisor approval.	Critical	Y	
PI.20	Adjustments with appropriate permissions and supervisor approval.	↓	Y	
PI.21	Ability to mark as no fee;		Y	
PI.22	Ability to double fee;		Y	
PI.23	Ability to triple fee; and			
PI.24	Revision (amendments) fees with appropriate permissions and supervisor approval.		Y	
PI.25	The system has the ability to store scanned images related to a permit.		Y	
PI.26	The system has the ability to store documents related to a permit.		Y	
PI.27	The system has the ability to allow for user-defined permit number structure (minimum of 11 alphanumeric fields).		Y	
PI.28	The system has the ability for user-defined sub-permit number structure.			
Permit Application				
PI.29	The system has the ability to maintain payment history of applicants.	Critical	Y	
PI.30	The system has the ability to allow for the establishment of base information on a frequent application type, and allow for an unlimited number of baseline applications to be established.	↓	Y	

Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.31	The system has the ability to accept public comments associated with a permit application including date and name	Desired	Y	
The system has the ability to maintain the following information for each permit application:				
PI.32	Permit type;	Critical	Y	
PI.33	Class of work;		Y	
PI.34	Start date;		Y	
PI.35	Submission date;		Y	
PI.36	Expected Completion date;		Y	
PI.37	Expiration date;		Y	
PI.38	Application date;		Y	
PI.39	Event date;		Y	
PI.40	Reviewer name;		Y	
PI.41	Property information;		Y	
PI.42	Variance;		Y	
PI.43	Text remarks (unlimited characters);		Y	
PI.44	Zoning conditions/stipulations;		Y	
PI.45	Outside source indicator; and		Y	
PI.46	Other, user defined		Y	
The system has the ability to maintain the following information for each permit:				
PI.47	Permit type;	Critical	Y	
PI.48	Class of work;		Y	
PI.49	Start date;		Y	
PI.50	Issue date;		Y	
PI.51	Actual Expiration date;		Y	
PI.52	Inspector name;		Y	
PI.53	Inspector zone;		Y	
PI.54	Property information;		Y	
PI.55	Inspection date(s) or frequency;		Y	
PI.56	Text remarks (unlimited characters);		Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.57	Violations	Critical	Y	
PI.58	Outside source indicator;	↓	Y	
PI.59	Occupancy type and date;		Y	
PI.60	Multiple occupancy type and date;		Y	
PI.61	Rental property indicator (check box);		Y	
PI.62	Rental property permits, and		Y	
PI.63	Other, user defined.	↓	Y	
The system has the ability to accept application payments from the following sources:				
PI.64	In person;	Critical	Y	
PI.65	Web, payment portal; and	↓	Y	
PI.66	Credit card merchant	↓	Y	
PI.67	The system has the ability to allow multiple addresses to be entered for a permit application (i.e. environmental health needs to have separate for restaurant locations and business locations).	Desired	N	
PI.68	The system has the ability to allow multiple phone numbers to be entered for a permit application.	↓	Y	
PI.69	The system has the ability to accept a permit application with no address by application type.	N/A	Y	
PI.70	The system has the ability to duplicate an existing permit application and all associated information to a new permit application at a different location (without manual rekeying of the data).	Critical	Y	
Permit Tracking and Approvals				
PI.71	The system has the ability to track violations and corrections to violations.	Critical	Y	
PI.72	The system has the ability to track permits by contractor regardless of the permit applicant.	↓	Y	
PI.73	The system has the ability to track/search permits by any data element within the permit data file.	↓	Y	

Permitting and Inspections– General Requirements
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.74	The system has the ability to track a permit through the entire permitting process.	Critical	Y	
PI.75	The system has the ability to establish routing tables in workflow for the approval of permits.		Y	
PI.76	The system has the ability to monitor and track the status of pending approval in workflow.		Y	
PI.77	The system has the ability to support conditional decisions for the routing of approval of permits.		Y	
PI.78	The system has the ability to track and notify when permits are soon to expire (based on user-defined number of days).		Y	
PI.79	The system has the ability to allow project level organization for permit records at any point in the process including the application process (e.g. under the master building permit (user-defined), the ability to allow companion permit records like electrical and mechanical to be linked to the master permit).		Y	
PI.80	The system has the ability to allow address query based on the master and record.		N	
PI.81	The system has the ability to allow address query based on the master and record.		N	
PI.82	The system has the ability to allow the user to edit permit application data automatically populated (e.g. data the system returns as a result of user address query to master land record).		N	
PI.83	The system has the ability to add additional review actions and inspections to a permit.		Y	
PI.84	The system has the ability to associate fees with specific permit types.		Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.85	The system has the ability to define an unlimited number of fee calculations without custom programming.	Critical	Y	
PI.86	The system has the ability to estimate permit fees via the web for user defined permit types.	↓	Y	
PI.87	The system has the ability to define an effective date to permit fee calculations.		Y	
PI.88	The system has the ability to define an effective date associated with an override for permits.		Y	
PI.89	The system has the ability to associate an expiration date with permit fee quotes calculated upon permit application.		Y	
	Permit Issuance			
PI.90	The system has the ability to maintain online history of all fees billed.	Critical	Y	
PI.91	The system has the ability to allow issued permits to be cancelled with appropriate controls.	↓	Y	
PI.92	The system has the ability to allow issued permits to be extended.		Y	
PI.93	The system has the ability to maintain tables of the calculation of various fees to accommodate fee changes.		Y	
PI.94	The system has the ability to associate an expiration date with permit fee quotes calculated upon permit application.		Y	
PI.95	The system has the ability to provide drill down capability to see attachments to records based on security permissions.	↓	Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.96	The system has the ability to calculate fees based upon project/job value.	Critical	Y	
PI.97	The system has the ability to calculate job cost based upon lot acreage (e.g. sewer connections, stormwater fees).	Desired	Y	
PI.98	The system has the ability to calculate job cost based upon square footage to provide a valuation.	Critical	Y	
PI.99	The system has the ability to calculate job cost based upon fixtures (e.g. plumbing, mechanical).		Y	
PI.100	The system has the ability to calculate fees based upon combination.		Y	
PI.101	The system has the ability to calculate fees based upon discounts or offsets to fees.		Y	
PI.102	The system has the ability to maintain a history of all permits issued.		Y	
PI.103	The system has the ability to issue permits to one or more addresses.		N	
PI.104	The system has the ability to issue permits by type to parcels with or without an address.		Y	
PI.105	The system has the ability to generate a permit expiration date based upon an application issuance date.		Y	
PI.106	The system has the ability to allow the addition of ad-hoc fees to a permit at any time in the process.		N	
PI.107	The system has the ability to maintain reoccurring business inspections such as, but not limited to; day care inspections, fire inspections and		N	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to utilize state, national or user defined construction cost data by the following:				
PI.108	Construction Type;	Critical	Y	
PI.109	Square footage to help calculate project valuation; and		Y	
PI.110	Fixtures		Y	
PI.111	The system has the ability to associate user-defined fields with specific permit types and indicate required fields by permit type.		Y	
PI.112	The system has the ability to allow automated flagging of permit records at pre-defined milestones/processes to identify special conditions to be resolved prior to allowing subsequent permit processes from taking place.		Y	
PI.113	The system has the ability to allow user-defined criteria or look-u[tables involving zoning development standards (e.g. building square footage minimums or maximums to help flag conditions or requirements specific to property location prior to approval).		Y	
PI.114	The system has the ability to "re-route" permit to appropriate departments so that revisions created by one department can be reviewed by other departments.		Y	
PI.115	The system has the ability to override calculated fee values with appropriate supervisory clearance.		Y	
PI.116	The system has the ability to allow review routing based o user-defined reviewing parties and agencies per permit type and sub-type simultaneously.		Y	

Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.117	The system has the ability to allow for interactive printing of permits using customized permits print format.	Critical	Y	
PI.118	The system has the ability to allow for interactive printing of certificates of occupancy using customized print format.		Y	
PI.119	The system has the ability to allow for interactive printing of Conditional Use Permits, or any other permit requiring zoning approval, using customized print format.		Y	
PI.120	The system has the ability to allow notes from the plan review and general application notes to be fluffed to print on the permit.		Y	
PI.121	The system has the ability to provide the option to print either combination permits (multiple permits per form) or single permits (one permit per form).	Desired		
The system has the ability to allow the user to perform editing prior to the printing of permits for items including:				
PI.122	Fee paid;	Critical	Y	
PI.123	All permits, modified; and		Y	
PI.124	Other user-defined fields.		Y	
PI.125	The system has the ability to allow user to override permitting fees with appropriate security permissions.		Y	
PI.126	The system has the ability to attach standard details such as a traffic control plan information to a permit.	Desired	Y	
PI.127	The system has the ability to print supporting documentation when printing a permit (e.g. traffic control plan documentation).	Desired	Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Criticality = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.128	The system has the ability to prompt user to return bonds collected in connection with a temporary certificate of occupancy upon inspection and approval.	Critical	Y	
Inspection Data				
PI.129	The system has the ability to allow online entry and maintenance of inspection notices.	Critical	N	
PI.130	The system has the ability to allow online entry and maintenance of second inspection notices.	↓	N	
PI.131	The system has the ability to allow online entry and maintenance of inspection renewals.		N	
PI.132	The system has the ability to allow online entry and maintenance of multiple inspection types.		N	
PI.133	The system has the ability to populate inspection information based upon entering the permit ID number.		N	
PI.134	The system has the ability to allow the input of inspection data by handheld devices including laptops and wireless mobile devices.		N	
PI.135	The system has the ability to allow for an unlimited number of inspections on each application.		N	
The system has the ability to maintain online history of all inspection fees billed including the following information:				
PI.136	Type;	Critical	Y	
PI.137	Description;	↓	Y	
PI.138	Date and time;		Y	
PI.139	Inspector		Y	
PI.140	Results;		Y	
PI.141	Status;		Y	
PI.142	Violations;		Y	
PI.143	Comments;		Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.144	Report by inspector of future inspection dates; and	Critical	Y	
PI.145	Inspection frequency.		Y	
PI.146	The system has the ability to attach photographs with comments.		Y	
PI.147	The system has the ability to allow for the entry of inspector's notes for each visit.		Y	
PI.148	The system has the ability to apply fees based on attributes of the permit, parcel, customer or user-defined fields.		Y	
PI.149	The system has the ability to allow users to override inspection fees with appropriate security permissions.		Y	
PI.150	The system has the ability to establish sign off authority by user.		Y	
PI.151	The system has the ability to provide a single screen data entry point for recording inspection results.		Y	
PI.152	The system has the ability to maintain history regarding review comments and inspection history.		Y	
The system has the ability to track the following inspection request fields:				
PI.153	Builder name;	Critical	Y	
PI.154	Associated permit number;		Y	
PI.155	Owner name;		Y	
PI.156	Contact name;		Y	
PI.157	Contact phone number;		Y	
PI.158	Subdivision name and section;		Y	
PI.159	Parcel ID;		Y	
PI.160	Lot block number;		Y	
PI.161	Street address;		Y	
PI.162	Time of call;		Y	
PI.163	Type of inspection requested;		Y	
PI.164	Internal request checkbox; and		Y	
PI.165	Other user-identified fields.		Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.166	The system has the ability to include user-defined re-inspection penalties.	Critical	Y	
PI.167	The system has the ability to record inspection results remotely (in the field).		Y	
PI.168	The system has the ability to update inspection data remotely (in the field).		Y	
PI.169	The system has the ability to provide the software necessary to record and update inspections in the field.		Y	
PI.170	The system has the ability to interface with electronic inspection devices, allowing inspector to enter findings while at the site.		Y	
PI.171	The system has the ability to accommodate data download for electronic inspection devices.		Y	
PI.172	The system has the ability to issue and track letters of completion.		Y	
PI.173	The system has the ability to automatically notify external agencies the results of an inspection via e-mail (i.e. notification to electric companies).		Y	
PI.174	The system has the ability to issue and track certificate of occupancy.		Y	
PI.175	The system has the ability to notify inspector when Temporary CO has expired, for the purpose of re-inspection and issuance of final CO.		Y	
	Inspection Scheduling			
PI.176	The system has the ability to automate inspector supervisor assignments.	Desired	Y	
PI.177	The system has the ability to automate inspection assignments by inspection type.		Y	
PI.178	The system has the ability to automate inspection assignments by geographical area.		Y	
PI.179	The system has the ability to automate inspection assignments by a user-defined data source.		N	
PI.180	The system has the ability to generate inspection checklists based upon the type of inspection.		Y	

Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to perform error checking during inspection scheduling to ensure the following, with ability to override with appropriate security permissions:				
PI.181	Contractors' licenses are valid;	Desired	Y	
PI.182	Pre-requisite inspections ae being performed;		Y	
PI.183	Inspections are performed in the proper sequence;		Y	
PI.184	All required fees have been paid;		Y	
PI.185	The permit has not expired;		Y	
PI.186	The type of inspection requested is valid for the permit; and		Y	
PI.187	The permit has not been placed on hold.		Y	
The system has the ability to generate inspection schedules that accommodates entering the following scheduling constraints:				
PI.188	Normal operating hours;	Desired	Y	
PI.189	Observed holidays;		Y	
PI.190	Single occurrence vacations by inspector;		Y	
PI.191	Single occurrence shut-down days;		Y	
PI.192	Other user defined dates; and		Y	
PI.193	Outside normal business hours with associated additional fees.		N	
PI.194	The system has the ability to reassign inspections to another inspector (i.e. due to absence);		Y	
PI.195	The system has the ability to accommodate the logging of inspection results.		Y	
PI.196	The system has the ability to track and maintain inspection results.		Y	
PI.197	The system has the ability for the set up of user-defined inspection sequences, based on type of work performed.		N	
PI.198	The system has the ability to allow for customization of inspection sequence, as required on a case-by-case basis.		N	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Rental Inspection Program				
The system has the ability to record sufficient property address information at the time of registration to include, but not limited to:				
PI.199	Property type (e.g. single-family dwelling, duplex, etc.);	Desired	Y	
PI.200	Unit location (e.g. within a townhouse or apartment);		Y	
PI.201	Address;		Y	
PI.202	Owner name;		Y	
PI.203	Owner contact information;		Y	
PI.204	Resident name;		Y	
PI.205	Resident contact information;		Y	
PI.206	Resident move-in date;		Y	
PI.207	Proof of Pest Control Inspection Results; and		Y	
PI.208	Other user-defined fields.		Y	
PI.209	The system has the ability to set effective dates for tenant information changes.		Y	
PI.210	The system has the ability to track City rental ID number for each property.		Y	
PI.211	The system has the ability to support inspection checklists.		Y	
PI.212	The system has the ability to track inspection history for each rental unit.		Y	
PI.213	The system has the ability to calculate registration fees based upon dwelling type.		Y	
PI.214	The system has the ability to setup recurring notifications of inspections based upon previous inspection results (i.e. a property failed most recent inspection and requires annual inspections as a result).	↓	Y	
Reporting				
PI.215	The system has the ability to generate ad hoc reports.	Critical	Y	

Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.216	The system has the ability to export reports to Microsoft Office tools.	Critical	Y	
PI.217	The system has the ability to generate a report of the number of days that a permit has been in process, from application to issuance.		Y	
	The system has the ability to generate a report of permit activity including:		Y	
PI.218	Total elapsed time;		Y	
PI.219	Times spent by each review level; and		Y	
PI.220	Other user-defined activities.		Y	
The system has the ability to generate permit by type for the following:				
PI.221	Permits issued within a user-defined date range;	Critical	Y	
PI.222	Permits with no activity based upon user-defined threshold;		Y	
PI.223	Permit activity within a user defined are based upon GIS mapping		Y	
PI.224	Applications submitted within a user-defined date range;		Y	
PI.225	Inspections performed within user-defined date range;		Y	
PI.226	Inspections performed a multi-unit dwelling within a user-defined range;		Y	
PI.227	Inspector activity within a user-defined date range;		Y	
PI.228	Plan review processing - number of applications processed;		Y	
PI.229	Plan review processing - average days to process;		Y	
PI.230	Plan review processing – other user-defined;		Y	
PI.231	Certificates of Occupancy activity;		Y	
PI.232	Rental Inspection Certificate activity;		Y	
PI.233	Permits listings by contractor;		Y	
PI.234	Applicant file mailing labels (with option to export);		Y	
PI.235	Permit expiration reports;		Y	

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Permitting and Inspections– General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PI.236	Cap and removal; and	Critical	Y	
PI.237	Other, user defined	↓	Y	
PI.238	The system has the ability to generate inspection schedule workload reports by date and inspector.		Y	

Planning – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Plan Applications				
PZ.1	The system has the ability to provide a planning and zoning module that is integrated with all other system modules.	Critical	Y	
PZ.2	The system has the ability to capture basic planning project application information.		Y	
PZ.3	The system has the ability to track the status of applications.		Y	
PZ.4	The system has the ability to assign fees for plan project applications.		Y	
PZ.5	The system has the ability to allow user-defined application types (i.e. annexation, master plan, subdivision, zoning, sign, variance, etc.)		Y	
PZ.6	The system has the ability to allow user-defined sub-types (preliminary plat; final plat; re-plat, zone change, etc.).		Y	
The system has the ability to track and maintain application status with dates including the following:				
PZ.7	Approved;	Critical	Y	
PZ.8	Approved with conditions;		Y	
PZ.9	Multiple administrative approval;		Y	
PZ.10	Denied;		Y	
PZ.11	Withdrawn; and		Y	
PZ.12	User-defined status codes, which are maintained in a table, by authorized user, with appropriate security.		Y	
The system has the ability to require the following minimum submittal requirements:				
PZ.13	Application;	Critical	Y	
PZ.14	Application Fees;		Y	
PZ.15	Appropriate number of plan copies; and		Y	
PZ.16	Required documents of Application type.		Y	

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Planning – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PZ.17	The system has the ability to attach comments to plan records to describe status/reason (e.g. approval pending due to waiting on bonds and plats from developer).	Critical	Y	
PZ.18	The system has the ability to track/search project by project name.		Y	
PZ.19	The system has the ability to track/search project by other user-defined fields.		Y	
PZ.20	The system has the ability to allow for as many as 99 parcels to be associated with an application.		N	[illegible]
PZ.21	The system has the ability to assign unique application numbering (alpha-numeric with a minimum of 8) and application classification to aid in determining applications/submittal types (i.e. subdivision, variance, zoning, etc.).		Y	
PZ.22	The system has the ability to allow project level organization for application records at any point in the process.		Y	
PZ.23	The system has the ability to provide properly information for all properties associated with a project.		Y	
PZ.24	The system has the ability to allow as many as 99 properties to be associated with a project.		N	
PZ.25	The system has the ability to drill down to companion applications associated with master record.		Y	
PZ.26	The system has the ability to maintain historical data by physical address, parcel or tract location or development name. Data should include project specific details regardless of development aspect.		Y	

Planning – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PZ.27	The system has the ability to provide capability for GIS browsing that will pinpoint location of projects by number, address, owner name and/or parcel number.	Critical	N	
PZ.28	The system has the ability to allow checklists and approval requirements to be overridden with appropriate security permissions.		Y	
PZ.29	The system has the ability to allow system-generated letters to be modified with appropriate security permissions.		Y	
The system has the ability to provide automated work assignment to assign an application/project to:				
PZ.30	Planning staff for assignment to specific planner; and	Critical	Y	
PZ.31	Direct planner assignment by type.		Y	
PZ.32	The system has the ability to provide workflow capability to automatically track and route projects through various user-defined processes.		Y	
PZ.33	The system has the ability to allow review workflow to be initiated from multiple departments with separate review steps depending on plan review type (i.e. items originating in engineering).		Y	
PZ.34	The system has the ability to capture comments as part of the review process.		Y	
PZ.35	The system has the ability to record the time spent at each step of the review process.		Y	
The system has the ability to lock and hold the review process due to the following conditions with the ability to override with appropriate security permissions:				
PZ.36	Unacceptable/incomplete submissions;	Critical	Y	
PZ.37	Agreement to Encroach on the City Right of Way;		Y	
PZ.38	Unpaid fees; and		Y	
PZ.39	Other user-defined conditions.		Y	

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Planning – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PZ.40	The system has the ability to allow user-defined processes or workflow for each application type. User should be allowed to establish the steps or processed each application type and sub-type should follow from application submittal through approval and filing, if necessary.	Critical	Y	
PZ.41	The system has the ability to allow workflow processes to be modified (with appropriate security permissions).		Y	
PZ.42	The system has the ability to allow user-defined plan review routing based on type of work performed.		Y	
PZ.43	The system has the ability to provide automatic standard routing based on user-defined application fields.		Y	
PZ.44	The system has the ability to track and maintain external reviewer agency information/comments.		Y	
PZ.45	The system has the ability to track and maintain external reviewer contact information.		Y	
PZ.46	The system has the ability to allow external agencies access to the application through a secured portal.		N	
PZ.47	The system has the ability to allow for the electronic collection of such items as approvers comments and conditions as plan review progresses (assuming appropriate user security).		Y	
PZ.48	The system has the ability to accommodate City-Defined review checklists for each application type.		Y	
PZ.49	The system has the ability to accommodate free form text boxes in the review checklists.		Y	

Planning – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PZ.50	The system has the ability to require that all mandated review steps are completed prior to approval of application.	Critical	Y	
PZ.51	The system has the ability to provide override capabilities with appropriate security to approve application if steps have not been completed.		Y	
PZ.52	The system has the ability to provide checklists for application review.		Y	
PZ.53	The system has the ability, through workflow, to selectively notify appropriate departments and referral agencies (City-defined), when a plan has been submitted to the City.		Y	
PZ.54	The system has the ability to provide user alerts/pop-up reminders to notify users of pending workflow and necessary actions.		Y	
PZ.55	The system has the ability to accommodate role-based approval capabilities for each review step for each department.		Y	
PZ.56	The system has the ability to record review actions made by various departments.		Y	
PZ.57	The system has the ability to allow for entry of unlimited free-form text comments associated with application review.		Y	
PZ.58	The system has the ability to accommodate user-defined tables for standard comments that can be accessed during application review.		Y	
PZ.59	The system has the ability to flag entire projects to alert specified groups of special conditions		N	
PZ.60	The system has the ability to flag individual projects to alert the counter-personnel of special conditions.		N	

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Planning – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to record the following date fields:				
PZ.61	Multiple Received dates;	Critical	Y	
PZ.62	Date Application deemed complete;		Y	
PZ.63	Multiple Meeting and Hearing dates;		Y	
PZ.64	Multiple Mail dates;		Y	
PZ.65	Multiple approval dates;		Y	
PZ.66	Effective dates (date of ordinance); and		Y	
PZ.67	Other user defined.		Y	
PZ.68	The system has the ability to automatically calculate user-defined "key Dates" as part of the view process for projects.		Y	
PZ.69	The system has the ability to associate "key dates" with project review steps.		Y	
PZ.70	The system has the ability to notify users of key deadlines approaching on a project (as defined by the City).		Y	
PZ.71	The system has the ability to automatically generate a user-defined application acceptance/decline letter by application type.		Y	
PZ.72	The system has the ability to automatically generate a user-defined application acceptance/decline email by application type.		Y	
PZ.73	The system has the ability to automatically generate letters to property owners and others regarding projects (e.g., upcoming meetings).		Y	
PZ.74	The system has the ability to generate a report of project history showing all events and meeting dates.		Y	
PZ.75	The system has the ability to track the amount of time (in calendar days) that plans were under review for each plan tracking step.	↓	Y	

Planning – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PZ.76	The system has the ability to generate statistical reports summarizing the number of days spent in application review for each type of job by each reviewing department.	Critical	Y	
PZ.77	The system has the ability to assess application review fees.		Y	
PZ.78	The system has the ability to collect payments for application review fees.		Y	
PZ.79	The system has the ability to accumulate application review and permit charges automatically.		Y	
PZ.80	The system has the ability to produce cash receipts to validate payments and update projects.		Y	
Planning Reporting				
PZ.81	The system has the ability to track and report on time frames associated with each application review step.	Critical	Y	
The system has the ability to provide application review completeness reports from:				
PZ.82	Planning Division;	Critical	Y	
PZ.83	Other departments; and		Y	
PZ.84	Other agencies.		Y	
PZ.85	The system has the ability to generate status reports of items within the review process.		Y	
PZ.86	The system has the ability to generate notification letters to applicant.		Y	
PZ.87	The system has the ability to generate relevant meeting documents for any application that results in a meeting being held.		Y	
The system has the ability to generate reports on the following:				
PZ.88	Application review processing – number of applications processed.	critical	Y	

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Planning – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PZ.89	Application review proceeding – average days to process;	Critical	Y	
PZ.90	Number of applications by type;	↓	Y	
PZ.91	Number of application submission by type;		Y	
PZ.92	Time between submission (number of days);		Y	
PZ.93	Applications by status; and		Y	
PZ.94	Applications by assigned staff;		Y	
PZ.95	The system has the ability to provide drill down capability to see attachments to records based on security permissions.		Y	

4.0 Implementation Plan

B.4.1 Provide a detailed plan for implementing the proposed system. This information must include:

- **Proposed phasing for roll-out of proposed system**

BS&A is proposing a two phase roll out. The first phase would consist of core financials, including Purchase Orders. The second phase would consist of the Human Resources/Payroll applications.

- **Schedule of key dates**

B.4.2 Explain the proposed plan for implementation. This information must include:

- **Description of implementation tasks and activities**

- **Description of key deliverables (and how they relate to the implementation approach and activities).** *Please note the required deliverables listed in Section C..*

Implementation Plan
Services include the planning and evaluation of current hardware and network, sources and format of legacy data, potential integration with existing systems, software installation, data conversion and training. BS&A does not intend on partnering with any other software vendors for this project.

Our goal is to make the transition from your current system as painless as possible. We utilize our extensive experience to accomplish this in an efficient, accurate and timely manner.

For example, many municipalities believe the best time to convert is at the start of a fiscal year. Our experience has shown that this is often the busiest time of year – not the optimal time to transition to new software. Once a general transition time is agreed upon, an implementation timeline is prepared. This schedule includes evaluation of your current hardware and network, sources and format of legacy data, potential integration with existing system, software installation, data conversion and training.

Implementation meetings are held to discuss/gather information about key topics like workflow process, banking information including positive pay/ACH, any unique

Implementation Highlights

The staff at BS&A Software is specially trained, first and foremost, to take care of customers. We are not satisfied unless your staff is pleased with your software choice. The process is not complete without a solid implementation plan to follow.

Our Implementation process includes all services necessary to assure a successful transition.

We will provide:

- Current Process Review
- Project Managers that understand your needs AND are Subject Matter Experts
- Implementation and Project Plans
- Project Update Conference Calls
- Program Installation/Network Configuration assistance
- Data Conversion from your legacy system
- Data review services – you will evaluate your converted data prior to your Go-Live
- Training Services that are tailored to your needs
- Follow-up training with advanced report design assistance.

reporting requirements, etc. As part of these meetings key team members from the municipality are identified and included, ensuring that all concerns are heard and any potential issues are addressed.

We strive to shorten the transition process as much as possible – a long transition equates to diminishing productivity. Typically, we can accomplish the entire process – from initial kickoff meeting to "go-live" – in six to nine months.

Implementation Approach
BS&A has developed a five phase approach to implementation.

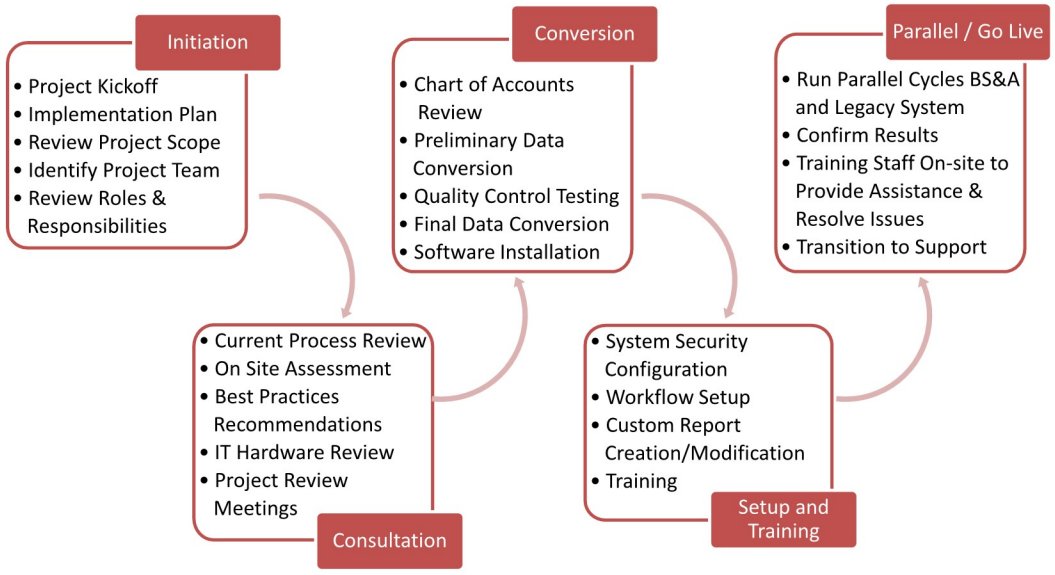
Consultation: Each implementation will begin with a kick-off meeting. Here we will set the time table and develop the schedule for your onsite implementation and training. During the onsite Process Discovery meeting we will review your current processes, and make the recommendations for the best practices in BS&A.

Conversion: In this phase we install the software, review your chart of accounts, run a preliminary data conversion followed by quality control testing, and finally perform the final data conversion.

Setup and Training: This phase consists of user and security setup, workflow setup, custom report creation and modification, and onsite end user training.

Parallel: Here we run identical payrolls and billing in BS&A as well as your legacy system as part of training.

Go-Live: Our training staff is onsite working with you to perform your first payroll, billings, and check and report runs. They will review the processes with you and transition you to the BS&A support staff.



Software Installation
Programs will be installed by BS&A for testing and learning purposes. This is informal and simply allows users to play with the applications prior to formal training. Data will be installed at a later date. This allows time for the staff to become familiar with the applications and review tutorials prior to formal training.

We have provided an option for the City to obtain hardware and hardware support services through IT Right, our preferred provider. BS&A will assist in recommending the optimal hardware configuration for this installation.

Proposed Implementation Schedule
Dates are estimated based on the City's calendar of events schedule and may be subject to change.

Timetable	Scope of Work
1 Month Post Signing	**Kick-Off Meeting –** This meeting will assemble all project stakeholders to discuss expectations and concerns. BS&A Software will listen to the discussion, offer input as needed, and formulate a plan at the conclusion.
	Assemble Project Team – The respective Project Managers will administer the day-to-day operations of the project.
	Establish a timeline for project components such as conversions, customizations, program training.
5 Month Pre Go-Live	**Meet with the City IT staff** to identify possible network issues and review existing system configurations.
	City reviews hardware requirements and begin the process of purchasing/installing new server(s) and workstations if necessary.
4-5 Months Pre Go-Live	**Preliminary Data Conversion & Data Review –** Begin process of converting City's existing data into BS&A, following the agreed upon conversion plan.
	City sends preliminary data to BS&A for analysis and first run of data conversions. Upon completion of initial conversion, BS&A meets with key stakeholders to review conversion output. If necessary, the conversion will be updated and the process will be completed again until we have successfully converted all data. During this process, we will also gather requirements for any required program customizations.
4 Months Pre Go-Live	**Install programs** in test environment for learning and evaluation purposes. This allows time for staff to become familiar with the applications, execute test cases and review tutorials prior to formal training. Final converted data to be installed at a later date.
0-2 Months Pre Go-Live	**Implementation/Training**
	The converted data will go through a Quality Control test. BS&A will first review/test the data, and then pass it to the City for their review and critique.
	BS&A begins Program Training. This will familiarize staff with the new software and processes.
1 Month Post Go-Live	**Evaluation**
	After you are up and running we don't disappear. We will conduct a post project review meeting to tie up any loose ends and evaluate the entire process. We want your feedback to make sure you're completely satisfied and learn of anything that could be done to make our process better.

B.4.3 Explain the proposed vendor staffing for the project including:

- **Approximate dedication to the project of each resource and approximate time work will be completed on-site vs. off-site**

The proposed plan includes an assumption that the project management team would dedicate approximately 60 hours to this project. As currently proposed, this would include approximately 24 hours on-site. Implementation and Training staff would be expected to dedicate approximately 250 hours to the project, with 200 of those being on-site.

- **Identify how the vendor plans to control costs by utilizing remote meetings**

BS&A believes that on-site training is most effective and our proposal assumes we will be able to perform training on-site. BS&A project is structured so that only critical activities are handled on-site, and other tasks are completed remotely, particularly early in the process.

- **Major roles and responsibilities for each resource**

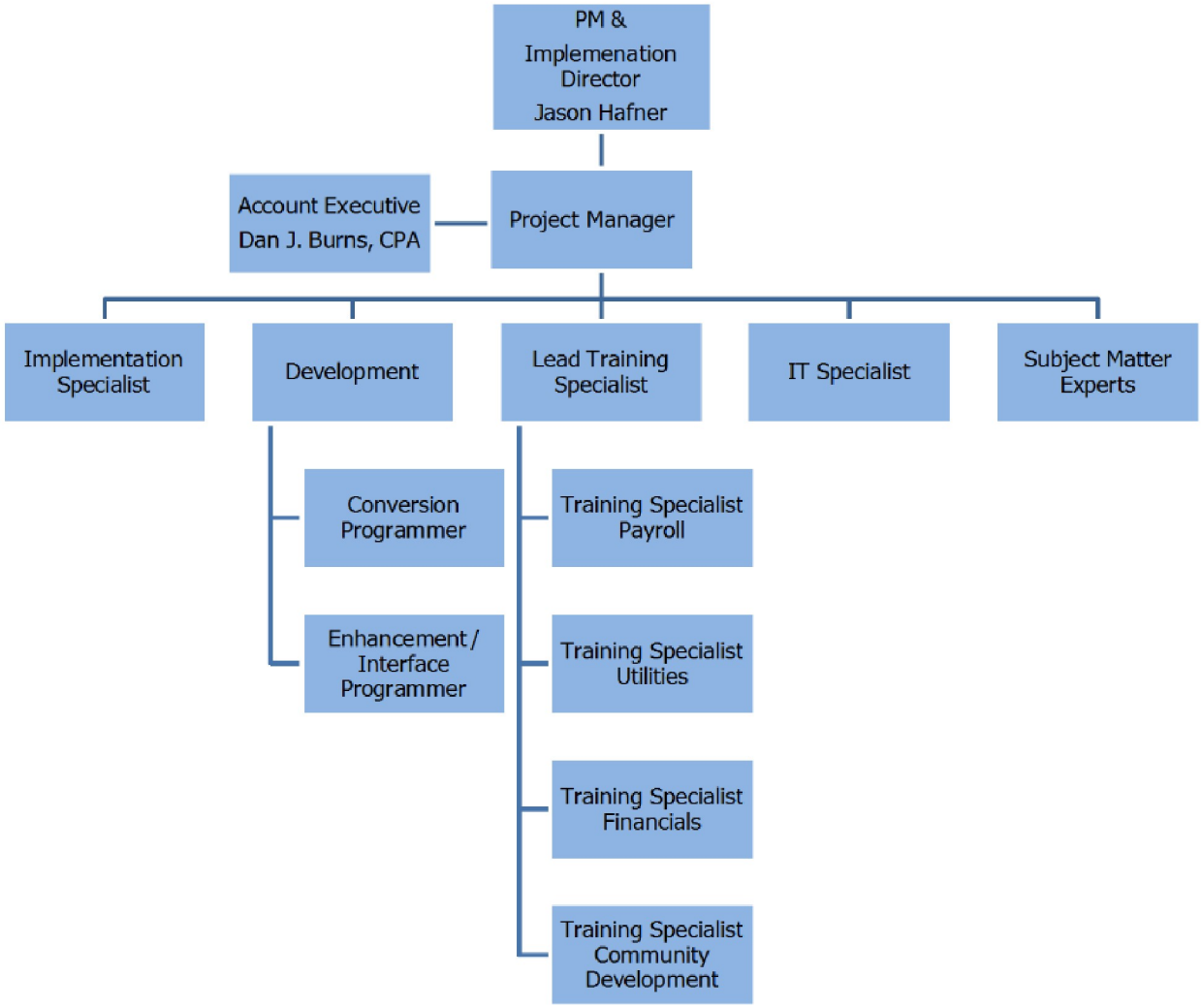
The project management team has responsibility for the project. They will communicate with the customer, and internally with developers and the implementation and training staff, to ensure that project deliverables are met. They are also responsible for scheduling, verifying conversions, coordinating technical conversations between BS&A IT staff and the City's, managing changes to the project, and formulating the go-live plan, with any attendant process reorganization. BS&A IT staff would be working with the City on extraction of data, testing and verification of hardware, installation of software, etc. Implementation and Training staff are responsible for enacting the project plan decided upon by the City and BS&A Project Managers, by training customers on the applications, ensure that the system is configured optimally based on the process planning done during the project management phase, and initiating the hand-off to our support department, once the go-live has been completed.

BS&A's Project Specific Roles
BS&A Software will use the following roles during the project:

- **Project Management and Implementation Planning Director**
  - Has overall accountability for the project and provides a point of escalation for the customer.
- **Account Manager**
  - Escalate internal issues as needed.
- **Project Manager**
  - Has day-to-day accountability for the project.
  - Scheduling and leading the Kick-Off Meeting
  - Manages and coordinates all activities and resources associated with the project.
  - Produces and maintains the project plan
  - Responsible for and leads the work associated with the development of the customer's new processes
  - Leads the on-site process review
  - Hold regular conference calls with Organization project manager to review status and progress of project and to identify any outstanding issues
  - Manage Change Orders

- **Implementation Specialist**
  - Responsible for and leads the work associated with the development of the customer's new databases
  - Participates in the on-site process review
  - Develops best practices recommendations
  - Assist with forms analysis & creation
  - Assist with data conversion analysis
  - Assist with report analysis & creation
- **Development**
  - Create custom integrations
  - Perform data conversion
  - Develop enhancements or bug fixes
- **Training Specialist**
  - Participates in creation of the training plan
  - Responsible for and leads the cutover and delivery of the training
  - One lead training specialist will be identified to coordinate all training activities
- **IT**
  - Assists with the extraction of test and production data from the customer's existing applications.
  - Responsible for the installation of the BS&A applications on the customer's production environment.
- **Subject Matter Experts**
  - May assist as required, typically for Payroll

Note: there may be a number of people fulfilling each role.



Organization's Project Specific Roles

We recommend the following roles for Organization employees for this Project

- **Project Champion**
  - Escalate and resolve issues raised by project manager
  - Insure Organization-wide buy-in and support
- **Project Manager**
  - Manage completion of project planning documents
  - Identify and communicate to BS&A project manager requirements for a successful implementation
  - Coordinate with BS&A project manager to develop and maintain implementation schedule which identifies specific milestones and establishes accountability
  - Schedule Organization resources for training: personnel, equipment and training rooms.
  - Identify additional employee training needs and update schedule

- Ensure that employees accomplish tasks on time, including monitoring homework assignments
- Review invoices and approve payment in accordance with the contract and associated milestones
- Oversee project and monitor progress with BS&A project manager
- Develop conversion specifications with BS&A
- Coordinate analysis and proofing of conversion data

- **Subject Matter Experts (one each for payroll, utilities, work order and financials)**
  - Provide detailed policy/process information
  - Analyze potential policy/process changes
  - Subject matter experts on selected modules
  - Participate in knowledge transfer and analysis sessions
  - Sign off on system design
  - Participate in form design
  - Participate in validation of conversion
  - Participate in testing and parallels
  - Assign department resources for training and internal project tasks
  - Complete workflow and security templates for all end users
  - Attend all training sessions or appoint an appropriate management level designee
  - Assess end user competency on trained topics
  - Assess policy compliance
  - Provide end users with dedicated time to complete required homework tasks
  - Act as supervisor/cheerleader for the new BS&A processes
  - Identify and communicate to Organization project manager any additional training needs or scheduling conflicts
  - Help document lessons learned at end of each phase and signoff on formal acceptance for phase close-out
- **IT Specialist**
  - Assist with data extraction
  - Procure and install any required hardware
  - Add new users and printers
  - Perform basic server system maintenance
  - Ensure all users understand BS&A log-on process and have necessary permission for all training sessions
  - Ensure network and infrastructure is sound
- **End User**
  - Attend Training as offered
  - Complete tasks as assigned
  - Practice skills learned within training before live processing date.
  - Communicate departmental needs as needed
  - Communicate any problems to project manager or subject manager expert
  - Demonstrate competency with BS&A applications processing prior to GO LIVE

B.4.4 Explain proposed project management services including:

- **Role of the vendor project manager**
- **Use of project collaboration site**
- **Expected role of Government project manager**
- **On-Site presence of vendor project manager**
- **Proposed quality assurance procedures**

Project Management

A member of our Project Management and Implementation Planning team will be assigned to coordinate your project. Our consultant will oversee the implementation process, schedule all necessary meetings, facilitate data transfer and conversion, and schedule training. All training proposed will be performed onsite at your offices. Coordination, documentation, and communication will be provided throughout the project by way of Microsoft SharePoint.

An overview of our planned method for a five-phase project management is as follows. BS&A is able to work with the timeline that best suits you.

Initiation: All projects begin with a Kick -Off meeting with the Project Stakeholders. Discussions then take place with each Department. The key is to ensure everyone is kept on the same page.

Planning: Comprehensive planning must occur through a variety of means. Planning is completed and is put in place through a formal Implementation Plan. The plan is specific to dates, timelines, tasks, and schedule of events.

Execution: Execution is an extension of the planning process. It puts the Implementation Plan in motion.

Control: We will have several basic control systems and some more formal quality control systems in place. Program installation, data conversions, training, and system testing will all have control system testing. The installation may be phased; therefore, testing of each implementation will occur at the appropriate time.

Closure: This is where the project is wrapped up. BS&A will remain onsite for the first several Go-Live dates, for each application if necessary. Additionally, follow-up visits may be scheduled to assess progress and answer questions. Of course, the technical support staff is always here for you.

Project Management Highlights

BS&A employs a project management approach that is distinctly better for several reasons. With our staff, you will enjoy the following benefits:

- The Customer: The staff at BS&A Software is always concerned with the client's needs first
- Details: We will follow a detailed project plan that will ensure a smooth transition
- Knowledgeable: You will always be dealing with a professional, knowledgeable, and dedicated staff member
- Passionate: Throughout the project you will work with staff members that believe it is very important to always push ourselves and to never be satisfied with "good enough." Our goal is not to be a good company by providing good services. We want to be a great company by providing remarkable services.
- Important: Your Project Manager will guide you through the process and make sure you are the most important part of the process.
- Every member of the BS&A team treats each customer as absolutely crucial to the company's survival, as indeed, each customer is.

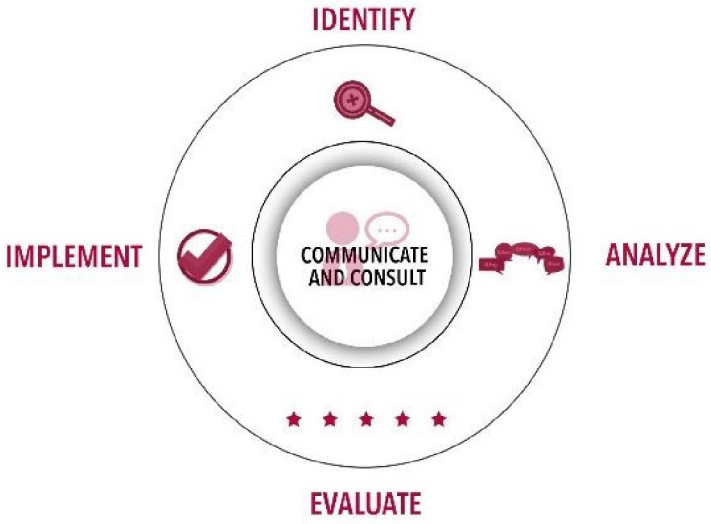
In the event of a change in scope, the assigned Project Manager will first review the requested functionality with the appropriate Project Stakeholders, to ensure that there is a clear understanding of the desired outcome. Once this is completed, the Project Manager may consult with development staff, or our Product Management team, in order to first determine if it is possible to accommodate the requested changes, then to determine if there will be cost involved, and finally to determine an estimated timeline for the implementation of those changes. Once this step has been completed, a Change Order, detailing the change in scope, as well as any impacts to cost or timeline, is prepared for customer review. At any stage during this process, the Project Manager may facilitate the exchange of information between BS&A's Product Managers and developers, and the appropriate customer personnel.

System Design and Documentation

BS&A is responsible for creating a Recommended System Design and Configuration. This will be accomplished by conducting an in-depth, onsite review of your existing process. The output of this review will be a set of recommendations and associated system design and configuration document. It is the City's responsibility to review, approve, and/or adjust that design. Some parts of BS&A's recommended design may be items that the City wishes to implement in the future. We will work with you to come up with a design that optimizes efficiencies, but takes into account your current practices, policies, and procedures. This will be provided to the Stakeholders electronically and reviewed during the onsite configuration/design review meeting. The outcome of that meeting and subsequent discussions will be to agree on a final system design/configuration.

Project Risk Management

BS&A embeds risk management in every project. In our 25 years of data conversions and implementations we have learned this is an integral part of maintaining a successful project. Throughout the project your Project Manager will be in constant communication with you, and will schedule regular conference calls to keep everyone aware of the status of your project. Constant communication and consultation throughout the entire process is the best way to handle risk management.



The project risk management model that we follow is:

1. Identify
2. Analyze
3. Evaluate
4. Implement

Final Phase and Cut-Over

In the final phase of the project, you will be running BS&A as your primary system. For Payroll and Billing Cycles, we will run at least one cycle in parallel. For example, you will run a payroll in your current software. We will then run the same payroll in the BS&A Payroll software and make sure that data balances. From that point forward, all activity will be in BS&A. Similarly, we will run a parallel cycle in Utility Billing to make sure that bills are being created appropriately. BS&A will be onsite during these Go-Live periods to help quickly resolve any problems that may arise. At the conclusion of this phase, we will transition you to our Support team.

Product Testing

The converted data will go through a Quality Control test. BS&A will first review/test the data, and then pass it to the City for their review and critique. The recommended approach to the following types of testing is:

1) System Testing

System Testing is the overall approach used to validate that an entire system satisfies the requirements, business and operational objectives.

2) Integration Testing

Integration testing is intended to verify operational requirements between major applications, sub-systems or modules. Test cases should be constructed to test that all modules interact correctly. For example, Utility Billing should be able to submit a "check request" to the accounts payable module. An appropriate integration test would be to create a "check request" in Utility Billing and verify that the check request exists in Accounts Payable and can be used to generate a refund check. Likewise, an Integration Tests should be defined for each of the "Integration and Interfaces" requirements identified in the applications specifications spreadsheet.

3) Stress/Performance Testing

Stress testing refers to tests intended to evaluate a system, module or function under heavy load. The goal of these tests is to ensure the software will perform adequately under maximum loading conditions. BS&A recommends creating Stress Tests that will mimic maxim expected loading for critical functions. Similarly, Performance testing refers to the assessment of the performance of system, module or function from the perspective of the user. Performance testing is often done in conjunction with stress testing.

B.4.5 Explain the expected Government staffing for the project including:

- **Assumed participation in the project (average portion of FTE). This should include all time spent working on the project (including time spent with and without vendor consultants)**
- **Assumptions about prior skills / competencies of resources**
- **Complete Attachment 12 (Staffing). Refer to Section C.4 of the RFP for project staffing.**

City of Corcoran RFP for ERP
Attachment 12 - staffing
City of Corcoran Project Team

Key:
L lead for module (significant involvement)
S subject matter expert (part time involvement)
X participant (limited involvement)

			GOVERNANCE				Financials							HR					OTHER			TECHNICAL					
Resource	Department	approximate involvement in project (as FTE)	PROJ MANAGER	PIT CREW / PROJECT TEAM	POLICY TEAM	STEERING COMMITTEE	ACCOUNTING / REPORTING	PROJ / GRANT	PROCURE TO PAY	CONTRACTS	AR / BILLING	ASSET MANAGEMENT	BUDGET	POSITION CONTROL	HR	BENEFITS	TIME ENTRY / PAYROLL	RISK	UTILITY BILLING	PERMITTING	TAX	TECH SUPPORT LEAD	REPORTING	WORKFLOW	SECURITY	LASERFICHE
JESSICA BEISE	Administrative Services Director/City Clerk	90-100%	L	L	L	L	X	X	S	L	X	S	S	S	L	L	S	L	S	X	X	X	X	X	X	S
JOE ROTZ	Accounting/Finance	80-100%	X	S	X	X	L	S	L	X	L	L	S	X	S	S	L	S	L	S	L	X	S	X	X	S
CHRIS RICKERT (CIT)	IT (Contracted Personnel)	0-20%	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	L	L	L	L	S
BRAD MARTENS	City Administrator	0-10%	X	X	X	X	X	X	X	S	X	X	L	L	X	X	X	X	X	X	X	X	X	X	X	X
SHAWNA ZUTHER	Administrative Assistant	0-5%	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	S	X	X	X	X	X	S
MICHELLE FRIEDRICH	Deputy Clerk/administrative support	0-5%	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	S	X	X	X	X	X	L
MIKE PRITCHARD	Permits/Code Compliance	0-5%	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	L	X	X	X	X	X	X
MATT GOTTSCHALK	Public Safety (Chief)	0-5%	X	X	X	X	X	L	X	X	X	X	S	X	X	X	X	X	X	X	X	X	X	X	X	X
RYAN BURNS	Public Safety (Lieutenant)	0-5%	X	X	X	X	X	L	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

BS&A assumes the following skills/competencies in regards to City staff:

- IT resources will have the knowledge and expertise to communicate effectively with BS&A IT staff, with regards to workstation/server/network specifications, and will be able to carry out the agreed upon plans. City IT staff will also be able to assist with the extraction of data from the legacy system.
- City will have at least one staff member to serve as a subject matter expert, for each individual application, or functional area. This person will be able to answer questions relating to process, workflow, and system requirements, as it relates to their area of expertise.
- Individual staff members will have working knowledge of using a windows based computer, as well as a working knowledge of the job duties relating to the job duties directly relating to the application.
- Beyond the time directly invested in training activities, BS&A makes the following time related staffing assumptions:
  - City subject matter expert - .25 FTE for the duration of the project.
  - City IT staffing - .25 FTE for the duration of the project.
  - Individual staff members – minimal involvement, beyond training, as required for testing purposes, or as needed by the City's subject matter expert.

B.4.6 Provide an overview of proposed training plan/strategy, specifying how and when training is to be delivered for both on-site and off-site training and web training services for the core project team, end users, and technology personnel (if required).

Training Approach

We prefer to train your staff using your data in conjunction with your go-live date. Our experience has shown that training weeks in advance of actually using the software is easily forgotten. The coordination of data conversion, installation and training is crucial to a seamless transition – and is something we do very well.

Software for Local Government

BS&A SOFTWARE

Microsoft CERTIFIED Partner

Training Highlights

The coordination of data conversion, installation and training is crucial to a seamless transition – and is something we do very well.

Our training process includes all services necessary to assure a successful transition.

This includes:

- Setting up user and user security right for each application
- Modifying custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Trainers who are experts in our system and hold accounting degrees.
- Using your own data for hands-on training.

After training is complete, we don't go away. We think it's important to revisit our customers one to two months post-training to follow up on any items covered during training that need to be refreshed. As needs arise, we can also offer assistance with bank reconciliations.

In addition to expertise in our system, our trainers all hold accounting degrees. We believe this is very important to effectively communicate accounting concepts. Our trainers teach in a friendly, relaxed manner, which helps alleviate any apprehension your staff may have over learning a new system and helps them buy into the entire transition.

The training methods we utilize are perhaps the area where our flexibility is most evident. Where practical, we find a hands-on approach at your users' desk most effective. Depending on the size of the municipality, we can offer training in a classroom environment, using a screen and projector. In either case, we utilize your data, which has the most relevance for your users and leads to best retention of training.

The first step in the process is to jointly create an overall project implementation plan. From there, we will jointly develop a training plan that accommodates your requirements (vacations, elections, auditor, etc.). Training is conducted on-site, hands-on using your live data. The typical process is to walk through overall process. Once that is complete, we will then go into specific tasks. Where appropriate, a parallel cycle will be run to make sure that data generated in BS&A matches data generated in your current system. Trainers will remain on-site until the user community is up and running. Typically after 30 to 60 days of use, we bring the trainer back on-site to address any questions and reinforce prior training.

BS&A will provide the existing documentation, training manuals, and texts to assist in the training process. The training materials provided can be used, copied, combined and/or distributed for any City training sessions.

BS&A will provide the existing documentation, training manuals, and texts to assist in the training process. The application-specific training materials are further broken down by process, so that it is possible to pick and choose materials appropriate for the particular training session. The training materials provided can be used, copied, combined and/or distributed for any City training sessions.

End User Training

The estimated number of training days for end user training for City staff on all software modules:

Software Setup	Days: 3
General Ledger .NET	Days: 2
Accounts Payable .NET	Days: 3
Cash Receipting .NET	Days: 1
Miscellaneous Receivables .NET	Days: 2
Purchase Order .NET	Days: 3
Fixed Assets .NET	Days: 1
Utility Billing .NET	Days: 7
Payroll .NET	Days: 4
Human Resources .NET	Days: 2
Timesheets .NET	Days: 3
Building Department .NET	Days: 7
Field Inspection .NET	Days: 3
BS&A Online – Employee Self Service	Days: 1
Post-Go Live Follow Up	Days: 4
	Total: 46

Optional Post-Go Live Follow-up Training
BS&A strongly recommends follow-up training approximately 30 to 60 days after initial training. During these sessions we will work one-on-one with any users who require additional assistance. For this project, we would recommend 4 days of follow-up training. Activities include:

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A applications
- Assist customers with more detailed and advanced report options available within the BS&A applications
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- $1,000/day + travel costs
- Days quoted are estimates; you will only be billed for actual days used

If necessary, additional onsite training or support is available for $1,000/day plus applicable expenses. Alternatively, remote web training is also available for a fee of $140/hour. Several user group meetings are scheduled throughout the year. Meetings are held at our training facility in Bath, Michigan and are complementary to our customers. Webinar participation is available for those unable to attend the user group meetings in person. Additionally, videos of these meetings are available on our website shortly after the meeting takes place.

Our team will ensure that all necessary staff is educated to the appropriate level that allows them to support and maintain the application in the most proficient manner upon the completion of implementation. Due to the comprehensive material presented, we fully anticipate and welcome the City staff to utilize our technical support and online resources.

Additionally, we have detailed application training videos and corresponding written courseware. Our video courseware is designed for:

- ✓ New customers and prospects who want to gain some upfront knowledge before our implementation and training staff arrive onsite.
- ✓ Existing customers who want to understand important topics at a deeper level once they have become more accustomed to the software.
- ✓ Existing customers who have hired new personnel and would like to allow them get up to speed on their own schedule.

- **Explain the role and responsibilities the Government is expected to provide for the training effort including (but not limited to) training coordination, training material development, training delivery, etc.**

The City would be expected to provide assistance with ensuring that the appropriate City staff was available and scheduled for the correct training sessions, and to make Subject Matter Experts available as needed, in order to resolve any questions that arise which should not be answered to City employees by BS&A staff. Although not required by BS&A, based on the scope of this project, some customers choose to have their subject matter experts assist with training delivery, to ensure mastery of the information, and provide an internal expert.

BS&A Software will need City resources available to participate in phase 2 of the implementation. They will be involved in onsite discovery meetings, data reviews, and other project related activities.

B.4.7 Complete Attachment 11 (Conversions). The Government expects proposers to include all conversion listed in the RFP.

Attachment 11

E.11 Conversion systems - details – Required Modules.

No.	Functional Area/Metric	Statistic
1	**General ledger & financial reporting**	
	Number of Funds	57
	Number of accounts	599
	Fiscal Year End	12/31
2	**Budgeting**	
	Operating Budget	$5,045,377
	Capital Budget	$311,000
3	**Purchasing**	
	Number of Purchase Orders per Year	10
	Number of Contracts Managed Annually	10
	Number of Item Locations	3
4	**Accounts payable**	
	Number of Vendors	500
	Number of Invoices per Year	1440
	Number of 1099's issued per Year	12
5	**Accounts Receivable**	
	Number of invoices/statements per Year	12
6	**Fixed assets**	
	Amount of Fixed Assets	$27,537,618
	Number of Fixed Assets	212
7	**Project accounting and grant management**	
	Number of Active Projects	6
	Number of Active Grants	4
8	**Utility billing- water and sewer**	
	Number of Active Accounts-Residential/Commercial	600
	Number of Billing Cycles	12
9	**Cash receipting**	
	Number of current Cash Collection Points (Cash Only)	2
	Number of Cash Collection Points (All Payment Types)	2
10	**Payroll and time entry**	
	Number of W2's per Year	36
	Payroll Frequency	26
11	**Human resources**	
	Number of Employees (regular)	30
	Number of Employees (temp and seasonal)	15
	Number of Applicants per Year	300

No.	Functional Area		Current Application	Total Users	Concurrent Users
1	Core Financials	General Ledger and Financial Reporting	Banyon	3	1
2		Budgeting	Banyon, Excel	3	1
3		Purchasing	Excel	unlimited	
4		Accounts Payable	Banyon	3	1
5		Accounts Receivable	Excel	unlimited	
6		Project Accounting and Grant Management	Excel	unlimited	
7		Fixed Assets	Excel		
8	HR/Payroll	Human Resources	ADP, records kept on network folder	2	
9		Payroll	ADP	2	
10		Time Entry	ADP	36+	
11	Utility Billing		Banyon	2	

Data Conversion

Data conversion is the single most important aspect of any system implementation. We do not force you to provide us data in a pre-defined format or go through a complex process to create data mapped to a specific structure. Instead, we simply ask you to provide us with ASCII data (preferably MS SQL or Access), data definitions, and we will then take ownership of the conversion process. Whenever possible, we take all the risk of data conversion, by providing you with a "not to exceed pricing" rule. If the conversion takes more work than expected, we will complete the additional work at no additional charge to the City. Of course, we will require your help in running reports and validating that the data is converted correctly, but it is our job to handle the conversion process – you just help us make sure we get it right.

Data Conversion Process

In the course of bringing hundreds of municipalities onto our Financial Management and Utility Billing software, we have fine-tuned our data conversion process to minimize the work on your part and maximize your ability to access past data. We have experience converting data from numerous different legacy systems. **We understand that your current financial management software is Banyon.**

Data Extraction & Formatting

BS&A will extract all of the data to be converted from your system. The City does not need to touch or reformat the data in any way. The only thing required of the City is to run some reports to aid us in balancing the data.

Preliminary Data Conversion/Mapping

One of the first key activities in the project is to get an initial copy of your data. BS&A consultants will map your existing data into the appropriate fields within BS&A. This mapping will be used to drive the development of our data conversion routines. After a preliminary conversion is developed, we will interrogate the data and make sure it balances.

Data Review

Once we have converted the initial data, it will be installed onsite for review by your transition team and BS&A staff. Together, we will walk through the data – you are the experts on the information and we are the experts on our system. Any deficiencies in the raw data and/or conversion process are identified and addressed. An evaluation is also made of any missing pieces in the data that cannot be converted electronically. BS&A staff will often enter critical items to reduce your workload during the busy transition period. This data will remain on your test system for evaluation throughout the remainder of the process. If necessary, this step will be repeated until we have the data conversion approved.

Final Conversion

Just before the Go-Live date for a particular application, we will again extract a copy of your data. In this case, it will be data that includes all the latest transactions. We will re-run our conversion and load the data onsite into the appropriate BS&A application.

Parallel Cycles

To absolutely ensure that our data conversion process is 100% correct, we run payroll cycles in parallel. After running a payroll in your current system, we will re-run the same payroll in BS&A to make sure that all data is replicated. Any deficiencies will be corrected.

Scope of Data Conversion

The cost proposal identifies conversion costs. The scope of those conversions is specified in the following table.

Application	Scope of Conversion
Payroll	Database Setup
	Employee detail and Year to Date
General Ledger	Chart of Accounts
	Balances and Budget
	Up to 10 years Journal Transaction History
Accounts Payable	Vendors
	Up to 10 years Invoices and Check History
Cash Receipting	Receipt Items and Tender Codes
Human Resources	Setup of Positions and Benefit Plans
Miscellaneous Receivables	Setup of Billing Items, Penalties
Fixed Assets	Assets and Depreciation History
Utility Billing	Accounts, Services, Deposits, Rates, Meters
	Unlimited Years of Service, Billing and Payment History
Building Department	Property Information, Open Permits, and History data

No conversion or database setup to be performed for:
Purchase Order
Field Inspection
Timesheets

Product Testing

The converted data will go through a Quality Control test. BS&A will first review/test the data, and then pass it to the City for their review and critique. The recommended approach to the following types of testing is:

1) System Testing

System Testing is the overall approach used to validate that an entire system satisfies the requirements, business, and operational objectives.

2) Integration Testing

Integration testing is intended to verify operational requirements between major applications, sub-systems, or modules. Test cases should be constructed to test that all modules interact correctly. For example, Utility Billing should be able to submit a "check request" to the Accounts Payable application. An appropriate integration test would be to create a check request in Utility Billing and verify that the check request exists in Accounts Payable for use in generating a refund check. Likewise, an Integration Test should be defined for each of the "Integration and Interfaces" requirements identified in the application specifications spreadsheet.

3) Stress/Performance Testing

Stress testing refers to tests intended to evaluate a system, module, or function under heavy load. The goal of these tests is to ensure the software will perform adequately under maximum loading conditions. BS&A recommends creating stress tests that will mimic maximum expected loading for critical functions. Similarly, Performance testing refers to the assessment of the performance of the system, module, or function from the perspective of the user. Performance testing is often done in conjunction with stress testing.

5.0 Ongoing Support and Hosting Services

B.5.1 Complete Attachment 8 (Software-as-a-Services / Hosting) (if applicable)

Not applicable. BS&A is proposing a City hosted solution.

B.5.2 Describe proposed services for hosting including:

- **Information on the specific hosting services provided**
- **Help desk support services**
- **Application support**
- **Operational support services**
- **Technology infrastructure services**
- **Disaster recovery**
- **Will all products (including third party products) be hosted through the same provider?**
- **Will the Government need to host anything on its servers?**

BS&A is not proposing a hosted environment. Therefore, all data would be hosted via the City servers. However, our solution is a client/server based system, and therefore would not require a dedicated web server.

Company Service And Support Philosophy

BS&A believes that providing superior support is the key to success. We have over 30 staff members dedicated to supporting our software, along with an additional 16 software developers and programmers to provide a higher level of assistance when needed. Many of our support staff are degreed accountants, including multiple CPAs. This exceptional level of understanding of the accounting process, combined with their expertise in our software, has enhanced the quality of our software support. Our technical support staff continuously receives outstanding evaluations from our current customer base!

BS&A's management team measures the success of the support staff in several ways. First, approximately 3 weeks after conclusion of the project, we conduct a Post-project review. The purpose of this activity is to determine what aspects of the project went well and uncover any areas where improvements need to be made. If any additional training or support activities are required those will be completed to ensure satisfaction with the project. Then, after approximately 60 days post-implementation, a member of the senior BS&A management team will

Technical Support Highlights

Why is BS&A better?

- We believe our Support staff is the backbone of our organization. They consistently get rave reviews from our customer satisfaction surveys. If we gain your business, you'll enjoy world-class support services. We are focused on delivering unparalleled service, solutions, support, and satisfaction. You'll see this in our literature, but it's not just a marketing strategy; it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to *remark* about it.
- We are extremely proud of the many long-term customer relationships we have built. We strongly believe that our success is directly correlated with putting the customer first and consistently choosing to *listen to them*. Delivering unparalleled customer service is the foundation of our company.
- Our company takes pride in the fact that customers can see their fingerprints throughout our software. They have provided us with many years of great ideas and suggestions. We truly value their feedback.
- Typically, our response to calls for support is immediate; however, on high call volume days it has taken about an hour. The average response time is less than 15 minutes.

conduct an additional follow up. Here the focus is two-fold, improving future projects and determining if there is anything needed to ensure your complete satisfaction. Each staff member is evaluated based on several criteria; however the greatest weight is given to their overall customer care, product and process knowledge, and willingness to consistently go above and beyond to solve customer problems.

BS&A tracks statistics for issues reported, resolved on the first call, average call duration, and the average time to reach issue resolution, as well as numerous other metrics. This information is monitored for the purposes of evaluating our effectiveness and efficiency. Candidly, however, these statistics are not how we measure the quality of our support. We believe each call should be given the appropriate amount of assistance, and our ultimate goal is complete satisfaction.

Annual Service Fees
Unlimited support during your first year with the program is **included** in your purchase price. Thereafter, Service Fees are billed annually. After that date, BS&A reserves the right to increase the fee by no more than the yearly CPI.

Telephone, Email, and Fax Support
Our support staff is available Monday through Thursday, 8:30 a.m. – 6:00 p.m., and Friday from 8:30 a.m. – 5:00 p.m. (all times Eastern). The average response time is less than 15 minutes; 95% of our support requests are answered in under 30 minutes. We do not have a voicemail service; calls are queued and taken in the order received. Support via email, fax, or remote assistance is also available. Email support requests can be initiated directly from within any BS&A application. With your annual support agreement, there is no limit on the amount of times you contact us. If you require occasional support assistance outside the normal business hours, arrangements can be made.

Toll-Free Support Line
BS&A's toll-free number is (855) BSA-SOFT. Support hours are Monday through Friday, 8:30 a.m. – 5:00 p.m. (all times Eastern).

Sharing Desktops
Our support consultants have the ability to connect with your workstation, so that we see exactly how you are encountering the problem. If needed, we can take over control of your desktop to walk you through a resolution. Likewise, we can use that tool to conduct webinars where we share our desktop with your users.

Onsite Support
BS&A staff will be at your location during the implementation, training, and final Go-Live dates. Future onsite dates can be scheduled if needed. For example, if you want a representative onsite for training new staff, we can provide that. Additional onsite training or support is available for $1,000 /day, plus travel expenses. We can also provide web training for a reduced cost.

User Groups
Several User Group meetings are scheduled throughout the year. These meetings are complimentary, and held at our training facility in Bath, Michigan, and other regionally located sites. Webinar participation is available for those customers unable to attend the User Group meetings in person.

Online Knowledgebase
The Financial Management area of our website includes a plethora of information for online learning. There are hundreds of task-specific tutorials for many applications. The site is periodically updated by BS&A staff with current videos. We also provide a link from within each of our applications to query software maintenance and enhancement cases.

Escalation Options and Procedures
Our customers are our number one priorty. Contacting your Project Manager is the preferred way to initiate the escalation process should a problem arise that you feel is not being given the appropriate attention or priority. The PM is responsible for and has access to all resources available in providing a resolution. A solution in these circumstances may be a temporary one that gets you going again as soon as possible while a more permanent solution is identified.

Software Releases
The first version of BS&A Fund Accounting was released in 2001. The most current version is Financial Management .NET. Based on client requests, regular program updates are available for download on our website. The cost of these updates is included in the annual support and maintenance fee. Since the release of the .NET version, no major enhancements have been scheduled.

Software Updates
Our support platform includes software updates/enhancements for each application that are distributed to all current customers on at least a monthly basis, and are accompanied by an update log that details the changes/enhancements. Updates are distributed through the internet and saved to a directory on your server. In the case where a thin client technology is being used, this update must run (installed) once, but all users must be out of the program at that time. In the case of a standard client/server configuration, this process must run on each workstation, but it would not be required to have other users exit a program before updating. All updates are cumulative. There is no need to install each update in a sequential fashion in order to patch properly. In most cases, our customers do not develop local custom modifications, other than pulling/pushing information through ODBC connections.

BS&A Software has, and will continue to be, committed to statutory and process compliance changes as deemed necessary at the Federal or State level. Timetables have historically been aggressive, and all users with paid support agreements receive periodic updates. Program changes are researched thoroughly and active communication is maintained with the appropriate State agencies.

Software Customization
On occasion, customers will ask for, and receive, custom modifications from BS&A directly, when there is a program feature that would be helpful to them, but may not benefit the majority of the customer base. By performing these customizations ourselves, BS&A is able to reduce or eliminate the amount of problems relating to local customizations, as well as provide these customizations at a price competitive to the costs to a municipality to employ a custom developer.

B.5.3 For each of the services proposed explain service levels that are used to guarantee performance for the Government through the proposed hosting agreement. Complete Attachment 9 (Proposed Service Level Agreement).

BS&A is not proposing a hosted solution.

B.5.4 Complete Attachment 10 (Maintenance and Support)

E.10 Attachment 10 (Maintenance and Support)

Proposed Maintenance and Support	
Post-implementation Support:	
Days of on-site support after go-live	4
What is purpose of on-site support?	BS&A strongly recommends follow-up training approximately 30 to 60 days after initial training. During these sessions we will work one-on-one with any users who require additional assistance.
Other on-site support after go-live (month end, quarter end, year end, open enrollment, etc.)	Additional training may be scheduled for $1,000/day plus applicable travel expenses.
Offsite support after initial go-live (not support center)?	Follow up training is included in the proposal.
Telephone Support:	
Hours available (and time zone)	Our support staff is available Monday through Thursday between 8:30 a.m. and 6:00 p.m., and Friday between 8:30 a.m. and 5:00 p.m. (Eastern Time)
Problem Reporting and Resolution Procedures	Our customers are our number one priorty. Contacting your Project Manager is the preferred way for a customer to initiate the escalation process should a problem arise that the customer feels is not being given the appropriate attention or priority. The PM is responsible for and has access to all resources available in providing a resolution to a customer problem. A resolution in these circumstances may be a temporary one that gets the customer going again as soon as possible while a more permanent solution is identified.

Response time for various levels of severity	The average response time is less than 15 minutes, and 95% of our support requests are contacted in less than 30 minutes. We do not have a voicemail service; calls are queued and taken in the order received. Support via email, fax or remote assistance is also available. Email support request can be initiated directly from within any BS&A application.
Third Parties:	
Support provided for third party products?	BS&A does not provide support for any third party products. We will always work with customers, and third party vendors, to assist where possible in resolving issues relating to inter-operability, but cannot provide support directly for third party products.
Upgrades/Patches:	
Upgrade Frequency (major and minor releases)	BS&A has updates on the 1st and 15th day of each month. Each of these updates includes both new features as well as enhancements.
How are upgrades delivered?	These can be downloaded from our website for directly from the application.
Are upgrades required?	No.
How many version are currently supported?	Our legacy Pervasive version and current .NET version are supported.
Third Party Support	
Upgrade Frequency (major and minor releases)	N/A. No Third Party Software is included in the proposed solution.
How are upgrades delivered?	N/A
Are upgrades required?	N/A
How many versions are currently supported?	N/A

6.0 Exceptions to the RFP

BS&A Software takes exception to the following requirements:

Exception Explanations		
#	**Title**	**Explanation of Exception**
D.2.4		Deliverables, and the system itself will conform to the scope and specifications presented in BS&A's response to the RFP documents, including the functionality requirements, not to the RFP documents themselves.
D.3		In the event that a problem cannot be fixed during the warranty term, BS&A will refund all monies paid to acquire the non-conforming portion of the software, but will not reimburse costs to acquire and implement a separate software package. Warranty term to extend 12 months from 'go live' date, not Final Acceptance.

7.0 Deliverables and Project Outcomes

B.7.1 Provide a listing of project deliverables (work products) and for each identify:

- **Purpose of deliverable**
- **Expected scope / contents of deliverable**
- **If deliverable is expected to have value outside the ERP implementation project**

Sample Statement of Work at end of this section

B.7.2 Provide an excerpt from project deliverables showing process documentation, configuration documentation, testing scripts, training materials, and requirements traceability.

Sample Statement of Work at end of this section

B.7.3 The Government is looking to fully leverage the human resource functionality in the system. Please describe a past project where you feel your client established an effective system modeled in "best Practice: for managing an employee's human resources for employee evaluations, training, skills/certifications, succession planning, and recruiting.

City of Novi, MI is a B&SA customer that comprehensively uses the Human Resources .NET Application.

B.7.4 The Government desires to automate the exchange of information between the system and various benefit providers. Please explain specific past client examples where your firm helped establish these interfaces.

The BS&A Human Resource .NET application includes a configurable tool for importing enrollment status from a third-party benefit provider. Clinton Charter Township, MI is a customer using this tool.

B.7.5 The Government's long term fiscal sustainability depends on ability to make smart budget decisions, create long-range financial plans, and effectively manage its existing capital infrastructure and equipment. Please describe a past project where the proposed software is used to complete the following:

- **Create a program budget**
- **Consider multiple scenarios that impact service levels**
- **Create long term financial projections**
- **Develop a multi-year CIP**
- **Create asset replacement schedules**
- **Identify long term funding needs for capital projects**

The City of Prior Lake, MN uses BS&A budgeting extensively, including for the creation of multiple scenarios and long term financial projections.
BS&A doesn't have functionality specifically for multi-year CIP, asset replacement schedules, and capital project funding.

B.7.6 With the system, the Government expects to improve the effectiveness of its purchasing function and a significant part of that will depend on the ability to collect and report information from p-cards. Please describe how past clients have used p-card integration to track spending by vendor, type of purchase, and user.

BS&A Accounts Payable system supports the use of p-cards; information can be imported from p-card vendors. Spending can be tracked by vendor where the goods were purchased, but all paid to corresponding p-card vendor.

B.7.7 With modern technology providing greater access to information, Government employees and managers are able to better utilize information for decision making. However, much of this relies on having technology that is truly accessible. Please identify how a past client used mobile features, dashboards, reporting tools, and self-service capabilities to create a source of information that is widely used across the organization.

BS&A Field Inspection .NET users are using mobile tablets to allow for access to BS&A application while in the field. BS&A Online site allows for employee access to self-service functionality to a Windows browser.

3. Activities and Deliverables

This section describes specific activities and deliverables that will be provided by BS&A Software to fulfill the obligations set out in the proposal. Each subsection includes the detailed requirements for: Data Conversion, Process Definition, and Cutover.

3.1 GL/Budgeting

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
8. QC final BS&A database and documentation
9. Build GL banks and assign GL cash accounts
10. Set up due to/due from rules
11. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current GL process
    a. Chart of Accounts analysis
    b. Budget process and timing
    c. Bank reconciliation process and timing
    d. Pooled cash environments
    e. Funds with differing FYEs
    f. Project accounting
    g. Grant accounting
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.2 Cash Receipting

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports

7. Convert final data
    a. If no conversion, add receipt items
8. QC final BS&A database and documentation
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current CR process
    a. Number of receipting stations
    b. Confirm receipting hardware requirements
    c. Any required application interfaces
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.3 Accounts Payable

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
    a. If no conversion, import vendors list
8. QC final BS&A database and documentation
    a. Verify 1099 vendors are marked
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current AP process
    a. Invoice entry process and timing
    b. Approval process
    c. Check run process and timing
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.4 Purchase Order

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Preliminary conversion development
3. Preliminary conversion QC and documentation
4. Preliminary conversion data review
5. Extract final data with corroborating reports
6. Convert final data
7. QC final BS&A database and documentation
8. Customize purchase order format
9. Create encumbrances from open POs
10. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current PO process
    a. Requisition entry process
    b. Purchasing policy
    c. Approval workflow
    d. Bidding
    e. Receiving
    f. Year end process
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.5 Fixed Assets

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Collect screen shots from current solution
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
8. QC final BS&A database and documentation
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current FA process
    a. Depreciation schedule
    b. Construction in progress
    c. Improvements

    d. Importing assets from PO or AP
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.6 Miscellaneous Receivables

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Preliminary conversion development
3. Preliminary conversion QC and documentation
4. Preliminary conversion data review
5. Extract final data with corroborating reports
6. Convert final data
7. QC final BS&A database and documentation
8. Customize MR invoice format
9. Customize customer statement format
10. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current MR process
    a. Invoice entry process
    b. Billing frequency
    c. Penalties
    d. ACH payments
    e. Handling of delinquent balances
    f. Any required application interfaces
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.7 Payroll

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Preliminary conversion development
3. Refine development using implementation notes and contract language
4. Develop required payroll documents, including check formats
5. Duplicate payroll
6. Test journalization
7. Preliminary conversion QC and documentation
8. Extract final data with corroborating reports

9. Convert final data
10. QC final BS&A database and documentation
11. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current PR process
    a. Number of employees
    b. Departments
    c. Active/inactive
    d. Pay frequencies
    e. Hourly pay vs. salary pay
    f. Allocation tables
    g. Bargaining unit impact
    h. Pay structures/rates
    i. Direct deposit
    j. Shift work/overtime
    k. Leave policies
    l. Workers compensation
    m. Equipment rental
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.8 Human Resources

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Preliminary conversion development
3. Preliminary conversion QC and documentation
4. Benefit categories
5. Benefit carriers
6. Benefit plans
7. QC final BS&A database and documentation
8. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current HR process
    a. Number of employees with benefits
    b. Benefit categories, carriers, plans
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

3.9 Utility Billing

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Collect screen shots from current solution
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Customize bill format and other documents
7. Extract final data with corroborating reports
8. Convert final data
9. QC final BS&A database and documentation
10. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current UB process
    a. Billing frequency and timing
    b. Read file interfaces
    c. Bill printing process
    d. Payment process
    e. Delinquent balance process
    f. Work orders
    g. Any required application interfaces
2. Review BS&A application functionality
3. Establish new read file interface
4. Establish payment file interface
5. Establish printer export file
6. Define BS&A process and training requirements

8.0 Sample Documents

B.8.1 Any sample agreements that the Government would be required to sign upon contract award. This would include any applicable software license agreements, professional service agreements, hosting agreements, third party agreements, etc.

SAMPLE SOFTWARE LICENSE AND SERVICES AGREEMENT

This Software License and Services Agreement that includes attached Exhibits ("Agreement") is between Bellefeuil, Szur & Associates, Inc. ("BS&A"), a Michigan corporation, and the City/Township of XXXXX ("Customer"), effective the date of the signature of the last Party to sign the Agreement ("Effective Date"). Each party to the Agreement is referred to as a "Party" and the parties, collectively, are referred to as "Parties."
This Agreement sets the terms and conditions under which BS&A will furnish certain licensed software and certain services described herein to Customer.

SECTION A – SOFTWARE LICENSE

1. **License Grant.**

   1.1. Upon the Effective Date, subject to the terms of this Agreement and Customer's ongoing compliance therewith, BS&A hereby grants to Customer a perpetual, non-exclusive, non-transferable, and non-assignable license to install and use the BS&A Software Products for Customer's internal business purposes only (and not, for example, as a data center, reseller, or service bureau for third parties), only on servers owned by Customer and located at Customer's facilities, and otherwise in accordance with this Agreement. "BS&A Software Product(s)" means, the: (i) BS&A software products set forth in **Schedule 1 to Exhibit A**; (ii) related interfaces and customizations; (iii) BS&A manuals, BS&A official specifications, and BS&A user guides provided in or with BS&A software products set forth in **Schedule 1 to Exhibit A** ("Documentation"); and (iv) all modifications to the BS&A software products set forth in **Schedule 1 to Exhibit A**, including, but not limited to, fixes, new versions, new releases, updates, upgrades, corrections, patches, work-arounds (collectively, "Modifications"). For the avoidance of doubt, Documentation does not include advertising, other general statements about products, or statements by sales or other staff members. Customer may make and keep (securely) one archival copy of each BS&A Software Product solely for use as backup.

   1.2. Customer will not sublicense, modify, adapt, translate, or otherwise transfer, reverse compile, disassemble or otherwise reverse engineer BS&A Software Products or any portion thereof without prior written consent of the BS&A. Without limiting the foregoing, the BS&A Software Products may not be modified by anyone other than BS&A. If Customer modifies the BS&A Software Products without BS&A's prior written consent, any BS&A obligation to provide support services on, and the warranty for, the BS&A Software Products will be void. All rights not expressly granted are reserved.

2. **License Fees.** Customer agrees to pay BS&A, and BS&A agrees to accept from Customer as payment in full for the license granted herein, the software fees set forth in **Schedule 1 to Exhibit A**.

3. **Limited Software Warranty.**

   3.1. BS&A warrants and represents for a period of one (1) year from the installation of BS&A Software Product that: (i) such BS&A Software Product will perform substantially in the same manner as official

demonstration versions and in accordance with BS&A's authorized online tutorials and videos that may have been made available as part of the sales and negotiation process leading up to this Agreement; and (ii) the BS&A Software Product shall conform to the Documentation and be free of material defects in workmanship and materials. Any claim under this Limited Software Warranty must be made within one (1) year from the installation of the applicable BS&A Software Product. Customer's exclusive remedy in the event of a breach of this warranty shall be to have BS&A use reasonable efforts to repair or replace the non-conforming BS&A Software Product so as to render it conforming to the warranty, or in the event that is not possible to render it conforming with reasonable efforts, to receive a refund of the amount paid for the BS&A Software Product.

3.2. THE FOREGOING LIMITED SOFTWARE WARRANTY IS IN LIEU OF ALL OTHER REPRESENTATIONS OR WARRANTIES RELATING IN ANY WAY TO THE BS&A SOFTWARE PRODUCTS, INCLUDING, *BUT NOT LIMITED TO,* THEIR FEATURES, ATTRIBUTES, FUNCTIONALITY, AND PERFORMANCE. THE FOREGOING LIMITED SOFTWARE WARRANTY IS IN LIEU OF ALL SUCH REPRESENTATIONS OR WARRANTIES WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR REPRESENTATIONS OF MERCHANTABILITY, MERCHANTABLE QUALITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW OR FROM THE COURSE OF DEALING OR USAGE OF TRADE. BS&A DOES NOT REPRESENT OR WARRANT THAT THE BS&A SOFTWARE PRODUCTS WILL MEET ANY OR ALL OF CUSTOMER'S PARTICULAR REQUIREMENTS, THAT THE OPERATION OF THE BS&A SOFTWARE PRODUCTS WILL OPERATE ERROR-FREE OR UNINTERRUPTED, OR THAT ALL PROGRAMMING ERRORS IN THE BS&A SOFTWARE PRODUCT(S) CAN BE FOUND IN ORDER TO BE CORRECTED.

4. Ownership of BS&A Software Products/Proprietary Information.

4.1. BS&A shall retain ownership of, including all intellectual property rights in and to, the BS&A Software Products. Customer agrees not to challenge such rights and hereby assigns any and all copyrights and other intellectual property rights in and to the BS&A Software Products to BS&A and agrees to execute any and all documents necessary to effect the purposes of this paragraph. "Intellectual property rights" means all trademarks, copyrights, patents, trade secrets, moral rights, know-how, and all other proprietary rights.

SECTION B – PROFESSIONAL SERVICES

5. Professional Services. BS&A shall provide the services ("Professional Services") set forth in **Schedule 2 to Exhibit A** and **Exhibit D** (Statement of Work)**,** for the prices indicated, provided Customer fulfills its obligations set forth in this Agreement. The Parties may enter into future Statements of Work, which shall become part of this Agreement.

6. Change Orders. If Customer requires the performance of professional services not covered by the existing Agreement, or requires a change to the existing Professional Services, Customer shall deliver to BS&A's Project Manager a written change order and specify in such change order the proposed work with sufficient detail to enable BS&A to evaluate it ("Change Order"). BS&A may, at its discretion, prescribe the format of

the Change Order. BS&A shall provide the Customer with an evaluation of the Change Order, which may include a written proposal containing the following: (i) implementation plans; (ii) the timeframe for performance; and (iii) the estimated price for such performance. Upon execution, all Change Orders shall be governed by the terms and conditions of this Agreement, unless mutually agreed upon otherwise in writing. Customer acknowledges that such Change Orders may affect the implementation schedule and Go-Live Dates.

7. License and Ownership.

7.1. All rights, including all intellectual property rights, in and to work product delivered as a result of Professional Services under this Agreement shall be owned by BS&A. For the avoidance of doubt, work product that constitutes a BS&A Software Product or portion thereof shall be governed by Section A including Section 1.1 thereof.

7.2. Subject to Section 7.1 and Customer's compliance with this Agreement (including payment in full), BS&A grants to Customer a perpetual, non-exclusive, non-transferable, and non-assignable license to use the work product and the intellectual property rights therein for Customer's internal business purposes only.

8. Cancellation. In the event Customer cancels or reschedules Professional Services, and without prejudice to BS&A's other rights and remedies, Customer is liable to BS&A for: (i) all expenses incurred by BS&A on Customer's behalf; and (ii) daily fees associated with the canceled Professional Services (in accordance with the daily fee rate), if less than thirty (30) days advance notice is given regarding the need to cancel or reschedule and BS&A cannot reasonably reassign its affected human resources to other projects where comparable skills are required.

9. Limited Professional Services Warranty.

9.1. BS&A warrants that its Professional Services will be performed in a professional and workmanlike manner, materially in accordance with the Statement of Work attached as Exhibit D. In the event of a breach of the foregoing warranty and a claim in accordance with the next sentence, BS&A's sole obligation and Customer's exclusive remedy with respect to such claim will be to have BS&A re-perform the portion of the Professional Services with respect to which the warranty has been breached, to bring it into compliance with such warranty. Any claim for breach of the foregoing warranty must be made by notice to BS&A within thirty (30) days of performance of the portion of the Professional Services with respect to which the claim is made, or said claim shall be deemed waived.

9.2. THE FOREGOING LIMITED PROFESSIONAL SERVICES WARRANTY IS IN LIEU OF ALL OTHER REPRESENTATIONS OR WARRANTIES RELATING TO THE PROFESSIONAL SERVICES, EXPRESS OR IMPLIED INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OR REPRESENTATIONS OF MERCHANTABILITY, MERCHANTABLE QUALITY AND FITNESS FOR A PARTICULAR PURPOSE, AND THOSE ARISING BY STATUTE OR OTHERWISE IN LAW, OR FROM THE COURSE OF DEALING OR USAGE OF TRADE.

SECTION C – MAINTENANCE AND SUPPORT

10. Maintenance and Support Generally.

10.1. For a one-year period, commencing on the installation of the BS&A Software Products, and subject to Customer's compliance with the Agreement, BS&A will provide, at no charge to Customer, "Maintenance and Support," meaning the following: (i) Modifications (such as patches, corrections, and updates) as are generally provided at no additional charge (beyond the cost of annual Maintenance and Support) by BS&A to BS&A customers; and (ii) technical support, as further described in Section 11, during BS&A's normal business hours.

10.2. Commencing one (1) year from the installation of the BS&A Software Products, Maintenance and Support will be provided on an annual basis, subject to compliance with the terms of the Agreement and payment of the annual Maintenance and Support fees outlined in **Exhibit B**. Maintenance and Support will be renewed annually unless either Party notifies the other at least sixty (60) days prior to the anniversary of installation of its intent to terminate.

10.3. BS&A guarantees that the Maintenance and Support annual fee set forth in **Exhibit B** will not change for two (2) years from the date of the installation of the BS&A Software Products. After that date, BS&A reserves the right each year to increase the fee over the previous year by no more than an amount that is proportionate to the increase (measured from the beginning of such previous year) in the Consumer Price Index as set forth by the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index – All Urban Consumers – U.S. City Average (the "Annual Renewal Fee").

11. Support.

11.1. With respect to Errors following expiration of the Limited Software Warranty, BS&A's sole obligation and Customer's sole remedy are set forth in this section 11. Subject to Customer's compliance with the terms of the Agreement and purchase of Maintenance and Support, BS&A shall use commercially reasonable efforts, commensurate with the severity level, to achieve its support response and resolution targets with respect to Errors as set forth in **Exhibit C**. An "Error" means a verifiable and reproducible failure of a BS&A Software Product to operate in accordance with the Documentation) under conditions of normal use and where the Error is directly attributable to the BS&A Software Product as updated with current Modifications. If the customer modifies the BS&A Software Products without BS&A's written consent, BS&A's obligation to provide support services on the BS&A Software Products will be void.

11.2. Support does not include the following: (i) installation or implementation of the BS&A Software Products; (ii) onsite training/support, remote training, application design, and other consulting services; (iii) support of an operating system, hardware, or support outside of BS&A's normal business hours; (iv) support or support time due to a cause external to the BS&A Software Products adversely affecting their operability or serviceability, which shall include but not be limited to water, fire, wind, lightning, other natural calamities, transportation, misuse, abuse, or neglect; (v) repair of the BS&A

Software Products modified in any way other than modifications made by BS&A or its agents; (vi) support of any other third-party vendors' software, such as operating system software, network software, database managers, word processors, etc.; and (vii) support of the BS&A Software Products that have not incorporated current Modifications. All such excluded Maintenance and Support Services performed by BS&A at Customer's request shall be invoiced to Customer on a time and materials basis, plus reasonable expenses associated therewith.

11.3. Notwithstanding anything to the contrary, in order to maintain the integrity and proper operation of the Software, Customer agrees to use commercially reasonable efforts to implement, in the manner instructed by BS&A, all Modifications in a timely manner. Customer's failure to implement any Modifications may limit or restrict the ability of Customer to implement future Modifications. Customer shall provide prompt notice of any Errors discovered by Customer, or otherwise brought to the attention of Customer. Proper notice may include, without limitation, prompt telephonic and written (either via e-mail or postal mail) notice to BS&A of any purported Error. If requested by BS&A, Customer agrees to provide written documentation of Errors to substantiate those Errors and to otherwise assist BS&A in the detection and correction of said Errors. BS&A will use its commercial reasonable judgment to determine if an Error exists.

11.4. Customer acknowledges and agrees that BS&A and product vendors may require online access to the BS&A system in order for BS&A to provide Maintenance and Support Services hereunder. Accordingly, Customer shall provide a connection to the Internet to facilitate BS&A's remote access to BS&A's system. BS&A shall provide remote connection software, which may require installation of a software component on a workstation or server computer.

SECTION D – GENERAL TERMS AND CONDITIONS

12. Customer Assistance. Customer acknowledges that the implementation of the BS&A Software Products is a cooperative process requiring time and resources of Customer personnel. Customer shall, and shall cause Customer personnel to, use all reasonable efforts to cooperate with and assist BS&A as may be reasonably required to meet the project deadlines and other milestones agreed to by the Parties for implementation. BS&A shall not be liable for failure to meet such deadlines and milestones when such failure is due to force majeure (as defined in Paragraph 27. below) or to the failure by Customer personnel to provide such cooperation and assistance (either through action or omission).

13. BS&A Proprietary Information.

13.1. Customer acknowledges that the information associated with or contained in the BS&A Software Products and information used in the performance of Professional Services include trade secrets and other confidential and proprietary information of BS&A (the "Proprietary Information").

13.2. The Customer shall maintain in confidence and not disclose Proprietary Information, directly or indirectly, to any third party without BS&A's prior written consent. Customer shall safeguard the Proprietary Information to the same extent that it safeguards its own most confidential materials or

data, but in no event shall the standard implemented be less than industry standard. Proprietary Information shall be used by Customer solely to fulfill its obligations under this Agreement. Customer shall limit its dissemination of such Proprietary Information to employees within the Customer's business organization who are directly involved with the performance of this Agreement and have a need to use such Proprietary Information. Customer shall be responsible for all disclosures by any person receiving Proprietary Information, by or through it, as if Customer itself disseminated such information.

13.3. Proprietary Information shall not include any information that: (a) is or becomes publicly known through no wrongful act or breach of any obligation of confidentiality by Customer; (b) was lawfully known to Customer prior to the time it was disclosed to or learned by Customer in connection with this Agreement, provided that such information is not known to Customer solely because of its prior business relationship with BS&A; (c) was received by Customer from a third party that is not under an obligation of confidentiality to BS&A; or (d) is independently developed by Customer for a party other than BS&A without the use of any Proprietary Information. The following circumstances shall not cause Proprietary Information to fall within any of exceptions (a) through (d) above: (i) a portion of such Proprietary Information is embraced by more general information said to be in the public domain or previously known to, or subsequently disclosed to, the Customer; or (ii) it is a combination derivable from separate sources of public information, none of which discloses the combination itself.

13.4. If Customer is required, or anticipates that it will be required, to disclose any Confidential Information pursuant to a court order or to a government authority, Customer shall, at its earliest opportunity, provide written notice to BS&A so as to give BS&A a reasonable opportunity to secure a protective order or take other actions as appropriate. Customer shall, at all times, cooperate with BS&A so as to minimize any disclosure to the extent allowed by applicable law.

14. Limitation on Liability and Damages. BS&A'S ENTIRE LIABILITY AND RESPONSIBILITY FOR ANY AND ALL CLAIMS, DAMAGES, OR LOSSES ARISING FROM THE BS&A SOFTWARE PRODUCTS (INCLUDING BUT NOT LIMITED TO THEIR USE, OPERATION, AND/OR FAILURE TO OPERATE), PROFESSIONAL SERVICES, MAINTENANCE AND SUPPORT, ANY THIRD-PARTY PERFORMANCE OR LACK THEREOF, OR OTHERWISE ARISING OUT OF OR RELATING TO THIS AGREEMENT, SHALL BE ABSOLUTELY LIMITED TO DIRECT DAMAGES NOT IN EXCESS OF THE PURCHASE PRICE OF BS&A SOFTWARE PRODUCTS PLUS, TO THE EXTENT APPLICABLE, THE PURCHASE PRICE OF ANY PROFESSIONAL SERVICE SET FORTH IN THIS AGREEMENT THAT GIVES RISE TO THE CLAIM. NOTWITHSTANDING ANY PROVISION CONTAINED HEREIN, BS&A SHALL NOT BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, OR CONTINGENT DAMAGES OR EXPENSES, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, ARISING IN ANY WAY OUT OF THIS AGREEMENT, BS&A SOFTWARE PRODUCTS, ANY THIRD-PARTY PERFORMANCE, OR LACK THEREOF, OR BS&A'S PERFORMANCE, OR LACK THEREOF, UNDER THIS AGREEMENT, INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, LOSS OF REVENUE, PROFIT, OR USE. TO THE EXTENT THAT APPLICABLE LAW DOES NOT PERMIT THE LIMITATIONS SET FORTH HEREIN, THE LIABILITY AND DAMAGES SHALL BE LIMITED AND RESTRICTED TO THE EXTENT PERMITTED BY LAW.

15. Customer is solely responsible for its data, its database, and for maintaining suitable back-ups of the data and database to prevent data loss in the event of any hardware or software malfunction. Customer covenants and agrees to undertake all necessary measures to protect and secure its data, including implementation of technical, administrative and physical protections. BS&A SHALL HAVE NO RESPONSIBILITY OR LIABILITY FOR DATA LOSS REGARDLESS OF THE REASONS FOR SAID LOSS. To the maximum extent authorized by law, Customer agrees to defend, indemnify and hold BS&A harmless for any claim by any person or entity arising out of any loss or compromise of data or data security or arising out of Customer's breach of this Agreement.

16. **Additional Disclaimer**. SUPPLIER PROVIDES NO WARRANTY FOR ANY THIRD-PARTY SOFTWARE AND/OR HARDWARE. EXCEPT AS SET FORTH IN THIS AGREEMENT, SUPPLER WILL NOT BE RESPONSIBLE FOR ANY THIRD-PARTY SOFTWARE, THIRD-PARTY SERVICES AND/OR HARDWARE.

17. **Indemnification for Intellectual Property Infringement.** If a claim is made or an action is brought alleging that a BS&A Software Product infringes on a U.S. patent, or any copyright, trademark, trade secret or other proprietary right, BS&A will defend Customer against such claim and will pay resulting costs and damages finally awarded, provided that: (a) Customer promptly notifies BS&A in writing of the claim; (b) BS&A has sole control of the defense and all related settlement negotiations; (c) Customer reasonably cooperates in such defense at no expense to BS&A; and (d) Customer remains in compliance with the Agreement and has continued to purchase Maintenance and Support Services. The obligations of BS&A under this Section are conditioned on Customer's agreement that if the applicable BS&A Software Product, in whole or in part, or the use or operation thereof, becomes, or in the opinion of BS&A is likely to become, the subject of such a claim, BS&A may at its expense either procure the right for Customer to continue using the BS&A Software Product or, at the option of BS&A, replace or modify the same so that it becomes non-infringing (provided such replacement or modification maintains the same material functionality and does not adversely affect Customer's use of the Update as contemplated hereunder).

18. **No Intended Third-Party Beneficiaries.** This Agreement is entered into solely for the benefit of BS&A and Customer. No third party will be deemed a beneficiary of this Agreement, and no third party will have the right to make any claim or assert any right under this Agreement.

19. **Bridge Agreement.** With approval from BS&A, similarly situated local government entities may use this contract as a bridge or piggyback agreement, at any point during the life of contract, for the purchase of similar software and services. BS&A reserves the right to refuse the use of this contract as a bridge contract for any reason, including, but not limited to; differences in size or scope of the agreement, changes in price structure, or market based differences. Any purchases made by other government entities shall be understood to be transactions between that entity and BS&A; Customer shall not be responsible for any such purchases.

20. **Termination.** Without prejudice to other rights and remedies, and except as otherwise provided in this Agreement, either Party may terminate this Agreement for the other Party's material breach upon failure to cure such breach after thirty (30) days' written notice identifying with specificity the nature of the breach. Upon termination of this Agreement: (a) Customer shall promptly pay all amounts payable to BS&A for

Services rendered up to the date of termination; and (b) Customer shall return or destroy, at the direction of BS&A, BS&A's Proprietary Information in its possession. The termination of this Agreement will not discharge or otherwise affect any pre-termination obligations of either Party existing under this Agreement at the time of termination. Sections 1.2, 4.1, 7.1, 13 through 16, 18, 20 through 29, and the provisions of this Agreement, which by their nature extend beyond the termination of this Agreement, will survive termination of the Agreement. No action arising out of this Agreement, regardless of the form of action, may be brought by Customer more than one (1) year after the date the action occurred.

21. **Payment Terms**. Customer shall pay BS&A for all amounts in accordance with this Agreement and **Exhibit A**.

22. **Governing Law and Venue.** This Agreement shall be governed by, and construed in accordance with, the laws of the state of Michigan, without regard to its choice of law rules. BS&A and the Customer agree that the exclusive venue for any legal or equitable action shall be the Courts of the County of Clinton, State of Michigan, or in any court of the United States of America lying in the Western District of Michigan.

23. **Entire Agreement.** This Agreement represents the entire agreement of Customer and BS&A with respect to the subject matter hereof, and supersedes any prior agreements, understandings, and representations, whether written, oral, expressed, implied, or statutory. Customer hereby acknowledges that in entering into this Agreement, it did not rely on any information not explicitly set forth in this Agreement.

24. **Export.** Customer will comply with all applicable laws, including applicable export control laws that prohibit export or diversion of certain products and technology to certain countries or individuals, including foreign nationals in the United States. Customer undertakes to determine any export licensing requirements and to comply with such obligations. The BS&A Software Products are deemed to be commercial computer software as defined in FAR 12.212 and subject to restricted rights as defined in FAR Section 52.227-19 "Commercial Computer Software-Restricted Rights" and DFARS 227.7202, "Rights in Commercial Computer Software or Commercial Computer Software Documentation," as applicable, and any successor regulations. Any use, modification, reproduction release, performance, display, or disclosure of BS&A's Software Products by the U.S. Government shall be solely in accordance with the terms of this Agreement.

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

26. **Successors and Assigns.** This Agreement shall be binding upon the successors, permitted assigns, representatives, and heirs of the Parties hereto. For avoidance of doubt, any expanded use by Customer of the Program, for example, in the event of annexation or desired shared services, shall require the consent of BS&A.

27. **Force Majeure.** "Force Majeure" is defined as an event beyond the reasonable control of a Party, including governmental action, war, riot or civil commotion, fire, natural disaster, problematic weather, lack of

availability of Customer provided technology, labor disputes, restraints affecting shipping or credit, delay of carriers or any other cause that could not, with reasonable diligence, be foreseen, controlled or prevented by the Party. Neither Party shall be liable for delays in performing its obligations under this Agreement to the extent that the delay is caused by Force Majeure.

28. Notice. All notices, requests, demands, and determinations under the Agreement (other than routine operational communications), shall be in writing and shall be deemed duly given: (i) when delivered by hand; (ii) one (1) business day after being given to a nationally recognized overnight delivery service for next-business-day delivery, all fees prepaid; (iii) when sent by confirmed facsimile with a copy sent by another means specified in this provision; or (iv) six (6) calendar days after the day of mailing, when mailed by United States mail, *via* registered or certified mail, return receipt requested, postage prepaid, and in each case addressed as shall be set forth below. A Party may from time-to-time change its address or designee for notification purposes by giving the other prior written notice of the new address or designee and the date upon which it will become effective.

If to BS&A:
BS&A Software
14965 Abbey Lane
Bath, MI 48808
Attn: Contracts Manager
Telephone: 517-641-8900

If to Customer:
_____
_____
_____
_____
Telephone No.: _____

29. Independent Contractor. This is not an agreement of partnership or employment of BS&A or any of BS&A's employees by Customer. BS&A is an independent contractor for all purposes under this Agreement.

30. The text of the Agreement without any Exhibits and Schedules shall control over any inconsistent text in any of the Exhibits or Schedules.

31. Contract Documents and Order of Precedence. The text of the Agreement without any Exhibits and Schedules shall control over any inconsistent text in any of the Exhibits or Schedules. This Agreement includes the following Exhibits and Schedules:

Exhibit A – Payment Terms Generally
Schedule 1 to Exhibit A - License/Interface/Customization Fees
Schedule 2 to Exhibit A – Professional Services Fees

Exhibit B – Maintenance and Support Fees
Exhibit C – Support Call Process
Exhibit D – Statement of Work

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

BS&A SOFTWARE, INC.	**CUSTOMER**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A
Payment Terms

1. Customer shall pay BS&A within thirty (30) days of invoice. Payments not received within fifteen (15) days of the due date shall be subject to a one and one-half percent (1.5%) per month interest charge (or, if lower, the highest amount chargeable at law) assessed against the unpaid balance from the date due until the date payment is received.

2. Any amount not subject to good faith dispute and not paid within fifteen (15) days of the due date of each invoice shall, without prejudice to other rights and remedies, be subject to an interest charge equal to the lesser of 1.5% monthly or the maximum interest charge permissible under applicable law, payable on demand. Any charges not disputed by Customer in good faith will be deemed approved and accepted by Customer. For purposes of this Agreement, a good faith dispute regarding amounts owed exists only if Customer provides in writing at least ten (10) days prior to due date of payment on the invoice, notification of such dispute, the specific portion of the invoice in dispute, and the specific grounds of the dispute (which must be asserted in good faith), and Customer pays in timely fashion such portions that are not subject to such dispute.

3. BS&A shall invoice Customer $XXXX upon Effective Date for BS&A's Project Management/Implementation Planning Fees and Data Conversion fees as set forth in Schedule 2.

4. BS&A shall invoice Customer $XXXX at start of On-Site Implementation and Training. Such amount equals BS&A's software license fees as set forth in Schedule 1.

5. BS&A shall invoice Customer $XXXX at completion of On-Site Implementation and Training. Such amount equals On-Site Implementation and Training costs, Customization and Interface costs, and travel expenses, as set forth in Schedule 2.

6. Customer shall be responsible for all taxes (including sales taxes) imposed as a result of any transaction associated with this Agreement, exclusive of taxes on BS&A's net income.

Schedule 1 to Exhibit A
License Fees

Schedule 2 to Exhibit A
Professional Services Fees

EXHIBIT B
Maintenance and Support Fees

EXHIBIT C
Support Call Process

BS&A's standard hours for support are from 8:30 a.m. to 6:00 p.m. (EST), Monday through Thursday, and 8:30 a.m. to 5:00 p.m. (EST) on Friday, excluding holidays.
You can lodge a support request in three ways: (i) **Contact Customer Support** option located within the Help menu of all of our applications (ii) our toll-free support line (1-855-BSA-SOFT) or (iii) via email.
BS&A targets less than thirty (30) minutes for initial response ("Initial Response Target").
.

Customer service requests fall into four main categories:

A. **Technical.** Questions or usage issues relating to I.T. functionality, future hardware purchases, and configuration. BS&A tries to resolve these issues within BS&A's Initial Response Target or as soon thereafter as reasonably possible.

B. **Questions/Support.** General questions regarding functionality, use, and setup of the applications. BS&A tries to resolve these issues within BS&A's Initial Response Target or as soon thereafter as reasonably possible.

C. **Requests.** Customer requests for future enhancements to the applications. Key product management personnel meet with development staff on a regular basis to discuss the desirability and priority of such requests. BS&A tries to resolve these issues within BS&A's Initial Response Target or as soon thereafter as reasonably possible.

D. **Issues/Bugs.** Errors fall into three (3) subcategories:

   i. **Critical.** Cases where an Error has rendered the application or a material component unusable or not usable without substantial inconvenience, causing material and detrimental consequences to business -- with no viable Customer workaround or alternative. The targeted resolution time for critical issues is within one (1) day.

   ii. **Moderate.** Cases where an Error causes inconvenience and added burden, but the application is still usable by Customer. The targeted resolution time for all moderate issues is within two (2) weeks, which is within our standard update cycle.

   iii. **Minimal.** Cases that are mostly cosmetic in nature, and do not impede functionality in any significant way. These issues are assigned a priority level at our regular meetings, and resolution times are based on the specified priority.

Remote Support Process

Some support calls may require further analysis of Customer's database or setup to diagnose a problem or to assist Customer with a question. BS&A's remote support tools share Customer's desktop *via* the Internet to provide Customer with virtual on-site support. BS&A's support team is able to quickly connect remotely to Customer's desktop and view its setup, diagnose problems, or assist Customer with screen navigation.

EXHIBIT D
Sample Statement of Work

B.8.2 Sample Project Plan

Sample – High Level Work Plan

The following Sample Implementation Schedule details the overall implementation timeframe and schedule of events. The dates, times and order of events are subject to change based on availability of the City and BS&A staff. This will be determined at the kick-off meeting should BS&A be the selected vendor. BS&A guarantees that the system will be fully functional according to the completion document once finalized at the commencement of the project.

Sample Implementation Schedule
[Below Template will be updated to fit your needs]

Task	Responsible Parties (Bold is Primary)	Start	Duration
Initiation Activities			
Conduct Kick-off Meeting	**BS&A** and City	1 month post signing	1 day
Review Project Scope and Project Management Process	**BS&A**	1 month post signing	1 day
Establish Project Meeting Schedule	**BS&A** and City	1 month post signing	1 day
Assemble BS&A Project Team	**BS&A**	1.5 months post signing	1 day
Assemble City Project Team	**City**	1.5 months post signing	1 day
Create Initial Project Timeline	**BS&A** & City	1.5 months post signing	1 day
IT and Data Conversion Activities			
Meet with City IT Staff to review Hardware Configurations	**BS&A** and City	5 months pre go-live	1 day
Extract Preliminary Data from current System	BS&A and **City**	5 months pre go-live	1 week
Conduct Data Mapping and Develop Data Conversion Routines	**BS&A**	5 months pre go-live	1 month
Conduct Review of Converted Data with City	**BS&A** and City	4 months pre go-live	Approx. 1 day
Install Programs	**BS&A**	4 months pre go-live	1 day
Knowledge Transfer			
Conduct On-site Process Review Meeting	BS&A and **City**	3 months pre go-live	2 days
Conduct Analysis of Current Forms	**BS&A** and City	3 months pre go-live	1 day
Conduct Review of Required Reports	**BS&A** and City	3 months pre go-live	1 day
Conduct Analysis of System Interface Requirements	**BS&A** and City	3 months pre go-live	1 day
Develop Best Practices Recommendation	**BS&A**	3 months pre go-live	1 day
Approve Recommendations	**City**	3 months pre go-live	1 day
Provide Consulting and Assistance with Chart of Account Redesign	**BS&A**	3 months pre go-live	1 day
Create System Specification Document	**BS&A**	3 months pre go-live	3 days
Implementation			

Create Forms	**BS&A**	0-2 months pre go-live	2 days
Create Reports	**BS&A**	0-2 months pre go-live	2 days
Conduct Acceptance Testing	**City**	0-2 months pre go-live	2 days
Conduct Final Data Extraction	**City**	1 week pre go-live	2 days
Convert Final Data	**BS&A**	1 week pre go-live	2 days
On-site Set-up for Users & Configuration Items	**BS&A**	0-1 month pre go-live	4 days
Training			
On-site Training	**BS&A and City**	0-2 months pre go-live	Varies
Post-Project Activities			
Conduct Post Project Review & Assessment	**BS&A and City**	1 month post go-live	Varies
Conduct Post Implementation Follow Up Training	**BS&A and City**	TBD	TBD

9.0 Cost Proposal

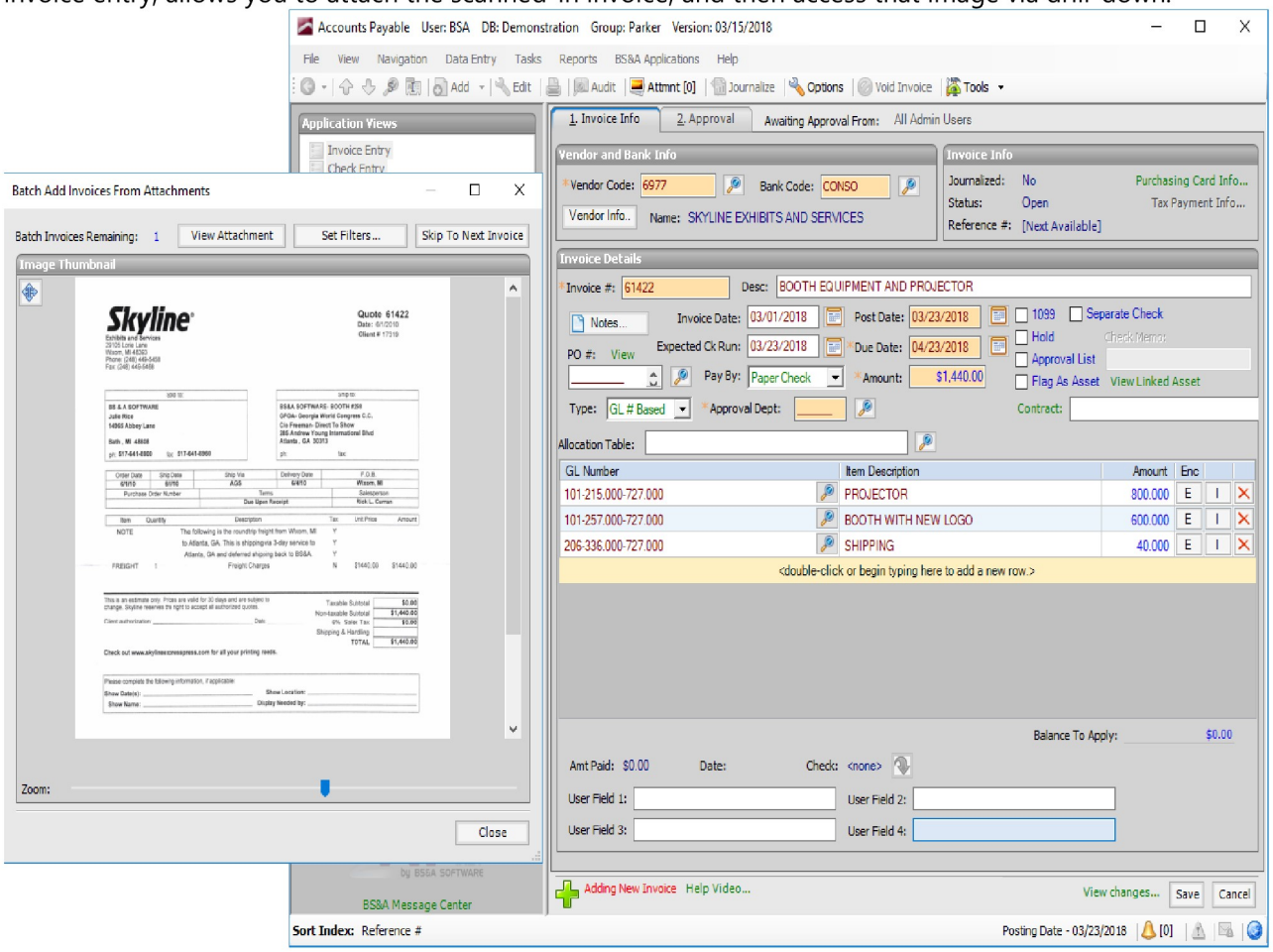
(Under Separate Cover)

10.0 Additional Information

Sample Screen Captures

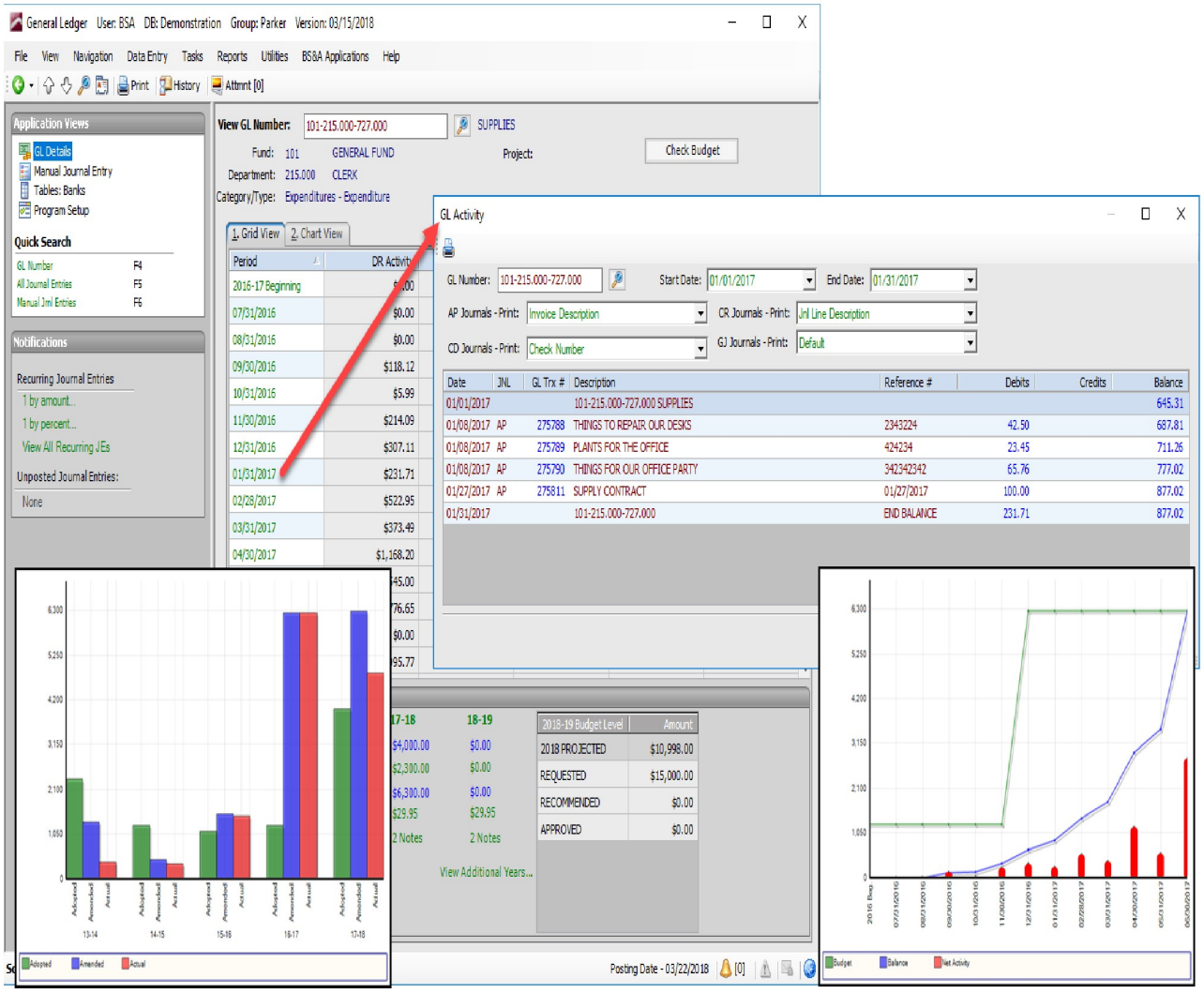
AP Invoice Entry

This screen capture shows the Invoice Entry screen in the background, and an example of a scanned-in vendor invoice in the foreground. This latter example is used with our "Batch Add Invoices" process, which simplifies invoice entry, allows you to attach the scanned-in invoice, and then access that image via drill-down.



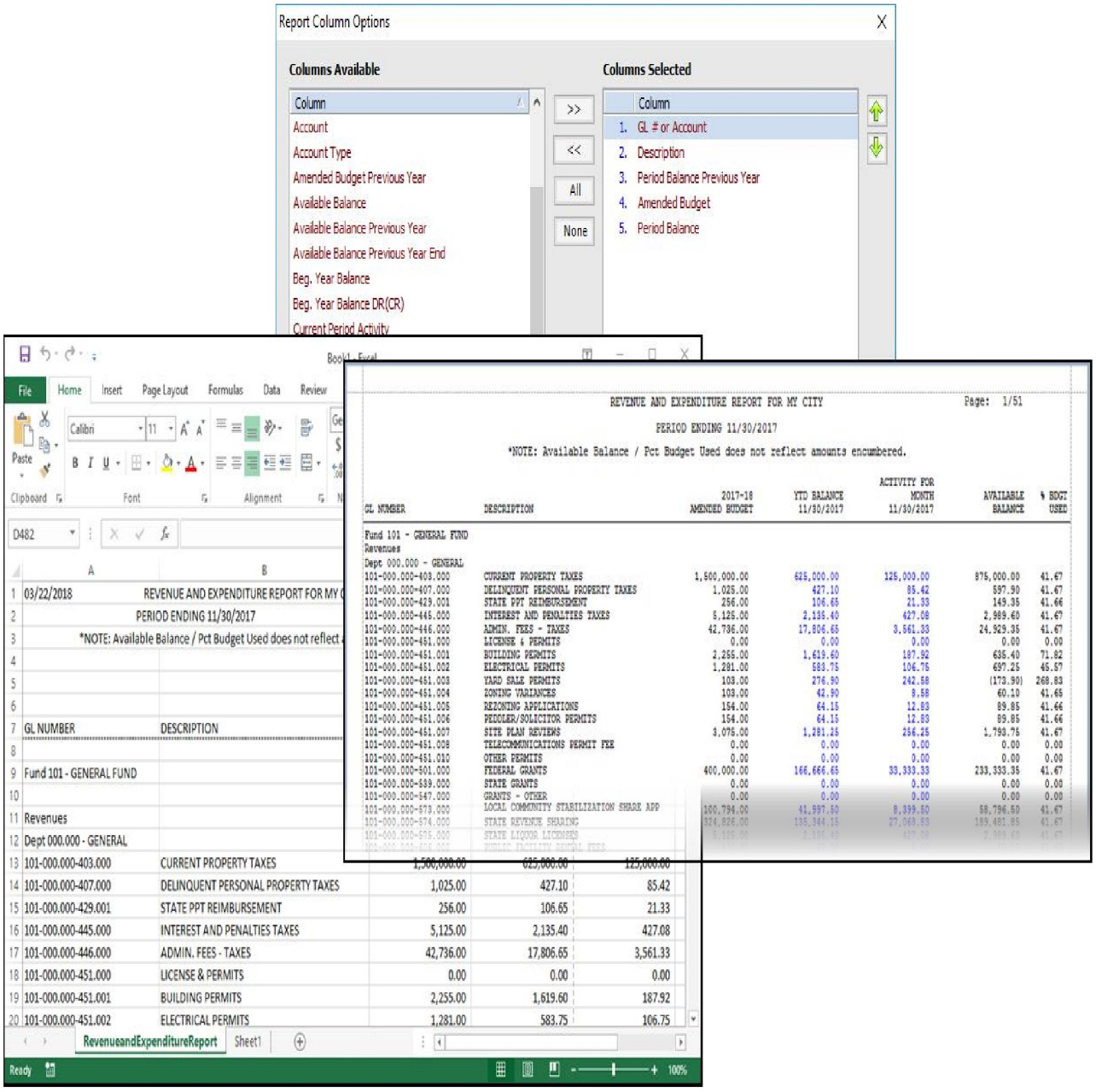
General Ledger Home Screen

This screen capture shows the "home" GL Details screen for a particular account. Original budget, budget amendments, and encumbrances (purchase orders), are summarized at the bottom of the screen. Budget footnotes are also provided. Every field on this screen can be drilled into for additional details. Data can be presented in chart form as well, which also offers drill-down capability.



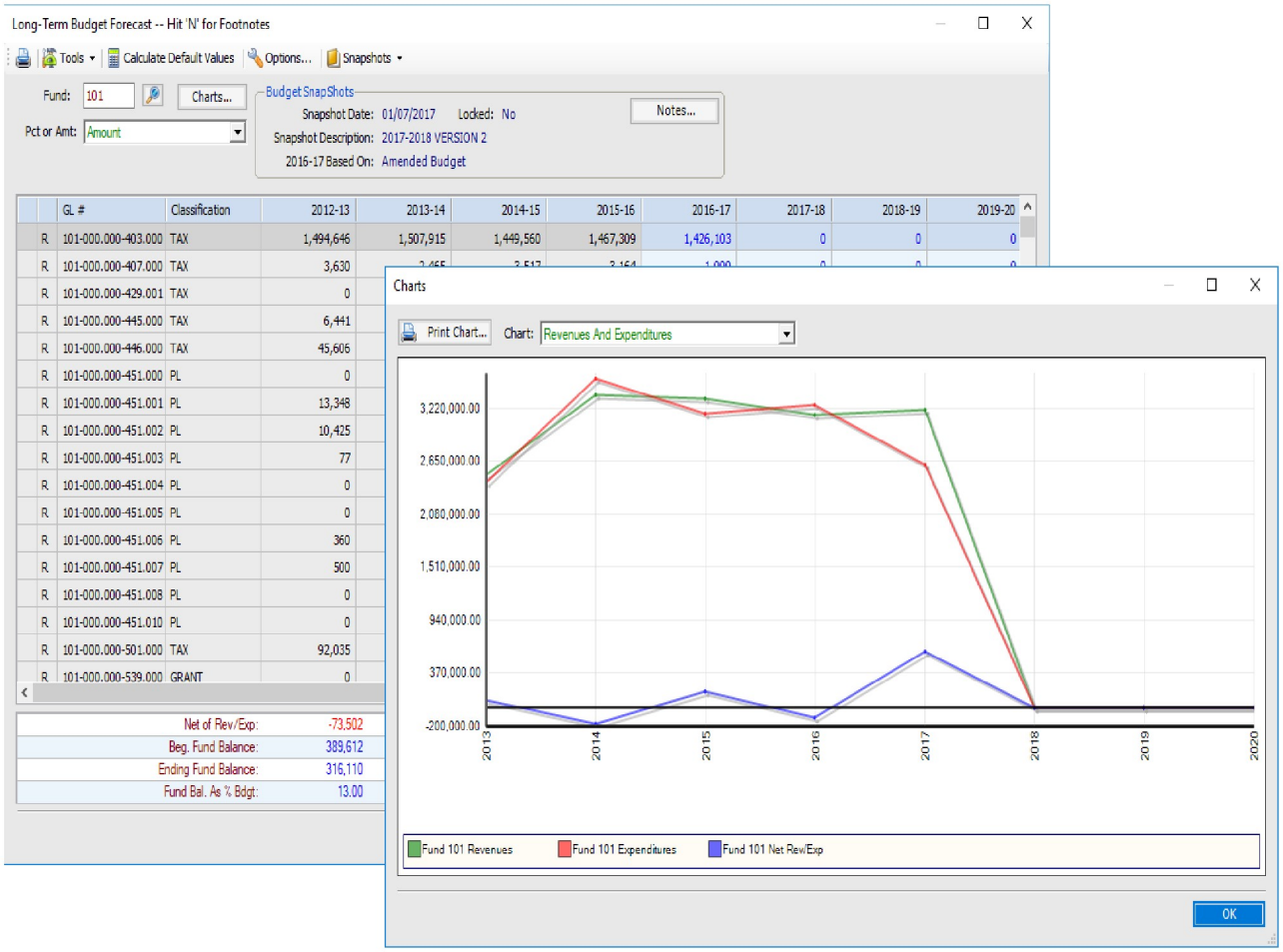
General Ledger "Column Chooser" & Reports

This screen capture shows the "column chooser," which provides extremely easy, flexible generation of reports. Drag a column from the left to the right to add it to the report output. Reports can be viewed on screen, exported to Excel, or saved as PDFs for attachments to emails.



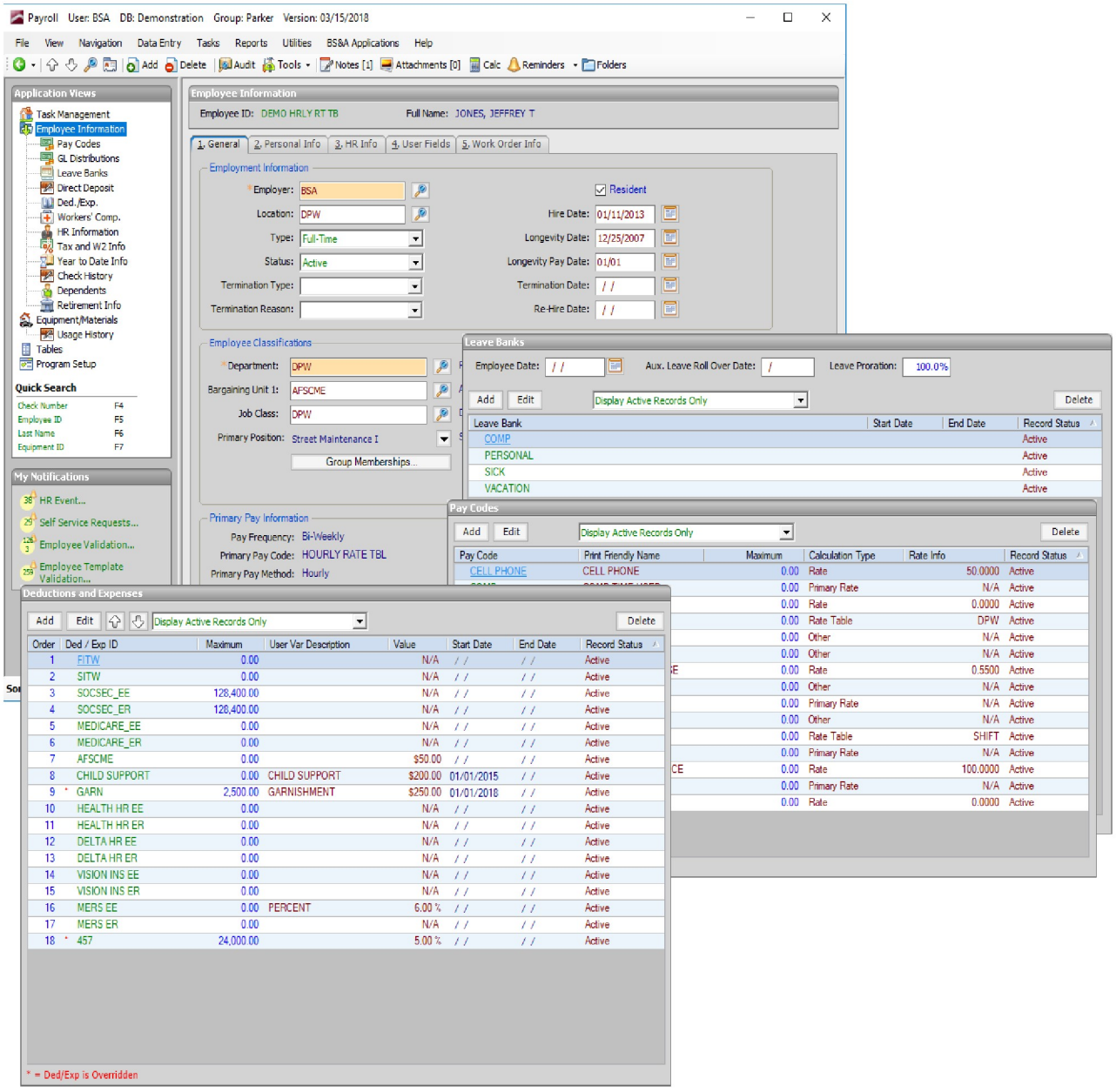
General Ledger Long Term Budget Forecasting

This screen capture illustrates how X years of budget history can be used to predict X years into the future. Items have been categorized to simplify the display. Budget forecasts can also be viewed in detail. Data that is mathematically calculated can be adjusted or overridden, and can be displayed in chart form.



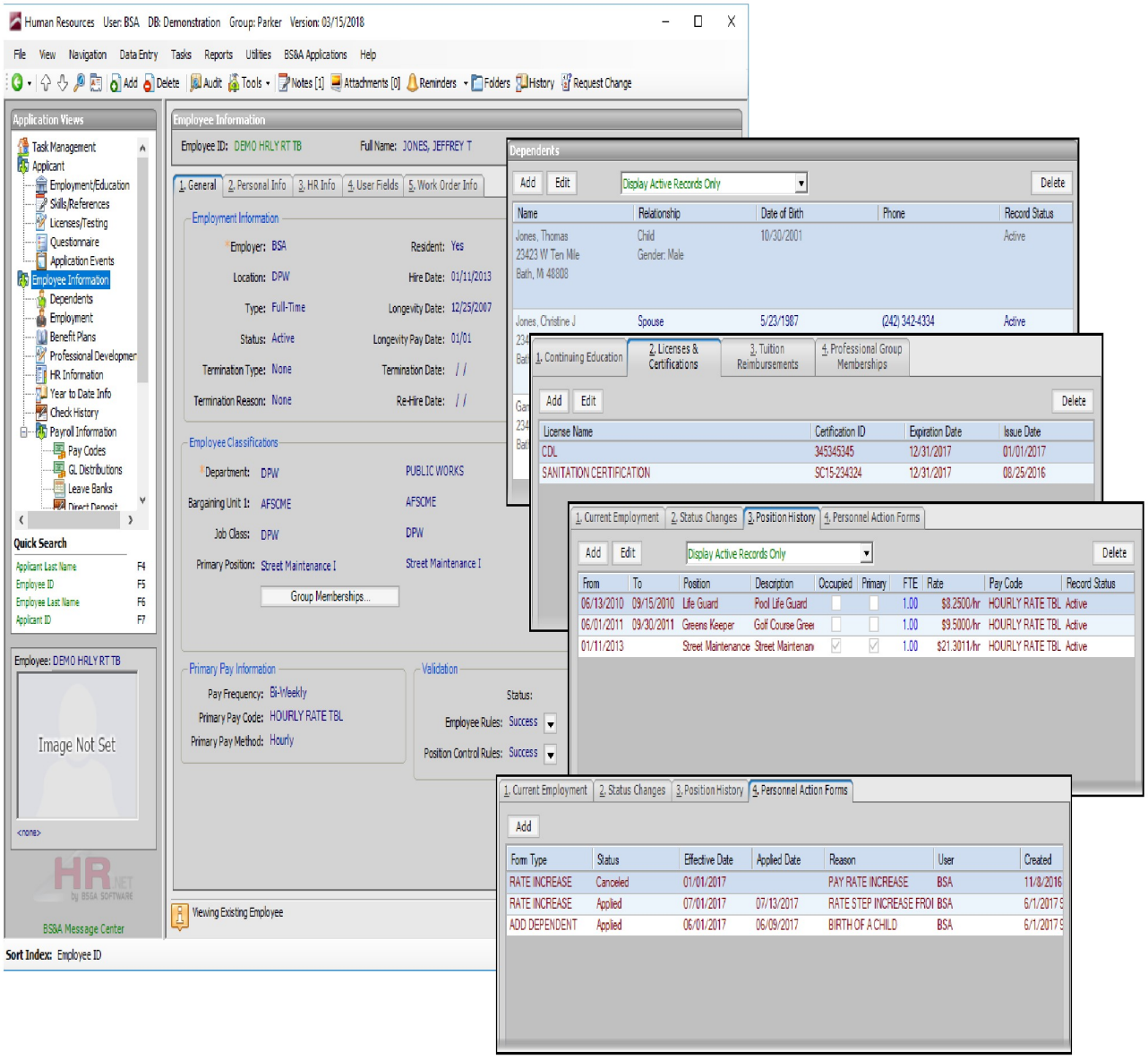
Payroll

This screen capture shows the "master" Employee Information screen. Our payroll software manages a wealth of data, and each crucial screen – from Pay Codes to Retirement Info – can be easily navigated by way of Application Views. Included in this screen capture are examples of three of these additional employee screens: Leave Banks; Pay Codes; Deductions and Expenses.



Human Resources

This screen capture shows the "master" Employee Information screen. Like our payroll software, our human resources software also manages a wealth of data. Each crucial screen, both Applicant and Employee, can be easily navigated by way of Application Views. Included in this screen capture are examples of four of these additional employee screens: Dependents; Licenses & Certifications; Position History; Personnel Action Forms.



BS&A SOFTWARE

Cost Proposal for:

City of Corcoran
Hennepin County, Minnesota

Enterprise Resource Planning (ERP) System

Submitted by:
BS&A Software
14965 Abbey Lane
Bath, MI 48808
(855) 272-7638

Dan J. Burns, CPA
Account Executive
dburns@bsasoftware.com

Closing Date:
February 18, 2021

B.9.1 Identify major milestones as part of the project. It is required that costs will be invoiced upon completion of major milestones and cumulative payments should not exceed incurred work. Please provide a schedule of all payments necessary to complete the proposal scope.

BS&A's Payment Schedule consists of:

First payment, invoiced at the time of a signed contract, to cover all fees associated with Project Management, Implementation Planning and Program Conversions.

Second payment, invoiced onsite training begins includes costs for Application Licenses.

Third payment, invoiced once training is completed consists of fees relating to Training, Customizations, Travel, and Post-Go Live Training.

B.9.2 Complete and submit Attachment 14 (Cost)

E.14 Pricing Summary – Details. All Costs – Required Modules.

Required Module	Notes	Comments
Core Financials	• 3 currently will want additional users for growth • Remote access required	General Ledger .NET Accounts Payable .NET Purchase Order .NET Miscellaneous Receivables .NET **$15,230**
Human Resources	• 30 FTE • 15 temp/seasonal • 36 W-2's	Human Resource .NET **$4,295**
Payroll	• 26 Pay periods • 30 FTE • 15 temp/seasonal	Payroll .NET **$4,745**
Time keeping/HR	• 45 named users	Timesheets .NET BS&A Online – ESS **$5,495**
Cash receipting	• 2 named users • 2 collection points	Cash Receipting .NET BS&A Online – PRS **$6,145**
Utility Billing	• 600 named accounts • 12 billing cycles	Utility Billing .NET **$2,995**
Project/Grant Accounting	• 6 named projects • 4 named grants • 2 named users	Included in General Ledger .NET
Fixed Assets	• 212 named assets • $27,537,618 total amount of assets	Fixed Assets .NET **$3,645**
Implementation: Total cost for Implementation, data conversion, training, report development, integration, travel, etc. for required modules.		**$120,350**
Maintenance: Total cost years 1-10		**$112,222**
Other Costs		Building Department .NET Field Inspection .NET **$7,625**
Total First Year Cost – required modules		**$170,525**
Total Ten-Year Cost - required		**$282,747**

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Financial Management	
General Ledger .NET	**$4,295**
Accounts Payable .NET	**$3,645**
Cash Receipting .NET	**$3,645**
Miscellaneous Receivables .NET	**$3,645**
Fixed Assets .NET	**$3,645**
Purchase Order .NET	**$3,645**
Utility Billing .NET	**$2,995**
Personnel Management	
Payroll .NET	**$4,745**
Human Resources .NET	**$4,295**
Timesheets .NET	**$2,645**
Community Development	
Building Department .NET	**$5,370**
Field Inspection .NET	**$2,255**
BS&A Online	
Employee Self-Service	**$2,850**
Public Records Search + Online Bill Pay *With use of integrated Credit Card Processor*	**$2,500**
Subtotal	**$50,175**

Data Conversions

Conversion scope and price are estimates, pending review of preliminary data.

Convert existing Banyon data to BS&A format:	
General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	**$2,150**
Accounts Payable (Vendors only)	**$1,825**
Cash Receipting (Receipt items, Up to 10 years receipt history)	**$1,825**
Utility Billing	**$4,000**
Building Department (per database)	**$4,565**
Database Setup:	
Miscellaneous Receivables (Setup of Billing Items, Penalties)	**$1,500**
Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)	**$1,825**
Payroll (Database Setup, Employee detail and YTD, Up to 10 years check history)	**$3,560**
Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees)	**$3,000**
Subtotal	**$24,250**

No conversion or database setup to be performed for:

Purchase Order

Field Inspection

Timesheets

Customizations

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	**$1,500**
BS&A Integration with Laserfiche Document Management System *Ability to store and retrieve document attachments in Laserfiche Document Management system, for all currently integrated BS&A applications.*	**$3,000**
Subtotal	**$4,500**

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

$18,500

Implementation and Training

- *$1,000/day*
- *Days quoted are estimates; you are billed for actual days used*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Onsite verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Software Setup	Days:	3		**$3,000**
Financial Management Applications	Days:	19		**$19,000**
Personnel Management Applications	Days:	10		**$10,000**
Community Development Applications	Days:	10		**$10,000**
	Total:	42	Subtotal	**$42,000**

Post-Go Live Assistance

- *Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A applications*
- *Assist customers with more detailed and advanced report options available within the BS&A applications*
- *Revisit commonly-used procedures discussed during training*
- *As needs arise, provide assistance with bank reconciliations*
- *$1,000/day*
- *Days quoted are estimates; you are billed for actual days used*

Post-Go Live for all applications for which training was performed	Days:	4	**$4,000**

Cost Totals

Not including Annual Service Fees

Applications	$50,175
Data Conversions	$24,250
Customizations	$4,500
Project Management and Implementation Planning	$18,500
Implementation and Training	$42,000
Post-Go Live Assistance	$4,000
Total Proposed	**$143,425**
Travel Expenses	*$27,100*

Payment Schedule

1st Payment:	**$42,750** to be invoiced upon execution of this agreement.
2nd Payment:	**$50,175** to be invoiced at start of training.
3rd Payment:	**$77,600** to be invoiced upon completion of training.

Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger .NET	$860
Accounts Payable .NET	$730
Cash Receipting .NET	$730
Miscellaneous Receivables .NET	$730
Fixed Assets .NET	$730
Purchase Order .NET	$730
Utility Billing .NET	$600
Personnel Management	
Payroll .NET	$950
Human Resources .NET	$860
Timesheets .NET	$530
Community Development	
Building Department .NET	$1,075
Field Inspection .NET	$450
BS&A Online	
Employee Self-Service	$570
Public Record Search	$1,500
Total Annual Service Fees	**$11,045**

Proposal for Software and Services, Presented to...

City of Corcoran, Hennepin County MN

May 12, 2021

Quoted by: Dan J. Burns, CPA

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to ***listen****. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Applications and Annual Service Fee prices based on an approximate population of 5,500 and 600 utility customers. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Applications

Financial Management	
General Ledger .NET	**$4,295**
Accounts Payable .NET	**$3,645**
Cash Receipting .NET	**$3,645**
Fixed Assets .NET	**$3,645**
Utility Billing .NET	**$2,995**
Community Development	
Building Department .NET	**$5,370**
Field Inspection .NET	**$2,255**
BS&A Online	
Public Records Search + Online Bill Pay *With use of integrated Credit Card Processor*	**$2,500**
Subtotal	**$28,350**

Data Conversions

Conversion scope and price are estimates, pending review of preliminary data.

Convert existing Banyon data to BS&A format:	
General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	**$2,150**
Accounts Payable (Vendors only)	**$1,825**
Cash Receipting (Receipt items, Up to 10 years receipt history)	**$1,825**
Utility Billing	**$4,000**
Convert existing Permit Works data to BS&A format:	
Building Department (per database)	**$4,565**
Database Setup:	
Fixed Assets (Setup of Assets, Entry of Value, Accumulated Depreciation)	**$1,825**
Subtotal	**$16,190**

No conversion or database setup to be performed for:

Field Inspection

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 90 days from date on proposal

Customizations

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	**$1,500**
BS&A Integration with Laserfiche Document Management System *Ability to store and retrieve document attachments in Laserfiche Document Management system, for all currently integrated BS&A applications.*	**$3,000**
Subtotal	**$4,500**

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

$14,750

Implementation and Training

- *$1,000/day*
- *Days quoted are estimates; you are billed for actual days used*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Onsite verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Software Setup	Days:	3		**$3,000**
Financial Management Applications	Days:	14		**$14,000**
Community Development Applications	Days:	10		**$10,000**
	Total:	27	Subtotal	**$27,000**

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 90 days from date on proposal

Post-Go Live Assistance

- *Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A applications*
- *Assist customers with more detailed and advanced report options available within the BS&A applications*
- *Revisit commonly-used procedures discussed during training*
- *As needs arise, provide assistance with bank reconciliations*
- *$1,000/day*
- *Days quoted are estimates; you are billed for actual days used*

Post-Go Live for all applications for which training was performed	Days:	4	**$4,000**

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 90 days from date on proposal

Cost Totals

Not including Annual Service Fees

Applications	$28,350
Data Conversions	$16,190
Customizations	$4,500
Project Management and Implementation Planning	$14,750
Implementation and Training	$27,000
Post-Go Live Assistance	$4,000
Total Proposed	**$94,790**
Travel Expenses	*$20,000*

Payment Schedule

1st Payment: **$30,940** to be invoiced upon execution of this agreement.

2nd Payment: **$28,350** to be invoiced at start of training.

3rd Payment: **$55,500** to be invoiced upon completion of training.

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 90 days from date on proposal

Annual Service Fees

Unlimited support during your first year with the program is included in your purchase price. Thereafter, Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5**	**Year 6**	**Year 7**	**Year 8**	**Year 9**	**Year 10**
General Ledger .NET	$0	$860	$886	$913	$940	$968	$997	$1,027	$1,058	$1,090
Accounts Payable .NET	$0	$730	$752	$775	$798	$822	$847	$872	$898	$925
Cash Receipting .NET	$0	$730	$752	$775	$798	$822	$847	$872	$898	$925
Fixed Assets .NET	$0	$730	$752	$775	$798	$822	$847	$872	$898	$925
Utility Billing .NET	$0	$600	$618	$637	$656	$676	$696	$717	$739	$761
Community Development										
Building Department .NET	$0	$1,075	$1,107	$1,140	$1,174	$1,209	$1,245	$1,282	$1,320	$1,360
Field Inspection .NET	$0	$450	$464	$478	$492	$507	$522	$538	$554	$571
BS&A Online										
Public Record Search	$0	$1,500	$1,545	$1,591	$1639	$1,688	$1,739	$1,791	$1,845	$1,900
Total Annual Service Fees	**$ 0**	**$6,675**	**$6,876**	**$7,084**	**$7,295**	**$7,514**	**$7,740**	**$7,971**	**$8,210**	**$8,457**

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

			Quantity		Cost
Epson THM-6000V Series Receipt Printer*	$925	x	_____	=	$_____
APG Series 100Cash Drawer**	$250	x	_____	=	$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	$250	x	_____	=	$_____
Credit Card Reader	$75	x	_____	=	$_____

This will add $_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

***If using a previously-purchased receipt printer with the APG Cash Drawer, which brand will be used with the drawer?*
___Epson ___Ithaca ___Other (please specify)_____

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

___ Classroom training, $205/person/day

___ On-site training (unlimited attendees), $1,000/day, travel not included

BS&A Online

Connection Requirements

BS&A Online requires a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit https://www.bsasoftware.com/solutions/bsaonline/public-records-search/ for information.

Acceptance

Signature constitutes...

1. An order for products and services as quoted
   Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature **Date**

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: dburns@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name_____ Title_____

Phone/Fax_____ Email_____

Mailing Address_____

City, State, Zip_____

IT Contact

Name_____ Title_____

Phone/Fax_____ Email_____

Mailing Address_____

City, State, Zip_____

Dan J. Burns, CPA, Account Executive | (855) 272-7638 | dburns@bsasoftware.com

Prices good for a period of 90 days from date on proposal

CITY OF CORCORAN, MINNESTOA PROPOSAL RESPONSE TO RFP FOR PAYROLL AND HR SYSTEM

CONTACT: mike duscher
mike.duscher@bergankdv.com

bergankDV

EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

LETTER OF TRANSMITTAL

Jessica Beise
Administrative Services Director
City of Corcoran
8200 Country Road 116
Corcoran, MN 55340

Dear Ms. Beise,

On behalf of BerganKDV, I am pleased to submit this proposal in response to the RFP released by the City of Corcoran, Minnesota. We appreciate the opportunity to bid on these services and your consideration of our firm. Our firm is only bidding on the HR and PR requirements of the overall proposal. We will show you that our software will work in tandem with any financial management system to share the needed data.

The attached proposal addresses the information you requested, including BerganKDV's Human Capital Management division's unique qualifications, the depth and breadth of the services we will provide your City, and our commitment to providing the highest quality work through a process that is both efficient and effective.

We understand the responsibility that you, as the City leaders, face each day, your need to respond to your workforce needs with transparency and have the correct financial data at your fingertips to drive the City's human capital department to the best of their abilities.

Our human capital management team will empower you to manage your workforce more efficiently than ever before. With K-Pay software and our team of experts, we connect the dots between every facet of human capital management for your organization.

Our ability to see both in the weeds and from the treetops gives you the comfort that we will have your payroll and HR responsibilities covered and show you the path forward for this department's future.

We promise to be more than your HR and PR implementation team; we will be your trusted human capital advisor and a member of the team – the City of Corcoran team.

We will work to ensure we are meeting your deadlines. The undersigned is authorized to make representations for the firm. This proposal is a firm and irrevocable offer for 60 days.

Sincerely,

Michael Duscher
Market Consulting Leader Government/Education/NFP
Direct: 612-803-4442
mike.duscher@berganKDV.com

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Executive Summary

Implementing a new part of any business software can feel daunting. Processes that are impacted by new software implementation like payroll, timekeeping, and HCM directly affect not just your daily city operations but your employees in both their work lives and home lives.

We understand we get it. It is often stressful to initiate any change in these processes. BerganKDV Human Capital Management team's goal is to reduces this stress and work with you to approach the project to be successful.

At BerganKDV, we understand that:

The right team needs to be engaged. It is vital to select the right team members from across the City to be part of the implementation and choose the best vendor partner who will be there every step of the way during the implementation and testing.

You need to be realistic. Your staff already has a full-time job; implementing new PR and HR software will lead to efficiency and process advancements that take time to get right. We will help you break the project down into phases that might spread out your team's demands.

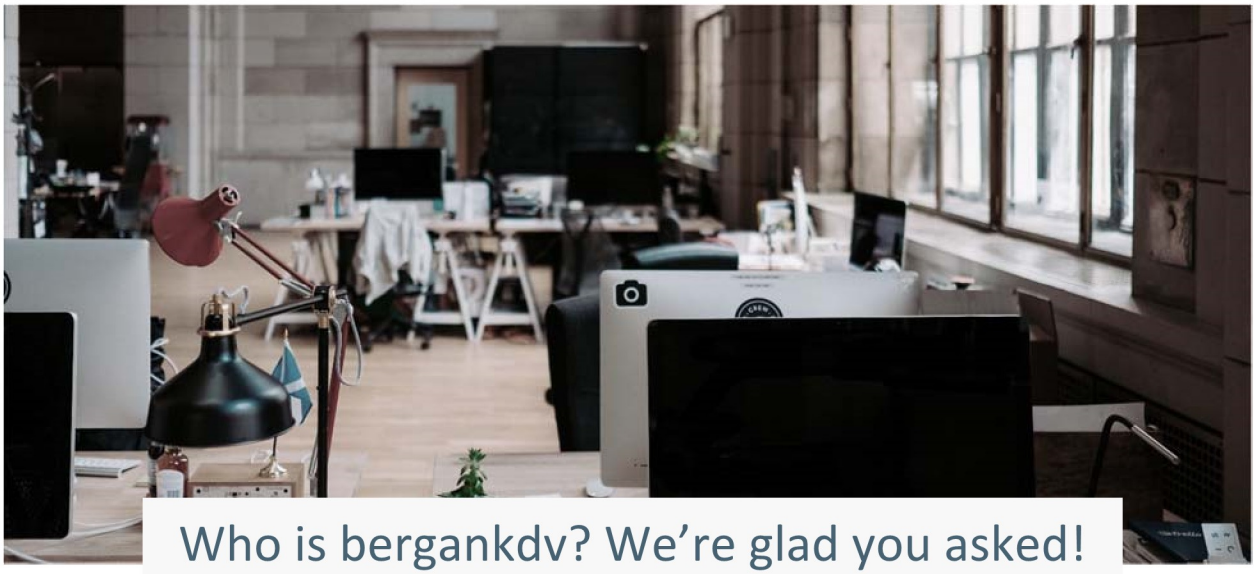
A new system means new process evaluations and policies. Implementing a new system is a significant change, but it is still an excellent time to consider other changes in how current processes are running. We support the redocumentation of the new processes that will be built into the new system and will help you accomplish these.

How to plan for the after. We are not an implement, drop and run group. We know that getting the system up and running is only one part of the process. We know you need to build time at the end of your plan to gather feedback from users, document your internal process with the system and address your long-term project list so that you can continue to enhance your HR process and employee experience.

HR is part of any organization that is pulled between needing to be a strategic partner and managin tactical process-based work. We know you expect your staff to accomplish the daily manual processes around PR quickly and accurately, but you still want them to be strategic. Our solutions help you to find more time in your day to focus on strategic initiatives.

We at BerganKDV take the required planning and forethought seriously before starting any implementation process. Our professionals bring a broad background of working with clients to solve their HR and PR problems.

Effective Communication. Our goal is to be your first call long after this contract is complete when you experience organizational challenges, when you have a question or when you need to talk through something. We believe this can occur only when a relationship is developed and nurtured through strong communication and a thorough understanding of your mission, programs, and operations. We are unwavering in our commitment to our clients and make it our mission to ask the right questions, listen actively, understand your expectations, and deliver results. You can expect a partnership with professionals who value trust, integrity, and relationships.



Who is bergankdv? We're glad you asked!

We have an extensive background in working with clients through a strategic approach in all aspects; we don't just keep pace with the trends; we stay ahead of the curve. We explore new ways to reduce costs and operate more efficiently.

THE BACKSTORY

The history of our firm began in 1945, and since the beginning, BerganKDV has been firmly rooted in community. Today we are a Top 100 Firm, we operate in multiple states in nine different offices, employ over 450 experts, and service clients across the country. As we continue to grow, we acknowledge that we are not in the business to provide one-size-fits-all solutions. Every client is different – from business problems to personal preferences. We invest the time to understand your needs and customize our services and solutions to meet them. Our playbook consists of business advisory, tax, assurance and accounting, workforce management, technology, wealth management and turnaround management services. Sure, we offer a robust and competitive service portfolio and notable processes but what really makes us different? OUR PEOPLE…..

Office Locations:
St. Cloud, Minneapolis, and Farmington – Minnesota
Cedar Rapids, Coralville, Des Moines, and Waterloo – Iowa
Kanas City - Missouri
Omaha - Nebraska

OUR PEOPLE

Relationships are at the core of everything we do, and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do.

ENGAGE© | Our Proven Value Creation Process

We have aligned our team around our core values and are driven in our commitment to help clients and team members achieve their potential. We help clients reach their goals by utilizing our value creation process. Results of this process have led to more robust client relationships – deeper trust, enhanced communication and minimization of time for all. This process is a key component of our strategy in supporting and helping our clients further their organizations.

OUR BUSINESS LINES

BerganKDV has a strong bench of resources and expertise available based on needs of the client. This ensures the most effective and efficient results are delivered!

COMMUNITY SUPPORT

At BerganKDV, we believe in giving back. We support the organizations our people and clients are actively involved with. On average, we support multiple events a week in our communities.

VISION AND VALUES

We are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions. Our firm consists of highly talented individuals that put relationships before business deals and clients before profits. Our values drive our decisions.

OUR FOCUS and OUR PROMISE

Empowering people and creating a wow experience for our clients.
We go beyond so you can DO MORE.

We continue to align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values. We have found that this work results in more open conversations at BerganKDV which impacts employee engagement and client care.

Other Information

More than 20% of BerganKDV owners/shareholders are women.

Client References

A few of our engagements in recent years are listed below and we encourage you to contact them.

Dave Erickson
VP of Operations
First American Care
651-289-8371

- Size: 300+ employees
- Location sites: Three facilities and a central office
- System migrated from: ADP

Steph Sunde
Director of HR
Assumption Community
320-348-2346

- Size: 170+ employees
- Multiple pay types and shifts
- System migrated from: ADP Workforce Now

Deb Moorer
Office Manager
Glenwood Village Care Center
320-654-5761

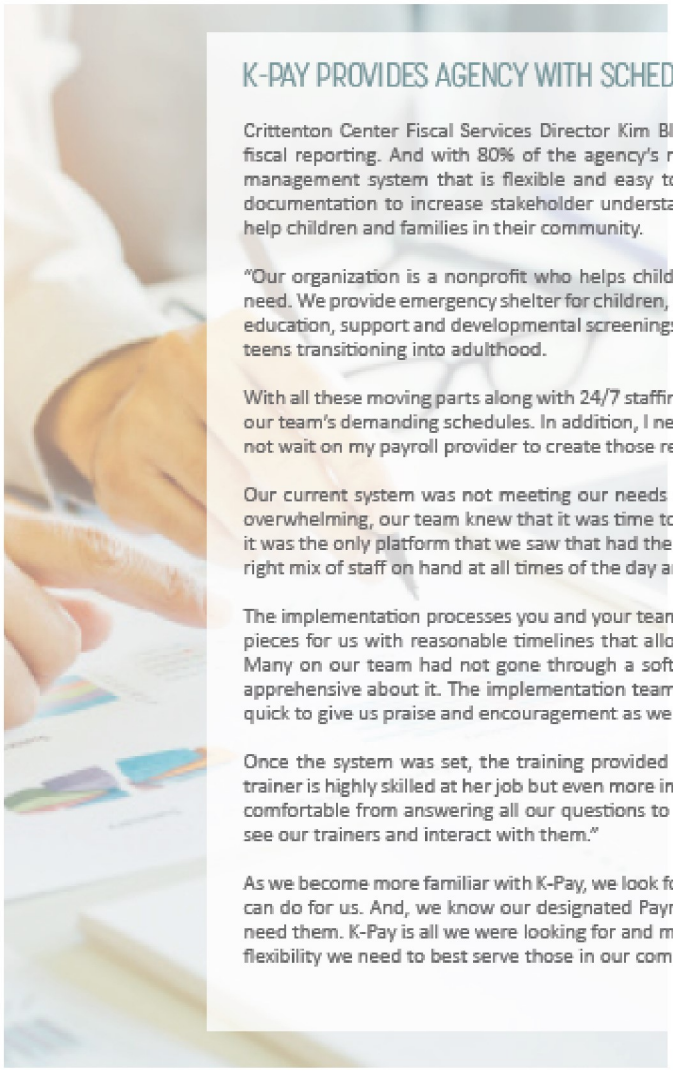
- Size: 75 employees
- Location sites: Multiple locations and departments
- System migrated from: ADP

Client success story

SIMPLIFYING COMPLEX SCHEDULES

HUMAN CAPITAL MANAGEMENT

"The K-pay software has features that are already making a huge difference in our workflows! The more payrolls we process, the better the feedback from our supervisors and directors on the ease of use."



K-PAY PROVIDES AGENCY WITH SCHEDULING & REPORTING SOLUTIONS

Crittenton Center Fiscal Services Director Kim Blaeser is responsible for the agency's accounting and fiscal reporting. And with 80% of the agency's resources devoted to payroll, having a human capital management system that is flexible and easy to use is vital for the nonprofit to produce financial documentation to increase stakeholder understanding of the important work being accomplished to help children and families in their community.

"Our organization is a nonprofit who helps children and families succeed. We exist to serve those in need. We provide emergency shelter for children, childcare and preschool education, in-home parenting education, support and developmental screenings by social workers, and a foster care program for older teens transitioning into adulthood.

With all these moving parts along with 24/7 staffing, we needed a payroll system that could keep up with our team's demanding schedules. In addition, I needed a platform where I could quickly pull reports and not wait on my payroll provider to create those reports for me.

Our current system was not meeting our needs and although the project seemed daunting and a bit overwhelming, our team knew that it was time to look at better options. K-Pay was our choice because it was the only platform that we saw that had the scheduling tool that we needed to ensure we had the right mix of staff on hand at all times of the day and night to meet the needs of our clients.

The implementation processes you and your team have in place broke the work down into manageable pieces for us with reasonable timelines that allowed us to stay caught-up with our side of the work. Many on our team had not gone through a software implementation in the past and were naturally apprehensive about it. The implementation team walked alongside us every step of the way and were quick to give us praise and encouragement as we tackled the data transition.

Once the system was set, the training provided to us was personalized and easy to understand. Our trainer is highly skilled at her job but even more importantly, she went above and beyond to help us feel comfortable from answering all our questions to offering meetings via video conferencing so we could see our trainers and interact with them."

As we become more familiar with K-Pay, we look forward to learning even more about what the software can do for us. And, we know our designated Payroll Support Team is available to help us whenever we need them. K-Pay is all we were looking for and more with its robust features that enable us to have the flexibility we need to best serve those in our community who are counting on us."

- Kim Blaeser, Fiscal Services Director

Crittenton Center
Helping Families Shine

ISSUE // SOLVED | CLIENT SUCCESS STORY

bergankdv

bergankdv.com // info@bergankdv.com // **DO MORE.** // #starthere

OUR DEDICATED SERVICE TEAM

BerganKDV has a personalized team of professionals to meet your unique needs. Your BerganKDV team has extensive experience working with governmental organizations. This translates into a greater ability to understand your unique organization.

LEADERSHIP TEAM

First, all governmental clients will interact with a member of the Government Market's leadership team at least annually. There is no charge to our clients for these meetings. These individuals are instrumental in ensuring that our clients are receiving "WOW" service and having all their needs met.

JODI L. woodward, CPA, SHAREHOLDER, GOVERNMENT MARKET LEADER

Role and Experience: In her role as Government Market Leader, Jodi is responsible for the government market by managing all aspects of the value creation cycle and will work with the governmental team members throughout the firm to ensure a wow experience is being delivered.

Jodi, who is located in the firm's Omaha market, is a CPA with more than 25 years of experience in public accounting, focusing mainly on governmental and nonprofit entities; ERISA plans; commercial real estate, including HUD audits; and colleges & universities.

Jodi has a bachelor's degree in accounting from Midland University and is active in the American Institute of Certified Public Accountants where she currently serves on the Employee Benefits Plan Audit Quality Center Executive Committee and is very involved in the Peer Review Program. Jodi is a member of the Nebraska Society of CPAs, CREW Omaha Metro and Omaha Academy of Ballet, where she serves on the board.

MICHAEL E. DUSCHER, GOVERNMENT CONSULTING LEADER

Role and Experience: Mike serves clients in the government sector. He is responsible for growing the client base in the government market by building relationships with potential clients and working with them to help solve pain points they are experiencing in their business operations.

Mike received his bachelor's degree in organizational communication and sociology. He is involved with Northern Voices, a nationally recognized school for deaf and hearing of children and Crescent Cover Respite & Hospice Home for Kids.

OUR DEDICATED SERVICE TEAM (continued)

Micah Zirnhelt, sphr, shrm-scp Consulting manager human capital management

Micah has worked in human resources, payroll and benefits administration outsourcing for the past 15 years and brings a wide background of working with clients to solve their business problems. He helps clients make the best use of the K-Pay system to support and streamline their HR processes. He also provides client consulting to improve their internal human resources processes outside of K-Pay.

Micah holds a bachelor's degree in musical theatre from the Boston Conservatory of Music.

kevin ferrario, cpp solution leader payroll

On a day-to-day basis Kevin manages the operations within the payroll and human capital management team. This includes production, support, tax filing and deposits and delivering on client expectations. Kevin works with businesses and organizations of varying sized with their payroll needs and as the clients grow, he helps them scale their payroll and human capital management tools to keep the business running smoothly.

Kevin attended Winona State University and is certified payroll professional. He is the board vice president of the St. Francis Gladiator Wrestling Club, head coach for SBAA 10U Baseball team and assistant coach for the St. Francis 14U traveling fast-pitch softball team.

THANK YOU.

BERGANKDV.COM | 612.803.4442 |
INFO@BERGANDKV.COM

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
General Requirements				
HR.1	The system has the ability to support a system-generated unique employee number with override capabilities.	CRITICAL	Yes.	Highly functional.
HR.2	The system has the ability to track various employee information through unique employee identifier.	CRITICAL	Yes	Highly Functional
HR.3	The system has the ability to capture and maintain 1-9 documentation and track status.	CRITICAL	Yes	Highly Functional
HR.4	The system has the ability to via automated workflow, generate personnel status email notices on-line (e.g. FMLA, applicant rejection, military leave, leave donation, return to work, benefit information).	CRITICAL	Yes	Highly Functional
HR.5	The system has the ability to accommodate workflow approvals of human resources-related processes and documents.	DESIRED	Yes	Highly Functional
The system has the ability to maintain and manage employee personnel information, including (but not limited to) the following fields:				
HR.6	Name;	CRITICAL	Yes	
HR.7	DOB;	CRITICAL	Yes	
HR.8	SSN;	CRITICAL	Yes	
HR.9	Employee number;	CRITICAL	Yes	
HR.10	Spouse information;	DESIRED	Yes	
HR.11	Dependent information;	DESIRED	Yes	
HR.12	Contact detail (phone, cell, e-mail address);	CRITICAL	Yes	
HR.13	Date of hire;	CRITICAL	Yes	
HR.14	Start date;	CRITICAL	Yes	
HR.15	Leave date(s);	CRITICAL	Yes	
HR.16	Benefit detail (benefit eligible date, retirement date);	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.17	Emergency contact information (name(s), phone, address, e-mail address); and	CRITICAL	Yes	
HR.18	Other standard and user-defined fields.	CRITICAL	Yes	
HR.19	The system has the ability to capture multiple emergency contacts.	DESIRED	Yes	
HR.20	The system has the ability to, upon new hire, notify all pertinent departments (based on user0defined criteria) and trigger appropriate workflow processes (e.g. established network access and sets up workstation, Payroll set-up, Benefits enrollment, equipment issued etc.).	DESIRED	Yes	
HR.21	The system has the ability to provide for an orientation process checklist that can be customized by and for each department and by job title.	DESIRED	Yes	
HR.22	The system has the ability to attach files to work orders at entry, management or reporting stage.	DESIRED	Possible	Need more Info
HR.23	The system has the ability to accommodate planned or immediate terminations.	CRITICAL	Yes	
HR.24	The system has the ability to define multiple separation codes (discharged die to misconduct, performance issues, poor attendance, other user-defined; resignation due to mutual agreement, career advancement, career change relation, retirement, other user-defined).	CRITICAL	Yes	
HR.25	The system has the ability to record employee's and supervisor's reasons for termination/separation.	CRITICAL	Yes	
HR.26	The system has the ability to track the length of time an employee has filled a position.	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.27	The system has the ability to record and track items assigned to employees (e/g/ cell phone, keys, ID card, Parking pass, etc).	CRITICAL	Yes	
HR.28	The system has the ability to general personnel action forms on-line.	CRITICAL	Yes	
HR.29	The system has the ability to transfer employees from one position to another.	CRITICAL	Yes	
HR.30	The system has the ability to accommodate user-defined rules for employee transfer (e.g. employees assigned to multiple departments are flagged as exceptions).	DESIRED	Yes	
The system has the ability to track the following position data:				
HR.31	Fiscal year;	CRITICAL	Yes	
HR.32	Job title;	CRITICAL	Yes	
HR.33	Job code;	CRITICAL	Yes	
HR.34	Position number;	CRITICAL	Yes	
HR.35	Position type (e/g/ skilled labor, management, etc).	DESIRED	Yes	
HR.36	Supervisor name;	CRITICAL	Yes	
HR.37	Physical work location;	DESIRED	Yes	
HR.38	Department/program/project;	CRITICAL	Yes	
HR.39	Exempt/mom-exempt status;	CRITICAL	Yes	
HR.40	Percent of fulltime;	CRITICAL	Yes	
HR.41	Pay rate;	CRITICAL	Yes	
HR.42	Probation end date/period;	CRITICAL	Yes	
HR.43	Salary range;	DESIRED	Yes	
HR.44	FT/PT/retiree flag;	CRITICAL	Yes	
HR.45	Temp/permanent flag;	CRITICAL	Yes	
HR.46	Department/division/program start date;	DESIRED	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Budget Preparation				
HR.47	Promotion date(s);	CRITICAL	Yes	
HR.48	Anniversary date;	CRITICAL	Yes	
HR.49	Unlimited text field or comments; and	DESIRED	Yes	
HR.50	Other user-defined fields.	DESIRED	Yes	
HR.51	The system has the ability to accommodate multiple labor codes.	DESIRED	Yes	
HR.52	The system has the ability to maintain job descriptions online.	CRITICAL	Yes	
HR.53	The system has the ability to allow positions to be budgeted for partial year (e.g. 3,6,9 months).	CRITICAL	Yes	
HR.54	The system has the ability to reinstate a separated employee, requiring approval sign-ff per user-defined rules (at multiple levels if necessary).	CRITICAL	Yes	
The system has the ability to maintain current salary information including (but not limited to):				
HR.55	Effective date;	CRITICAL	Yes	
HR.56	Salary range;	DESIRED	Yes	
HR.57	Wage range;	DESIRED	Yes	
HR.58	Employee review date;	CRITICAL	Yes	
HR.59	Pay change reason/action code;	CRITICAL	Yes	
HR.60	Amount of change;	CRITICAL	Yes	
HR.61	Unlimited text field to describe pay change reason/action; and	DESIRED	Yes	
HR.62	Other user-defined fields.	DESIRED	Yes	
HR.63	The system has the ability to provide for multiple salary schedule.	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.64	The system has the ability to accommodate multiple salary table lined to multiple job/description classes.	CRITICAL	Yes	
HR.65	The system has the ability to accommodate tracking shift structure for employees.	CRITICAL	Yes	
HR.66	The system has the ability to capture permanent and temporary job-type indicators, including (but not limited to) seasonal and provisional employees.	DESIRED	Yes	
HR.67	The system has the ability to capture the typical hours of a position (e.g. 9am to 5pm).	CRITICAL	Yes	
HR.68	The system has the ability to support the submission of a detailed budget, one that includes revenue sources, detailed expenditures, multi-funding sources, multi-year budget and matching funds.	DESIRED	Possible	Need more info
HR.69	The system has the ability to provide multiple pay grades.	CRITICAL	Yes	
HR.70	The system has the ability to assign employees to single or multiple jobs and graces (with multiple levels of sign-off approval per user-defined rules).		Yes	
HR.71	The system has the ability to provide positions filled/available reporting.	CRITICAL	Yes	
HR.72	The system has the ability to monitor base salary and additional compensation components by employee.	CRITICAL	Yes	
The system has the ability to allow the City to define a number of employee deductions/garnishments including (but not limited to):				
HR.73	Child support;	CRITICAL	Yes	
HR.74	Tax liens;	CRITICAL	Yes	
HR.75	Bankruptcy's;	CRITICAL	Yes	
HR.76	Creditors;	CRITICAL	Yes	
HR.77	Trustees;	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.78	Court orders; and	CRITICAL	Yes	
HR.79	Other, user defined.	DESIRED	Possible	Need more Info
HR.80	The system has the ability to track temporary alternate duty assignments and restrictions.	DESIRED	Yes	
HR.81	The system has the ability to generate seniority reporting.	DESIRED	Yes	
HR.82	The system has the ability to support HIPPA compliance.	DESIRED	Yes	
The system has the ability to maintain, at a minimum, the following applicant data:				
HR.83	Date of application;	CRITICAL	Yes	
HR.84	Time of application;	CRITICAL	Yes	
HR.85	Applicant Name	CRITICAL	Yes	
HR.86	Source of application information;	DESIRED	Yes	
HR.87	Relatives employed by City;	CRITICAL	Yes	
HR.88	Address;	CRITICAL	Yes	
HR.89	Phone number/s;	CRITICAL	Yes	
HR.90	Email address/es;	CRITICAL	Yes	
HR.91	Positions applied/referred for;	CRITICAL	Yes	
HR.92	Ability to be legally employed in the USA (Y/N);	CRITICAL	Yes	
HR.93	Reference detail;	CRITICAL	Yes	
HR.94	Attached resume (Word or pdf);	CRITICAL	Yes	
HR.95	Criminal background information;	CRITICAL	Yes	
HR.96	Previous employment information;	CRITICAL	Yes	
HR.97	Education;	CRITICAL	Yes	
HR.98	Certificates/licensure;	CRITICAL	Yes	
HR.99	Results of required test; and	CRITICAL	Yes	
HR.100	Other user defined.	DESIRED	Possible	Need more info

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to track EEO data for use in statistical analysis and reporting, including but not limited to:				
HR.101	Requisition Number;	DESIRED	Yes	
HR.102	Selected Flag;	DESIRED	Yes	
HR.103	Applicant name;	CRITICAL	Yes	
HR.104	Applicant ID;	DESIRED	Yes	
HR.105	Applicant Record Number	DESIRED	Yes	
HR.106	Applicant address;	CRITICAL	Yes	
HR.107	Hone phone;	CRITICAL	Yes	
HR.108	Application received date	CRITICAL	Yes	
HR.109	Email address;	CRITICAL	Yes	
HR.110	Race;	CRITICAL	Yes	
HR.111	Sex;	CRITICAL	Yes	
HR.112	Department;	CRITICAL	Yes	
HR.113	Highest grade completed;	CRITICAL	Yes	
HR.114	GPA;	DESIRED	Yes	
HR.115	Recruiting Source;	CRITICAL	Yes	
HR.116	Other user-defined fields.	DESIRED	Possible	Need more in
HR.117	The system has the ability to store EEO data separate from the applicant record.	CRITICAL	Yes	
HR.118	The system has the ability to restrict access to EEO data to authorized users as determined by City user profiles.	CRITICAL	Yes	
HR.119	The system has the ability to populate EEO data by electronic submissions from applicant record and requisition data.	CRITICAL	Yes	
HR.120	The system has the ability to save EEO data upon initial entry for user's profile with blocks prefilled for multiple application submissions.	DESIRED	Yes	
HR.121	The system has the ability to track ADA accommodations with an applicant.	DESIRED	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.122	The system has the ability to support EEO an ADA analysis.	DESIRED	Possible	Need more info
HR.123	The system has the ability to flag an employee record upon SSN validation, once terminated as unable to reapply.	CRITICAL	Yes	
New Hite Processing				
HR.124	The system has the ability to send information to required departments for data transfer once hired (i.e. IS for computer account setup, etc.).	DESIRED	Yes	
HR.125	The system has the ability to require fingerprints for certain employees, prior to starting their first day.	CRITICAL	Yes	
HR.126	The system has the ability to produce a user-defined pre-employment checklist of forms that must be completed electronically.	CRITICAL	Yes	
HR.127	The system has the ability to monitor conditional fire requirements and pass/fail information, test scores, drug tests and other data.	CRITICAL	Yes	
HR.128	The system has the ability to notify applicant that additional documentation is needed for hire (e.g. degrees, certifications, etc.)/	CRITICAL	Yes	
HR.129	The system has the ability to identify training requirements based on multiple factors including the position ID, job code, department, division/service area.	DESIRED	Yes	
The system has the ability to define a checklist for benefit eligible and non-benefit eligible new employees, including:				
HR.130	Employee Handbook and Policy Manuals	CRITICAL	Yes	
HR.131	Union Contract (confirm that contract was provided only).	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to provide salary and benefit forecasting capabilities based on the import/integration from the payroll application including:				
HR.132	Required Forms;	DESIRED	Yes	
HR.133	Optional Forms; and	DESIRED	Yes	
HR.134	Other, user defined.	DESIRED	Possible	
The system has the ability to define a checklist for employees new to position based upon:				
HR.135	Job class;	CRITICAL	Yes	
HR.136	Position level;	CRITICAL	Yes	
HR.137	Department; and	CRITICAL	Yes	
HR.138	Other, user defined.	DESIRED	Possible	
HR.139	The system has the ability to define orientation requirements for new hires based upon department, job class, and/or other factors.	CRITICAL	Yes	
HR.140	The system has the ability to route completed new employee forms to appropriate departments, based upon multiple workflows.	DESIRED	Yes	
HR.141	The system has the ability to list missing documents by each new hire and/or dates.	CRITICAL	Yes	
HR.142	The system has the ability to define different escalation factors based upon checklist item (e.g. required item has a certain time frame vs and optional item).	DESIRED	Possible	Need more Info
HR.143	The system has the ability to override missing required checklist items with security permissions.	DESIRED	Yes	
HR.144	The system has the ability to correct and make adjustments to forms based upon effective date and/or retroactively.	CRITICAL	Yes	
HR.145	The system has the ability to set up special posting and hiring rules for union, related jobs and positions (example; lateral postings).	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Benefits				
HR.146	The system has the ability to provide for a Benefits-specific new employee orientation checklist that can be customized by and for each department, job class, and status (temporary or permanent) (all items assigned to employee).	CRITICAL	Yes	
HR.147	The system has the ability to accommodate participant and dependent benefit enrollment processing for benefit options.	CRITICAL	Yes	
HR.148	The system has the ability to establish multiple eligibility rules.	CRITICAL	Yes	
HR.149	The system has the ability to calculate premium amounts based on user-defined tables.	CRITICAL	Yes	
HR.150	The system has the ability to start and stop any deductions at any given time.	CRITICAL	Yes	
HR.151	The system has the ability to support flexible benefit accounts.	CRITICAL	Yes	
HR.152	The system has the ability to support flexible spending accounts enrollment and reimbursement.	CRITICAL	Yes	
HR.153	The system has the ability to identify type of coverage (e.g., single, 2-person family).	CRITICAL	Yes	
HR.154	The system has the ability to track benefits eligibility.	CRITICAL	Yes	
HR.155	The system has the ability to notify employees of benefit eligibility dates.	CRITICAL	Yes	
HR.156	The system has the ability to maintain coverage and deduction detail by date.	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to track the following:				
HR.157	Coverage effective dates;	CRITICAL	Yes	
HR.158	Coverage history;	CRITICAL	Yes	
HR.159	Name change history;	CRITICAL	Yes	
HR.160	Dependent information;	CRITICAL	Yes	
HR.161	Beneficiary information; and	CRITICAL	Yes	
HR.162	Years of service	CRITICAL	Yes	
The system has the ability to maintain premium and deduction amounts for multiple benefit plans including (but not limited to):				
HR.169	Health Insurance;	CRITICAL	Yes	
HR.164	Dental Insurance;	CRITICAL	Yes	
HR.165	Vision Insurance;	CRITICAL	Yes	
HR.166	Life Insurance;	CRITICAL	Yes	
HR.167	Deferred compensation plans, including retirement plans;	CRITICAL	Yes	
HR.168	Flexible spending accounts for medical and childcare reimbursement accounts;	CRITICAL	Yes	
HR.169	Long term disability;	CRITICAL	Yes	
HR.170	Short term disability;	CRITICAL	Yes	
HR.171	529.Education Savings Plan; and	DESIRED	Yes	
HR.172	457 Plan.	CRITICAL	Yes	
HR.173	The system has the ability to allow six months open for benefits enrollments and closeouts.	DESIRED	Yes	
HR.174	The system has the ability to establish multiple eligibility rules.	DESIRED	Yes	
HR.175	The system has the ability to track benefit allowance contributions to insurance other than health insurance.	DESIRED	Yes	
HR.176	The system has the ability to differentiate for deferred compensation purposes, any employer match.	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.177	The system has the ability to establish the appropriate tax ramifications for the deferred compensation amounts.	CRITICAL	**Yes**	
HR.178	The system has the ability to manually adjust benefit withholdings.	CRITICAL	**Yes**	
HR.179	The system has the ability to maintain the benefit pool even in the certain user-defined non-paid statuses.	DESIRED	**Possible**	**Need more info**
The system has the ability to maintain benefit eligibility data including:				
HR.180	Length of service	CRITICAL	**Yes**	
Hr.181	Age;	CRITICAL	**Yes**	
HR.182	Marital status;	CRITICAL	**Yes**	
HR.183	Dependent information for multiple dependents (including name, SSN, Address, other contact information);	DESIRED	**Yes**	
HR.184	Employee status (active, retired, leave of absence, suspension, termination, FMLA, military leave, etc.)	CRITICAL	**Yes**	
HR.185	Hours worked by various search criteria (e.g. weekly, bi-weekly, pay period, annually); and	CRITICAL	**Yes**	
HR.186	Other user defined.	DESIRED	**Yes**	
HR.187	The system has the ability to provide tracking for death of employees, retirees or dependent.	DESIRED	**Yes**	
HR.188	The system has the ability to allow mass updates of employee plan designation.	DESIRED	**Yes**	
HR.189	The system has the ability to allow online update of benefits individually and as a group.	DESIRED	**Yes**	
HR.190	The system has the ability to generate summary statements by employees.	DESIRED	**Yes**	
HR.191	The system has the ability to integrate COBRA and Retiree Benefits with General Ledger and Accounts Receivable.	DESIRED	**Yes**	
HR.192	The system has the ability to track and bill health and other benefit payments for retirees.	DESIRED	**Possible**	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.193	The system has the ability to identify leave, start and end dates.	CRITICAL	**Yes**	
HR.194	The system has the ability to identify employee status (e.g. FLMA leave, military leave, retired).	CRITICAL	**Yes**	
HR.195	The system has the ability to track different leave types which accumulate concurrently as defined by user for each employee (e.g. military annual leave, military leave, workers' compensation).	DESIRED	**Yes**	
HR.196	The system has the ability to track leave and place annual or automatic stop on accruals when contract maximums are reached.	CRITICAL	**Yes**	
HR.197	The system has the ability to notify employees of rejected leave requests.	CRITICAL	**Yes**	
HR.198	The system has the ability to provide notices to employees for Family Medical Leave Act (FMLA) events, based on user-defined criteria.	DESIRED	**Yes**	
HR.199	The system has the ability to track FMLA based on user-defined criteria (e.g. length of service, eligibility, previous FMLA use etc.).	DESIRED	**Yes**	
HR.200	The system has the ability to maintain benefit coverage for employees on leave who elect to pay for his or her own coverage.	DESIRED	**Yes**	
HR.201	The system has the ability to produce confirmation letters indicating the employee's current participation levels in all benefit plans.	DESIRED	**Yes**	
HR.202	The system has the ability to interface with the employee’s self-service module for benefit plan open enrollment, benefits and other changes, etc., (with verification process).	CRITICAL	**Yes**	
HR.203	The system has the ability to track current and historical benefit costs including (But not limited to) employer cost, employee cost and total premiums/contributions.	DESIRED	**Yes**	
HR.204	The system has the ability to maintain a record of employee plan history.	DESIRED	**Yes**	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.205	The system has the ability to validate that the employee is eligible for the plan selected.	CRITICAL	**Yes**	
HR.206	The system has the ability to determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables.	CRITICAL	**Yes**	
HR.207	The system has the ability to support pre-and post-tax payroll deductions.	CRITICAL	**Yes**	
HR.208	The system has the ability to automatically produce payroll deductions based on benefit plan enrollments.	CRITICAL	**Yes**	
HR.209	The system has the ability to process and pay benefits reimbursement on a payroll check.	DESIRED	**Yes**	
HR.210	The system has the ability to retroactively enroll in plans and automatically impact payroll to compute the proper pay adjustments and deductions.	CRITICAL	**Yes**	
HR.211	The system has the ability to retroactively enroll dependents in plans and automatically impact payroll to compute the proper pay adjustments and deductions.	CRITICAL	**Yes**	
HR.212	The system has the ability to recalculate life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed salary, cover, and/or plan cost parameters.	DESIRED	**Possible**	
HR.213	The system has the ability to enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.	DESIRED	**Yes**	
Employee Discipline/Grievances				
HR.214	The system has the ability to record and track various discipline types that are maintained by the HR department.	DESIRED	**Yes**	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.215	The system has the ability to record and track disciplinary actions (and maintain history) including information on incidents causing the action, steps taken in resolution, and the personnel involved.	CRITICAL	**Yes**	
HR.216	The system has the ability to allow a new supervisor (within the City) to view prior discipline action, with appropriate security.	CRITICAL	**Yes**	
HR.217	The system has the ability to automatically route information to HR, supervisors, etc., regarding disciplinary actions.	CRITICAL	**Yes**	
HR.218	The system has the ability to capture user-entered narrative for each step of grievance process.	CRITICAL	**Yes**	
HR.219	The system has the ability to track all disciplinary complaints, investigations, and actions, including (but not limited to); letters of reprimand; warnings; suspensions; discharges.	CRITICAL	**yes**	
The system has the ability to capture and maintain disciplinary action detail, including (but not limited to):				
HR.220	File number;		**Yes**	
HR.221	Employee name;	CRITICAL	**Yes**	
HR.222	Home department;	CRITICAL	**Yes**	
HR.223	Issue;	CRITICAL	**Yes**	
HR.224	Proposed discipline;	CRITICAL	**Yes**	
HR.225	Date;	CRITICAL	**Yes**	
HR.226	Date discipline rendered;	CRITICAL	**Yes**	
HR.227	Supervisor's name;	CRITICAL	**Ys**	
HR.228	Grievance field indicator;	DESIRED	**Possible**	
HR.229	Unlimited notes and/or text entry; and	DESIRED	**Yes**	**Though not unlimited as a default**
HR.230	Other user-defined fields.	DESIRED	**Yes**	
HR.231	The system has the ability to define multiple grievance rules.	DESIRED	**Yes**	
The system has the ability to maintain historical disciplinary action detail, including (but not limited to):				
HR.232	Employee;	CRITICAL	**Yes**	
HR.233	Date:	CRITICAL	**Yes**	

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.234	Type of incident;	CRITICAL	**Yes**	
HR.235	Follow-up action; and	CRITICAL	Yes	
HR.236	Other user-defined fields.	DESIRED	Yes	
Position Control				
The system has the ability to perform the following position transactions:				
HR.237	Add or delete positions;	CRITICAL	Yes	
HR.238	Reclassify positions;	CRITICAL	Yes	
HR.239	Change job title:	CRITICAL	Yes	
HR.240	Transfer positions;	CRITICAL	Yes	
HR.241	Freeze or unfreeze positions;	CRITICAL	Ys	
HR.242	Activate or inactivate positions;	CRITICAL	Yes	
HR.243	Split position funding and/or labor allocation;	DESIRED	Yes	
HR.244	Change the number of authorized full-time equivalents per positional and	DESIRED	Yes	
HR.245	Record associated effective dates of position transactions.	CRITICAL	Yes	
HR.246	The system has the ability to ensure that a position is defined and authorized before it can be budgeted.	DESIRED	Possible	
HR.247	The system has the ability to move positions from one location to another.	DESIRED	Yes	
HR.248	The system has the ability to track employee movement between positions.	DESIRED	Yes	
HR.249	The system has the ability to maintain multiple probation/adjustment period codes (including temporary position codes).	DESIRED	Yes	
HR.250	The system has the ability to assign a unique identifier and title to each position.	DESIRED	Yes	
HR.251	The system has the ability to track position budgeted cost.	DESIRED	Yes	
HR.252	The system has the ability to track position characteristics including (but not limited to); job classification; position title; work schedule; skills, training and certification requirements.	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.253	The system has the ability to track internal promotions.	CRITICAL	Yes	
HR.254	The system has the ability to create budgets at job, grade, position, and organizational levels.	CRITICAL	Yes	
HR.255	The system has the ability to provide budget comparisons against actual costs.	CRITICAL	Yes	
HR.256	The system has the ability to perform multiple personnel budgeting forecast scenarios, with the ability to save information ("what-if" scenarios).	DESIRED	Yes	
HR.257	The system has the ability to capture job title history.	DESIRED	Yes	
HR.258	The system has the ability to accommodate budgeting for overall and departmental headcount salaries.	CRITICAL	Yes	
HR.259	The system has the ability to accommodate single or multiple funding sources for each position	DESIRED	Yes	
HR.260	The system has the ability to maintain history on job vacancy (position) information for at least ten years.	CRITICAL	Yes	
Performance Evaluations				
HR.261	The system has the ability to accommodate job-specific employee evaluation forms in various formats that can be easily customized by the City.	DESIRED	Yes	
HR.262	The system has the ability to attach unlimited performance evaluations to the employee record.	CRITICAL	Yes	
HR.263	The system has the ability to capture performance and salary review information.	CRITICAL	Yes	
HR.264	The system has the ability to perform evaluation scheduling (including employee, reviewer(s), date).	CRITICAL	Yes	
HR.265	The system has the ability to record performance evaluation detail, including narratives.	CRITICAL	Yes	
HR.266	The system has the ability to accommodate electronic performance evaluations, utilizing electronic signatures to notate approval.	CRITICAL	Yes	
HR.267	The system has the ability to notify employees and supervisors of evaluation due dates (through workflow).	CRITICAL	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.268	The system has the ability to track evaluation completion and overdue status (through workflow0, with periodic and/or continued automatic notifications until completion.	CRITICAL	Yes	
HR.269	The system has the ability to accommodate performance evaluation "forms" that are linked to employee class (e.g. occupational types, etc.).	CRITICAL	Yes	
Training and Certifications				
The system has the ability to record and update employee training data, including (but not limited to):				
HR.270	Licenses;	CRITICAL	Yes	
HR.271	Certificates;	CRITICAL	Ys	
HR.272	Course enrollment/completion; and	CRITICAL	Yes	
HR.273	Other user-defined fields.	DESIRED	Yes	
HR.274	The system has the ability to track dates of licensure, certification, training, permits and other expirations.	CRITICAL	Yes	
HR.275	The system has the ability to provide employee and supervisor notices when expirations are within a user-defined time period.	DESIRED	Possible	
HR.276	The system has the ability to provide employee and supervisor notices of violation and expirations.	DESIRED	Yes	
HR.277	The system has the ability to track driver's license requirements for various job classes.	DESIRED	Yes	
HR.278	The system has the ability to track training attendance/completion by employee, division and department.	CRITICAL	Yes	
HR.279	The system has the ability to track progress toward and completion of licenses and certifications as required for specific jobs.	CRITICAL	Yes	
HR.280	The system has the ability to integrate with imaging/scanning/document management systems.	CRITICAL	yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
Employee Self Service				
The system has the ability to provide employees view access to personal information including (but not limited to):				
HR.281	Name;	CRITICAL	Yes	
HR.282	Address;	CRITICAL	Yes	
HR.283	Emergency contact information;	CRITICAL	Yes	
HR.284	Demographics;	CRITICAL	Yes	
HR.285	Benefit information (selected plans, dependents beneficiaries);	CRITICAL	Yes	
HR.286	Salary information (base, supplemental, YTD, history);	CRITICAL	Yes	
HR.287	Other deductions information (garnishments, child support, voluntary deductions);	CRITICAL	Yes	
HR.288	Flexible spending information (amount spent, remaining balance);	CRITICAL	Ys	
HR.289	Leave balances; and	CRITICAL	Yes	
HR.290	Other user-defined fields.	DESIRED		
The system has the ability to allow employees to update personal information with appropriate verification process/workflow, including (but not limited to) the following:				
HR.291	Address;	CRITICAL	Yes	
HR.292	Phone number/s;	CRITICAL	Yes	
HR.293	Contact information;	CRITICAL	Yes	
HR.294	Emergency contact information;	CRITICAL	Yes	
HR.295	Direct deposit with attached supporting documentation;	CRITICAL	Yes	
HR.296	W4;	CRITICAL	Yes	
HR.297	Voluntary deduction amounts;	CRITICAL	Yes	
HR.298	Open enrollment at appropriate dates, and	CRITICAL	Yes	
HR.299	Other user-defined fields.	DESIRED	Yes	
HR.300	The system has the ability to provide notification of changes (as described able) to an employee and a supervisor or other user-defined department.	DESIRED	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.301	The system has the ability to accommodate user-defined approval for Employee Self Service activities (changes, information entry) performed by the employee, including (but not limited to) user verification (via password or other identification verification means).	DESIRED	Yes	
HR.302	The system has the ability allow employees to view pay stub information including (but not limited to) the following: gross pay, taxes, other deductions, net pay, pay period and year-to-date totals.	CRITICAL	Yes	
HR.303	The system has the ability to allow employees to review vacation and sick day balances and submit leave requests.	CRITICAL	Yes	
HR.304	The system has the ability to allow employees to review and request changes for direct deposit amounts.	CRITICAL	Yes	
HR.305	The system has the ability to allow employees to submit time/leave online.	CRITICAL	Yes	
HR.306	The system has the ability to display W2s for viewing and printing in a secure environment.	CRITICAL	Yes	
HR.307	The system has the ability to display the most recent pay stub	CRITICAL	Yes	
General Reporting				
HR.308	The system has the ability to provide employee benefits reporting.	CRITICAL	Yes	
HR.309	The system has the ability to generate reports and forms that comply with EEOC, FMLA, Department of Labor, Military Status and FLSA standards and regulations.	CRITICAL	Yes	
HR.310	The system has the ability to provide standard data and reports to meet established State and Federal reporting requirements.	CRITICAL	Yes	
HR.311	The system has the ability to generate a list of all employees charged to departments other than their home department.	DESIRED	Yes	

Human Resources – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
HR.312	The system has the ability to query and generate reports on all information that is tracked and maintained.	CRITICAL	Yes	
HR.313	The system has the ability to query and export reports on all information that is tracked and maintained in the system.	CRITICAL	Yes	
HR.314	The system has the ability to generate a labor utilization report that shows filled and unfilled positions with user-defined dates and position salary information.	DESIRED	Possible	

Section E: Attachments

E.1 Attachment 1 (RFP Submittal Checklist)

Submittal Checklist		
Section	**Item**	**Submitted**
B.1	Executive Summary and Introductory Materials	yes
E.1	Attachment 1 (RFP Submittal Checklist)	yes
E.2	Attachment 2 (Signature Page)	yes
E.3	Attachment 3 (Proposer Statement)	yes
B.2	Scope of Services	
E.4	Attachment 4 (Scope of Proposal)	Yes + attachment
E.5	Attachment 5 (Company Background)	Yes
E.6	Attachment 6 (Reference Form)	yes
B.3	Functional Requirements	
E.13	Attachment 13 (Functional Requirements)	yes
E.7	Attachment 7 (Technical Specifications)	yes
B.4	Implementation Plan	
E.11	Attachment 11 (Conversions)	read
E.12	Attachment 12 (Staffing)	
B.5	Ongoing Support and Hosting Services	
E.8	Attachment 8 (Software-as-a-Services / Hosting)	Yes
E.9	Attachment 9 (Proposed Service Level Agreement)	Yes
E.10	Attachment 10 (Maintenance and Support)	Yes
B.6	Exceptions to the RFP	yes
B.7	Deliverables and Project Outcomes	yes
B.8	Sample Documents	
B.9	Price Proposal (under separate cover)	Yes
E.14	Attachment 14 (Cost)	Yes

E.2 Attachment 2 (Signature Page)

The undersigned proposer having examined this RFP and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that the proposer will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that the proposer will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as proposed.

Submitting Firm: BerganKDV
Address:3800 American Blvd West
Government: Government Market State: Minnesota Zip: 55431

Authorized Representative (print): Michael Duscher Title: Government Market Consulting Leader

Authorized Signature: Date: 2-28-21

Contact Information:

Name: Michael Duscher
Title: Market Consulting Leader

Address: 3800 American Blvd. West, Bloomington
Government: Government Market State:Minnesota Zip:55431

Email: mike.duscher@berganKDV.com
Phone: 612-803-4442
Cell Phone: 612-803-4442
Fax: N/A

Software Demonstrations / Implementation Interviews:
Software demonstrations are currently scheduled for the following dates. Please indicate your availability and date preference to provide software demonstrations in the event your proposal is elevated to software demonstrations. Elevated proposers will be notified of the scheduled demonstrate date when elevated.

Week	Availability (Y/N)	Preference (1,2,3,No Preference)
3/8/2021 – 3/10/2021	Y	3
3/11-12 and 3/15/2021	Y	2
3/17/2021 – 3/19/2021	Y	1

E.3 Attachment 3 (Proposer Statement)

By submitting a response, the respondent acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the proposer to acquaint themselves with available information will not relieve them from the responsibility for estimating properly the difficulty or cost of successfully performing the work available. The Government is not responsible for any conclusions or interpretations made by the proposer on the basis of the information made available by the Government.

The following addendums have been acknowledged and are included in our response. Proposals that do not acknowledge addendums may be rejected.

Addendum#	Initials
n/a	MD

Michael Duscher

PRINTED NAME OF AUTHORIZED AGENT (TITLE)

SIGNATURE OF AUTHORIZED AGENT

2-28-21
DATE

E.4 Attachment 4 (Scope of Proposal)

Identify the scope of the proposal and if the proposal contains software and services for each scope option. Scope options are defined in the RFP in section A and Section C.

Software and Implementation Services:

- [X] **X Proposed**
- [ ] Not Proposed

Primary Software Firm Kronos
*Software Product Proposed KPAY/Workforce Ready*_____ Version N/A
Primary Implementation Firm BerganKDV

Technology Services:

- [ ] Hosting Services Proposed
- [ ] **XSoftware as a Service Proposed**
- [ ] Not Proposed

Hosting Provider: _____

Ongoing Support

X	Ongoing Support Provided by Software Vendor
	Ongoing Support Provided by Implementation Firm
	Ongoing Support Provided by Third Party

Firm Primarily Responsible for Ongoing Support: _____

Third Party Products/Services

- [ ] xThird Party Products/Services Proposed
- [ ] No Third Party Products/Services Proposed

*Firm Kronos*_____ *Purpose Software*_____
*Firm*_____ *Purpose*_____
*Firm*_____ *Purpose*_____
*Firm*_____ *Purpose*_____
*Firm*_____ Purpose_____
*Firm*_____ *Purpose* _____

Name of Individual / Firm Submitting Proposal:
Michael Duscher

Signature of Proposer:

E.4 Attachment 4 – Scope of Proposal Schedule A

Client	City of Corcoran
Agreement Number	Full Suite for the City of Corcoran_001
Start Date	TBD
Terms	
Description of Services	BerganKDV will provide the following (collectively, the "Services")

Deliverables

Implementation Services:

Payroll
- Build your company shell
- Setup the payroll tax payment system
- Setup direct deposit (if applicable)
- Setup company earnings and deductions
- Setup online reports module and report writer access
- Import of Employee demographic information
- 2020 YTD entry by quarter and reconciliation of payroll history

Timeclock
- Setup policies as outlined in the implementation survey
- Setup vacation accrual policies and enter balances

HCM Core
- Setup policies as outlined in the implementation survey
- Setup benefits package
- Standard HR training track
- Applicant Tracking & Recruitment

Special Notes:

*Following the implementation kick off meeting, a timeline with key tasks will be agreed upon between the client and BerganKDV.
During implementation there are a variety of items that the client needs to provide BerganKDV. Submitting this information to us by the deadlines established in the implementation timeline is critical to the timeliness of your implementation. ***Please note that BerganKDV will begin billing you for Outsourced Payroll Services on the agreed upon "go live" date in the timeline.***

*Meetings cancelled by the client without 24 hours' notice during the implementation will be charged at standard hourly rates.

Software Training Services:
- 1 – General navigation training
- 1 – Time & labor training
- 1 – Reports training
- 1 – Payroll training
- 1 – Standard HR Training Track
- Applicant Tracking & Recruiting Training

E.5 Attachment 5 (Company Background)

Complete one form for each firm included in the proposal.

Company Background	
Company Name:	BerganKDV
Location of corporate headquarters:	Bloomington, MN
Proposer Experience	
# of years in business:	72 years
# of years providing systems/services to public sector:	35
Customer Base:	
# of clients using proposed software/services	800
# of clients using other similar software/services	400
Market Focus:	
Identify other industries serviced (other than local governments)	Schools. Private companies, NFP, all areas of business
If not Primary Proposer	
# of past projects partnering with primary proposer	800
Official Partnership status/certification (if applicable)	Kronos Gold Level Partner
About the Company	
Number of Total Employees:	450
Number of Employees Providing Implementation Services (if applicable)	40
Number of Employees Supporting Product (Maintenance and Support) (if applicable)	70
Number of Employees Dedicated to Product Development (if applicable)	Kronos has 300 developers on staff

E.6 Attachment 6 (Reference Form)

Please provide at least five (5) references for past projects that include products and services similar to those proposed for this RFP. Please use the following format in submitting references.

GENERAL BACKGROUND

Name of Client: Circle of Life

Project Manager/Contact: Himmat Singh **Title: CEO**

Phone: 612-871-2474 **E-mail:** himmat@colhca.net

Software Program/Version: Kronos

Summary of Project: Payroll

Number of Employees: 1200 **Size of Operating Budget:** $100/m

PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- ☐ Financials
- ☐ Budgeting
- ☐ HR
- ☒ Payroll

TECHNOLOGY INFORMATION

Hosted? Yes **No** x **If yes, hosting provider**

IMPLEMENTATION INFORMATION

Project Duration: 12-16 weeks
Initial Go-Live: TBD
Describe Role on Project: Consulting

Project Challenges: None forseeable

Major Accomplishments: Leader in implementing Kronos solution nationwide

E.7 Attachment 7 (Technical Specifications)

Technical Specifications	
Required Licenses	
Does the Proposed System Require that the Government install software?	Yes/No
Provide full documentation of technical specifications and requirements necessary to host the system *(vendors can submit documentation in alternate format and attach to this page.)*	N/A – No technical requirements needed.
Hardware / Server / Database Requirements	N/A - Cloud
Desktop / Client Requirements	N/A works with all browsers
Mobile Requirements	Apple Android type
Business Intelligence	
Describe how business intelligence tools operate and if the Government would be able to leverage tools for non-ERP data	Open to discussion
Does the report writer utilize a separate database?	No, same database.
Security	
Describe database security	DOD level security
Describe application security	DOD level Security
Is system compatible with single sign on?	Yes, single database solution

E.8 Attachment 8 (Software-as-a-Services / Hosting)

*Attach additional pages if necessary

Alternative Delivery Options	
Options	
Is system available through a hosted model (Government owns license and system implemented on dedicated single tenant environment)	No – cloud solution
Is the system available through SaaS model (Government pays subscription fee and system implemented in multi-tenant environment)	Yes
Is the system available through a managed services model (Government owns and hosts system; vendor maintains system)	No
Where is the data center and disaster recovery data center located?	New Jersey, with all redundancies in place
Network Bandwidth	
If ASP or SaaS, what are the internet bandwidth requirements for optimal performance?	N/A works with almost all bandwidths
Contract	
Describe any minimum contract periods (example: Minimum of 5 year)	No minimum
Does vendor contract provide for price increases above 0% per year for years 2-5	No. We do not have yearly price increases
After contract period, is it possible to transition to self-hosted model? Describe what is required for transition and cost	Not at this time, but Kronos is working on this.
Does vendor contract cap price increase to less than 5% for years 6-10)	No price increase is planned
Proposed Services	
Number of database instances (please list)	N/A
Describe proposed disaster recovery services	Upon request
Describe proposed application availability service level	99.7% up time
Support	
Describe operations support	Dedicated service structure and support
Describe back up procedures and testing of backups and other quality assurance processes to ensure the backup is working correctly.	Upon Request, Kronos has all the backups at multiple data centers and backups.
Describe process for installing patches and updates	Remote off-time quarterly updates
Describe process for roll-back of patches and updates if major functionality is broken as a result of the patch and/or update	Upon Request

E.9 Attachment 9 (Proposed Service Level Agreement)

If hosting services are proposed, please complete the following table identifying proposed service level guarantees. For each service, please indicate the metric used to measure the service quality, the proposed requirement (target for service), and the proposed remedy/penalty if guarantee is not met.

Proposed Service Level Guarantees			
Service	**Metric**	**Requirement/ Guarantee**	**Remedy if Not Met**
System Availability (Unscheduled Downtime)	N/A		
System Response (Performance)			
Issue Response Time			
Issue Resolution Time			
System Data Restore			
Implementation of System Patches			
Notification of Security Breach			
Please list other proposed service levels			

Proposed Service Level Guarantees	
How is performance against service levels reported to the Government	N/A
Describe process for Government reporting issue to the vendor	N/A

E.10 Attachment 10 (Maintenance and Support)

Proposed Maintenance and Support	
Post-implementation Support:	
Days of on-site support after go-live	0
What is purpose of on-site support?	N/A
Other on-site support after go-live (month end, quarter end, year-end, open enrollment, etc.)	N/A
Telephone Support:	
Hours available (and time zone)	7:00 CST – 5:00 CST
Problem reporting and resolution procedures	Ticket system
Response time for various levels of severity	Client sets call back time
Third Parties:	
Support provided for third party products?	Yes
Upgrades/Patches:	
Upgrade Frequency (major and minor releases)	N/A
How are upgrades delivered?	Off hours quarterly
Are upgrades required?	No
How many versions are currently supported?	Only One version
Third Party Support	
Upgrade Frequency (major and minor releases)	N/A
How are upgrades delivered?	N/A
Are upgrades required?	No
How many versions are currently supported?	N/A

bergankdv

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
General Requirements				
PR.1	The system has the ability to generate one and only one payroll record per employee.	CRITICAL	Yes	
PR.2	The system has the ability to accommodate user-defined tables of acceptable ranges for time entry according to work groups.	CRITICAL	Yes	
PR.3	The system has the ability to accommodate an infinite number of employees, departments, jobs, shifts, pay rules, and other user-defined variables.	CRITICAL	Yes	
PR.4	The system has the ability to update pay rules and set effective date as desired (including retroactive, immediate/real-time, next payroll, any other future date).	CRITICAL	Yes	
PR.5	The system has the ability to accommodate multiple pay periods, including (but not limited to): weekly; bi-weekly; semi-monthly; and monthly.	CRITICAL	Yes	
PR.6	The system has the ability to accommodate user-defined overtime rules, including start/stop times, scheduled hours, type of duty performed.	CRITICAL	Yes	
PR.7	The system has the ability to accommodate user-defined rules for shift differentials.	CRITICAL	Yes	
PR.8	The system has the ability to accommodate user-defined rules for premium pay (overtime and "time and a half") calculations, using variables such as scheduled hours, scheduled vs actual hours.	CRITICAL	Yes	
PR.9	The system has the ability to accommodate user-defined rules comp time for non-exempt employees.	CRITICAL	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.10	The system has the ability to accommodate user-defined rules for comp time for exempt employees.	DESIRED	Possible	
PR.11	The system has the ability to calculate the remaining annualized payroll costs by month including accruals.	DESIRED	Yes	
PR.12	The system has the ability to track employee assignments to grants/projects/programs, including the percentage of time spent on those activities.	DESIRED	Yes	
PR.13	The system has the ability to mask at the field level in the payroll module based on security permissions.	DESIRED	Yes	
PR.14	The system has the ability to integrate the payroll and HR modules with the budget module.	DESIRED	Yes	
Time Entry and Approval				
The system has the ability to support a variety of data collection methods and devices, including (but not limited to):				
PR.15	Terminal/PC entry;	CRITICAL	Yes	
PR.16	Time clocks;	DESIRED	Yes	
PR.17	Swipe card readers;	DESIRED	Yes	
PR.18	Bar coding; and	DESIRED	Yes	
PR.19	Smartphones and mobile devices.	CRITICAL	Yes	
PR.20	The system has the ability to support the concurrent use of different types of devices for data collections.	DESIRED	Yes	
PR.21	The system has the ability to print weekly timesheets for user-selected employees as necessary.	DESIRED	Yes	
The system has the ability to track and adjust time in the following manner:				
PR.22	Earned;	DESIRED	Yes	
PR.23	Used;	DESIRED	Yes	
PR.24	Paid;	DESIRED	Yes	
PR.25	Training;	DESIRED	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.26	Vacation;	CRITICAL	Yes	
PR.27	Holiday;	CRITICAL	Yes	
PR.28	Unpaid leave;	CRITICAL	Yes	
PR.29	Administrative leave;	CRITICAL	Yes	
PR.30	Adjusted;	CRITICAL	Ys	
PR.31	Lost (e.g. vacation not rolled over);	CRITICAL	Yes	
PR.32	Sick bank;	CRITICAL	Yes	
PR.33	Sick leave;	CRITICAL	Ys	
PR.34	Funeral/bereavement leave;	CRITICAL	Yes	
PR.35	FLSA hours;	CRITICAL	Yes	
PR.36	FMLA hours (available and used); and	CRITICAL	Yes	
PR.37	POIC (Police Officer in Change);	DESIRED	Yes	
PR.38	Comp time;	CRITICAL	Yes	
PR.39	Workers' Compensation;	CRITICAL	Yes	
PR.40	Coupons (wellness, unscheduled City-wide days off);	DESIRED	possible	
PR.41	Personal leave;	CRITICAL	Yes	
PR.42	Voluntary doc days;	DESIRED	Yes	
PR.43	Civil leave (jury duty, witness duty);	CRITICAL	Yes	
PR.44	Military pay;	CRITICAL	Yes	
PR.45	Short term disability	CRITICAL	Yes	
PR.46	Long term disability	CRITICAL	Yes	
PR.47	Other user defined.	DESIRED	Yes	
The system has the ability to support the following types of time entry:				
PR.48	Employee self-entry;	CRITICAL	Yes	
PR.49	Batch entry by data entry personnel	CRITICAL	Yes	
PR.50	Third party time entry system; and	CRITICAL	Yes	
PR.51	Assignment and reassignment of employee time entry by a different supervisor.	CRITICAL	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.52	The system has the ability to accommodate remote site online timesheet data entry with online account validation.	CRITICAL	Yes	
PR.53	The system has the ability to allow a user defined comments field in the timesheet.	CRITICAL	yes	
PR.54	The system has the ability to restrict time entry to pre-establishment ranges, with authorized override capabilities.	CRITICAL	Yes	
PR.55	The system has the ability to allow employees to record time for at least 10 different jobs per shift.	CRITICAL	Yes	
PR.56	The system has the ability to process and approve time sheets and time reports in a decentralized and electronic format.	CRITICAL	Yes	
PR.57	The system has the ability to provide administrative rights to managers (e.g. allow managers to enter employee sick time).	CRITICAL	Yes	
PR.58	The system has the ability to require online approval of time by managers.	CRITICAL	Yes	
PR.59	The system has the ability to display employee's timesheet totals to enable timekeeper administration (e.g. supervisor) to validate, confirm and approve data.	CRITICAL	Yes	
PR.60	The system has the ability to route (through workflow) timecards to multiple manages (including Accounting Department) for review, edit and approval (i.e. in instances where employee has worked for multiple managers).	CRITICAL	Yes	
PR.61	The system has the ability to notify employees and/or a supervisor of rejected timecard (via workflow).	CRITICAL	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.62	The system has the ability to designate a back-up timecard and leave requests approval (e.g. when a typical approving manager is not available).	CRITICAL	Yes	
PR.63	The system has the ability to require electronic signatures for time approval.	DESIRED	possible	
PR.64	The system has the ability to allow overtime approval to occur prior to or after the work has been performed.	DESIRED	Yes	
PR.65	The system has the ability to reverse overtime with user-defined authorization.	CRITICAL	Yes	
PR.66	The system has the ability to hold data entered on-line in a suspense of pending file until approved electronically and released for processing.	DESIRED	Yes	
PR.67	The system has the ability to allow managers to edit employee timecards (with appropriate authorization).	CRITICAL	Yes	
PR.68	The system has the ability to allow managers to perform mass edits on employee timecards (with appropriate authorization).	DESIRED	Yes	
PR.69	The system has the ability to adjust time entries in prior periods, with an audit trail of change (user, date change).	DESIRED	Yes	
PR.70	The system has the ability to require an employee to acknowledge changes made to their timecard (submitted by anyone other than the employee).	DESIRED	Yes	
PR.71	The system has the ability to allow overtime approval to occur prior to or after the work has been performed.	DESIRED	Yes	
The system has the ability to store time and attendance history data, including (but not limited to):				
PR.72	Employee name;	CRITICAL	Yes	
PR.73	Employee ID number;	CRITICAL	yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.74	Dates;	CRITICAL	Yes	
PR.75	Time leave (e.g. overtime);	CRITICAL	Yes	
PR.76	Manager approval history	CRITICAL	Yes	
PR.77	The system has the ability to store time and attendance history for at a minimum of six years.	CRITICAL	Yes	
PR.78	The system has the ability to store time and attendance history for at a minimum of ten years.	DESIRED	Yes	
PR.79	The system has the ability to accommodate for Fair Labor Standards Act (FLSA) laws based on the City's current pay codes.	CRITICAL	Yes	
PR.80	The system has the ability to adhere to all current and future local, State and Federal laws.	CRITICAL	Yes	
Leave Time Accrual and Use				
PR.81	The system has the ability to provide query capabilities for leave and accrual balances.	CRITICAL	Yes	
The system has the ability to capture and track leave for multiple leave types, including (but not limited to):				
PR.82	Earned;	DESIRED	Yes	
PR.83	Used;	DESIRED	Yes	
PR.84	Paid;	DESIRED	Yes	
PR.85	Training;	DESIRED	Yes	
PR.86	Vacation;	CRITICAL	Yes	
PR.87	Holiday;	CRITICAL	Yes	
PR.88	Unpaid leave;	CRITICAL	Yes	
PR.89	Administrative leave;	CRITICAL	Yes	
PR.90	Adjusted;	CRITICAL	Yes	
PR.91	Lost;	CRITICAL	Yes	
PR.92	Sick bank;	CRITICAL	yes	
PR.93	Sick leave;	CRITICAL	Yes	
PR.94	Funeral/bereavement leave;	CRITICAL	Yes	
PR.95	FLSA hours;	CRITICAL	yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.96	FMLA hours	CRITICAL	Yes	
PR.97	POIC (Police Officer in Charge);	DESIRED	Yes	
PR.98	Comp time;	CRITICAL	Yes	
PR.99	Workers' Compensation	CRITICAL	Yes	
PR.100	Coupons (wellness, unscheduled City-wide days off);	DESIRED	possible	
PR.101	Personal days;	CRITICAL	Yes	
PR.102	Voluntary doc days;	DESIRED	Yes	
PR.103	Civil leave (jury duty, witness duty);	CRITICAL	Yes	
PR.104	Military pay;	DESIRED	Yes	
PR.105	Short term disability;	CRITICAL	Yes	
PR.106	Long term disability;	CRITICAL	yes	
PR.107	Other user-defined/	DESIRED	Yes	
PR.108	The system has the ability to capture and maintain breaks in service.	DESIRED	Yes	
PR.109	The system has the ability to provide comp time calculation functionality.	CRITICAL	Yes	
PR.110	The system has the ability to accrue sick leave time every pay period for all qualified employees (on a work Status).	DESIRED	Yes	
PR.111	The system has the ability to provide separate user-defined accrual processes by leave type (such as vacation, comp, sick and personal time).	CRITICAL	Yes	
PR.112	The system has the ability to set and maintain leave and vacation accrual schedules by job class (or other user-defined classification).	CRITICAL	Yes	
PR.113	The system has the ability to accrue sick and vacation at the end of a user specified period (e.g. day, week, pay period, or month).	CRITICAL	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.114	The system has the ability to accommodate partial eave accrual on a temporary and/or permanent basis (e.g. during FMLA leave).	DESIRED	Yes	
PR.115	The system has the ability to accommodate cumulative (rollover) and non-cumulative (used-it-to-lose-it) Leave accruals.	CRITICAL	Yes	
PR.116	The system has the ability to set a maximum for cumulative (rollover) leave accruals.	CRITICAL	Yes	
PR.117	The system has the ability to maintain leave accrual schedules, containing leave type and accrual rates.	CRITICAL	Yes	
PR.118	The system has the ability to temporarily suspend leave accrual (e.g. during unpaid leave).	CRITICAL	Yes	
PR.119	The system has the ability to calculate liability for unused earned leave by individual employee at regular intervals and on demand.	CRITICAL	Yes	
PR.120	The system has the ability to calculate liability for unused earned leave by groups of employees at regular intervals on demand.	CRITICAL	Yes	
PR.121	The system has the ability to calculate liability for unused earned leave in accordance with city payout rules (i.e.50% is paid years of service).	DESIRED	Yes	
PR.122	The system has the ability to track and calculate the value of lost earned time at regular intervals and on demand.	DESIRED	Yes	
PR.123	The system has the ability to alert managers on leave usage exceptions.	DESIRED	Ys	
The system has the ability to perform electronic approval process to approve overtime and leave time, including (but not limited to):				
PR.124	Request submittal;	DESIRED	Yes	
PR.125	Manager(s) review/decisioning;	DESIRED	Yes	
PR.126	Request status monitoring;	DESIRED	Yes	
PR.127	Notification of request approval/decline; and	DESIRED	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.128	Other user defined.	DESIRED	Yes	
PR.129	The system has the ability to provide drill down capability to see attachments to records based on security permissions.	CRITICAL	Yes	
PR.130	The system has the ability to notify user of attempt to submit leave request where accrued time is less than requested time.	CRITICAL	Yes	
PR.131	The system has the ability to submit sick and vacation leave request prior to accrual with appropriate workflow.	DESIRED	Yes	
PR.132	The system has the ability to provide employees online access to leave request status (e.g. pending, under review, etc.).	CRITICAL	Yes	
PR.133	The system has the ability to automatically track FMLA leave based on Federal requirements.	CRITICAL	Yes	
PR.134	The system has the ability to restrict or allow sick and vacation leave to be used only after it is earned.	CRITICAL	Yes	
PR.135	The system has the ability to send an alert/notification to employee and supervisor when accrual maximum/minimum for leave time(s) is approaching.	DESIRED	Yes	
PR.136	The system has the ability to deduct military, vacation and/or personal leave time if not used by City defined year end, with option to override with appropriate security.	CRITICAL	Yes	
Check Processing				
The system has the ability to print the following information on pay stubs:				
PR.137	Benefit tracking;	DESIRED	Yes	
PR.138	Leave tracking;	CRITICAL	Yes	
PR.139	YTD payroll;	CRITICAL	yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.140	YTD benefits;	DESIRED	Yes	
PR.141	YTD leave;	CRITICAL	Yes	
PR.142	Itemized deductions (e.g. garnishments, union dues, flower fund, Community Foundation deductions, etc.)	CRITICAL	Yes	
PR.143	Other user-defined fields.	DESIRED	Yes	
The system has the ability to print multiple messages on pay stubs, specific to any combination of the following:				
PR.144	City-wide;	DESIRED	possible	
PR.145	Department;	DESIRED	possible	
PR.146	Division;	DESIRED	possible	
PR.147	Job classification;	DESIRED	possible	
PR.148	Employee;	DESIRED	possible	
PR.149	Benefits status;	DESIRED	possible	
PR.150	Health plan;	DESIRED	possible	
PR.151	Any deduction category;	DESIRED	possible	
PR.152	Other user-defined categories.	DESIRED	yes	
PR.153	The system has the ability to provide a user-defined payroll direct deposit pay stubs.	DESIRED	Yes	
PR.154	The system has the ability to provide a user-defined payroll check stub format.	CRITICAL	Yes	
PR.155	The system has the ability to print excess pay and deductions on a supplemental report (overflow report) that does not utilize check or voucher stock (e.g. when all pay and deductions will not print on the check stub.	CRITICAL	Yes	
PR.156	The system has the ability to send electronic payroll stubs to employees through email.	CRITICAL	Yes	
PR.157	The system has the ability to allow employees to view their pay stubs or direct deposit remittance slips on-line, through employee self-service, including current and past pay periods.	CRITICAL	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.158	The system has the ability to issue one paycheck/pay stub for employees holding multiple jobs with the City.	DESIRED	Yes	
PR.159	The system has the ability to automatically produce direct deposit tapes/files for banks.	CRITICAL	Yes	
PR.160	The system has the ability to transmit direct deposit funds to more than one account within the same banking institution (e.g. savings, checking and loan accounts).	CRITICAL	Yes	
PR.161	The system has the ability to accommodate direct deposit to multiple banking institutions at minimum of four.	DESIRED	Yes	
PR.162	The system has the ability to accommodate deposit of paychecks through electronic fund transfer (EFT).	CRITICAL	Yes	
PR.163	The system has the ability to reimburse employees for travel and other expenses.	DESIRED	Yes	
PR.164	The system has the ability to prevent negative or zero-dollar amount checks from being created.	CRITICAL	Yes	
PR.165	The system has the ability to accommodate review and approval of payroll prior to production run (e.g. first by department heads, second by the HR and Payroll departments).	CRITICAL	Yes	
PR.166	The system has the ability to generate a hardcopy payroll pre-list prior to final payroll production run.	DESIRED	yes	
PR.167	The system has the ability to do "what-if" scenarios of payroll runs, prior to running the actual payroll.	CRITICAL	Yes	
PR.168	The system has the ability to produce non-standard payrolls with an automatic update of all employee and employer accumulators.	CRITICAL	Yes	
PR.169	The system has the ability to issue manual checks outside of the regular payroll schedule.	CRITICAL	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
The system has the ability to provide a payroll proof list of all payroll calculations, gross-to-net, before checks are produced, including (but not limited to):				
PR.170	Hours by type;	CRITICAL	Yes	
PR.171	Earnings by type;	CRITICAL	Yes	
PR.172	Employee tax liabilities;	CRITICAL	Yes	
PR.173	Employee deduction amount;	CRITICAL	Yes	
PR.174	Employee contribution amount;	CRITICAL	Yes	
PR.175	Deductions not taken and set-up in arrears;	DESIRED	Yes	
PR.176	Employer portion of taxes;	CRITICAL	Yes	
PR.177	Totals by employee, grant, project, cost center, division, department, location, total City; and	DESIRED	Yes	
PR.178	User-specified ranges.	DESIRED	Yes	
PR.179	The system has the ability to run audit report to reflect that payroll has captured benefit deductions.	DESIRED	Yes	
PR.180	The system has the ability to run audit report to reflect discrepancies between benefits and payroll information.	DESIRED	Yes	
PR.181	The system has the ability to provide for adjustments to final paycheck.	CRITICAL	Yes	
PR.182	The system has the ability to issue payment corrections.	CRITICAL	Yes	
PR.183	The system has the ability to perform overpayment adjustments	CRITICAL	Yes	
PR.184	The system has the ability to calculate retroactive amounts due on all forms of pay for individual employees for up to 24 months or user defined period of time.	DESIRED	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.185	The system has the ability to apply different separation pay-out rules depending on factors including (but not limited to); contract date; leave balance as of a certain date; other user-defined factors.	CRITICAL	Yes	
PR.186	The system has the ability to pay out or convert vacation/sick leave if user-defined number of days have accumulated at specified time of the year.	DESIRED	Yes	
PR.187	The system has the ability to accommodate pay rate steps for pay grades (at least at the hourly, bi-monthly, and annual levels).	CRITICAL	Yes	
PR.188	The system has the ability to automatically allocate employee benefit costs across multiple funds based on user-defined criteria.	DESIRED	Yes	
PR.189	The system has the ability to charge overtime to several different overtime accounts.	DESIRED	Yes	
The system has the ability to provide reconciliation functionality, including (but not limited to):				
PR.190	Changes to employee pay, deductions and taxes;	DESIRED	possible	
PR.191	Changes to employer deductions and taxes;	DESIRED	possible	
PR.192	Gross pay changes;	DESIRED	possible	
PR.193	Number of paychecks/direct deposits per pay cycle;	DESIRED	possible	
PR.194	Supplemental pays;	DESIRED	possible	
PR.195	Federal and State government reporting for each employee; and	CRITICAL	possible	
PR.196	Other user-defined reconciliation.	DESIRED	possible	
PR.197	The system has the ability to print/reprint W-2s on a laser printer.	CRITICAL	yes	
PR.198	The system has the ability to process the first of the year payroll with the year end W-2 simultaneously in production.	CRITICAL	yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.199	The system has the ability to accommodate unlimited number of user-defined pay rates.	CRITICAL	yes	
PR.200	The system has the ability to automatically pass cost detail to the Budget system.	CRITICAL	Yes	
PR.201	The system has the ability to natively integrate with General Ledger and does not require a separate chart of accounts.	CRITICAL	Yes	
General Reporting				
PR.202	The system has the ability to produce and modify Form 941s in electronic format.	CRITICAL	Yes	
PR.203	The system has the ability to produce ad hoc reports.	CRITICAL	Yes	
PR.204	The system has the ability to generate a labor utilization report that shows filed and unfiled positions with user-defined dates and position salary information.	DESIRED	Yes	
PR.205	The system has the ability to accommodate proper reporting of all taxed and non-taxed employee income.	DESIRED	Yes	
PR.206	The system has the ability to generate the monthly and quarterly state taxes reports (e.g. 501N, W-3N, 941N) with ability to submit electronically.	CRITICAL	Yes	
PR.207	The system has the ability to produce all quarterly federal reports (e.g. W-2).	CRITICAL	Yes	
PR.208	The system has the ability to produce 941. W-2, Unemployment, Census Bureau and other Federal and State required reports.	CRITICAL	Yes	
PR.209	The system has the ability to produce all W-2 information for employees and reporting agencies (e.g. IRS, state, etc).	CRITICAL	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.210	The system has the ability to support electronic submission of reports for certain grants and/or federal requirements (e.g. 1099, W-2, time and effort reporting, etc.)	DESIRED	Yes	
PR.211	The system has the ability to track and generate reports on employees paid through Accounts Payable and Payroll (reconciliation of the two modules for "checks and balances").	DESIRED	Yes	
The system has the ability to generate reconciliation reporting including (but not limited to) the following:				
PR.212	Biweekly payroll balancing – exception reporting by Department and City wide;	CRITICAL	Yes	
PR.213	Biweekly payroll reconciliation to the General Ledger – exception reporting;	CRITICAL	Yes	
PR.214	Monthly payroll liability accounts reconciliation – exception reporting;	DESIRED	yes	
PR.215	Ad hoc reconciliation reporting at the department level.	DESIRED	Yes	
The system has the ability to generate Payroll reporting, including (but not limited to) the following:				
PR.216	Payroll balancing, including wages, taxes, withholdings;	DESIRED	Yes	
PR.217	Tax reporting for remitting payroll tax deposits;	DESIRED	Yes	
PR.218	Employee Labor Distribution Report (by department at the employee level);	CRITICAL	Yes	
PR.219	Audit reporting showing journal voucher that passes to the General Ledger;	CRITICAL	Yes	
PR.220	Direct deposit report to reconcile ACH and identify potential errors; and	CRITICAL	Yes	
PR.221	Emergency time reporting (e.g. FEMA complaint time reporting).	DESIRED	Yes	

Payroll – General Requirements
City of Corcoran – Critically = Critical, Desired, N/A

Req. #	Description of Requirement	Criticality	Response from Vendors	Comments
PR.222	The system has the ability to provide online screens and reports related to earnings including quarter-to-date, year-to-date (calendar and fiscal), and user-defined period (weekly, bi-weekly, monthly, semi-monthly).	CRITICAL	Yes	
PR.223	The system has the ability to query and generate reports for one-time deductions.	DESIRED	yes	
PR.224	The system has the ability to query and generate reports that delineate regular and overtime hours worked per pay period for user-defined period of time.	CRITICAL	Yes	
PR.225	The system has the ability to query and generate reports that delineate regular and overtime hours worked per pay period, for a user-defined period of time, on an individual employee basis.	CRITICAL	yes	

City of Corcoran RFP for ERP
Attachment 14

E.14 Pricing Summary – Details. All Costs – Required Modules.

Required Module	Notes	Comments
Core Financials	• 3 currently will want additional users for growth • Remote access required	N/A
Human Resources	• 30 FTE • 15 temp/seasonal • 36 W-2's	See Detail – KPay budget estimate
Payroll	• 26 Pay periods • 30 FTE • 15 temp/seasonal	See Detail – KPay budget estimate
Time keeping/HR	• 45 named users	See Detail – KPay budget estimate
Cash receipting	• 2 named users • 2 collection points	N/A
Utility Billing	• 600 named accounts • 12 billing cycles	N/A
Project/Grant Accounting	• 6 named projects • 4 named grants • 2 named users	N/A
Fixed Assets	• 212 named assets • $27,537,618 total amount of assets	N/A
Implementation: Total cost for implementation, data conversion, training, report development, integration, travel, etc. for required modules.		Payroll = $900.00 Time Keeping = $900 HR = $3,500
Maintenance: Total cost years 1-10		
Other Costs	Time clock hardware purchase vs rental Other services for time clock	Buy= $2,950 + 295/yr support Rent= $60/payroll See Detail – Kpay budget estimate
Total First Year Cost – required modules		$17,446
Total Ten-Year Cost – required modules		$126,760

STAFF REPORT **Agenda Item 9b.**

Council Meeting: June 10, 2021	**Prepared By:** Kevin Mattson
Topic: Water Supply Work Plan – Supplemental Information	**Action Required:** Approval

Summary:

On March 25th, 2021, the Council authorized staff to complete a supplemental analysis of several items related to water supply planning in Northeast Corcoran.

- Treatment options
- Storage alternatives
- Wells

The attached document details the requested information for council's review and consideration. The engineering team will present the outcomes and discuss how treatment options, service area demand projections, market volatility, and architectural selections can impact the overall cost of the project.

As a next step, staff advises completion of a financial comparison analysis to better understand the risk tolerance thresholds involved with such a significant project.

Financial/Budget:

Costs for the financial analysis could be supported from the water fund. The adopted 2021 Water Fund budget included $125,000 for water supply planning.

Options:

1. Direct staff to complete a financial analysis of the NE Water Supply System options as outlined in the supplemental report.
2. Decline.

Recommendation:

Staff recommends directing staff to complete a financial analysis of the NE Water Supply System options as outlined in the supplemental report.

Council Action:

Consider a motion to direct staff to complete a financial analysis of the NE Water Supply System options as outlined in the supplemental report.

Attachments:

1. Feasibility Report Supplements – NE Water Supply System

Stantec

Feasibility Report Supplements

2020 Northeast Water System

June 4, 2021

Prepared for:

City of Corcoran

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1.0 TREATMENT

1.1 SOFTENING

The primary purpose of softening drinking water in Minnesota is to remove hardness caused by calcium and magnesium in the groundwater supply. Depending on the specific softening process being utilized and the characteristics of the water the treatment process will remove varying levels of other unwanted elements from groundwater including minerals, organics, and contaminants. There are three mainstream approaches to softening employed across the municipal treatment industry including:

1. Lime / Soda Ash
2. Ion exchange
3. Membrane

Due to recent improvements in our understanding of chlorides in our environment, water purveyors are paying close attention to the impacts from using salts with chlorides to exchange ions in the treatment process for drinking water. This understanding has caused regulators to be more critical of ion exchange process for softening at the municipal level. Currently, the system receiving residuals from Corcoran's sanitary sewer is the Metropolitan Council of Environmental Services (MCES). MCES is encouraging communities to reduce the production of chlorides to allow MCES to comply with current and anticipated limits on chlorides. For this reason, the feasibility for softening in Corcoran will focus on the comparison of lime softening to nanofiltration membrane softening.

1.1.1 Lime Softening

Lime softening was originally conceived in the 1830s and has been in practice for municipal treatment since the early 1900s. The process of conventional lime softening is a safe, reliable, and effective means for reducing hardness and removing other undesirable elements from drinking water. The process is robust and typically involves a series of treatment steps including rapid mixing, flocculation, sedimentation, primary clarification, recarbonation, secondary clarification, filtration and storage. While the process of lime softening is traditional in the industry and reliable, the facilities housing these unit processes require significant infrastructure and labor to maintain and operate.

The following are Pros for Lime Softening:

1. Reliable treatment process that produces highly stable water quality
2. Reduction of wide variety of elements, including iron and manganese removal
3. Achieves partial disinfection byproduct removal

The following are Cons for Lime Softening:

1. Labor intensive for operations staffing requiring significant staffing
2. Mechanically intense
3. Maintenance intense
4. High chemical consumption
5. Large footprint
6. Sludge production and disposal required

1.1.2 Membrane Softening

Membrane softening for groundwater supplies typically utilizes nanofiltration membranes versus other membrane treatment approaches such as reverse osmosis. Reasons for this treatment practice are that nanofiltration is accomplished with lower pressure, produces a more dilute waste stream, and a product water requires less stabilization to minimize corrosion in the distribution system. Nanofiltration also removes less of the monovalent ions, such as chloride, thereby lessening any concentrating of these ions in the waste stream.

Membrane softening differs from lime softening in many ways. Membranes represent an approach that has been developing, since the 1960s and involves a more streamlined series of treatment steps that ultimately result in water being pressed through a specially designed sheet of proprietary material consisting of tiny pores sized to restrict or reject unwanted elements and produce an effluent water quality that meets a particular criterion. Membrane processes generate reject water, with nanofiltration at approximately 20%.

The following are Pros for nanofiltration softening:

1. Effective removal of hardness, organic matter, disinfection byproducts, radium, and other contaminants
2. Smaller footprint than lime softening
3. According to study by McGivney and Kawamura (2008)
    a. For lower capacity treatment plants (up to 5 MGD), the cost to produce water using nano filtration is significantly less than lime softening by as much as 1:3.
    b. For comparison a plant with 10 MGD capacity the cost ratio is approximately same at 1:1
4. Reduced chemical requirements and storage
5. Waste stream is liquid, sludge is not generated
6. Less staff time required to operate and maintain

The following are Cons for Nanofiltration Softening:

1. Membrane fouling (including organic, colloidal, biofouling, and scale formation) can impact membrane permeability and lifetime performance
2. Twenty percent water loss to reject waste stream
3. Significant membrane replacement cost
4. Chemical cleanings
5. Wastewater volume for the reject/waste stream consumes MCES capacity allotted for growth
    a. Further discussions with MCES on NE Sewer capacity is required.

While the membrane treatment process contains fewer steps and less facility infrastructure, the material cost for the membranes is significant and operational costs and limitations should be investigated.

When designing these systems, it is good practice to set up the array of membranes with separate skids such that one skid of membranes can remain online while routine maintenance is performed on others. Examples of routine maintenance include cartridge “change out” and “cleaning in place” operations that are commonplace for membranes. For this reason, the footprint and cost per gallon for nanofiltration (including 25-year capital and OM costs (per study by McGivney and Kawamura) may not be as significant as the 3:1 cost difference identified above.

As the treatment capacity increases from 0 to 10 MGD the cost per gallon treated decreases significantly from 3:1 cost of lime soda ash softening vs. nanofiltration down to 1:1 at 10 MGD. For context, the following section includes a comparison of construction costs for lime softening facilities constructed in the state of MN with a treatment capacity of 1.0 MGD or less.

1.1.3 Cost Comparison

Due to the raw water quality in Corcoran, filtration to remove iron, manganese, and other constituents would be required prior to membrane softening. Filtration would also be a required step in the lime softening process (near the end). The main cost drivers for the addition of a softening process center around the required footprint and building size, equipment costs, chemical costs, and waste disposal.

Lime softening requires the largest footprint to accommodate lime storage, rapid mixing, clarification, recarbonation and other tanks/equipment along with significant expenditures on chemicals and sludge disposal. Table 1 summarizes the capital cost and associated operating expenses received from operators for the lime softening plants in Staples and Granite Falls. Each facility employs three operators with specialized training to run and maintain their facilities, with dedicated hours ranging from 48 to 75 hours per week. The facilities require operator attention on a daily basis and have a significant number of components that require regular maintenance and periodic replacement.

Sludge from the softening process requires labor and equipment for proper handling and disposal. In Granite Falls lime sludge is stored on site in lagoons. When the lagoons reach capacity the lime is loaded into trucks using heavy equipment and hauled away (typically for land application). Alternatively, a lime press can be incorporated into the facility to receive and dewater the lime waste pressing it into “cakes”

prior to being dropped into trucks for removal. Lime lagoons require more labor at a lower capital cost, while lime press equipment requires less labor at a greater capital cost.

Table 1: Lime Softening Cost Summary

City	Staples, MN	Granite Falls, MN
Design Flow, MGD (gpm)	0.75 (500)	1.0 (700)
Current Operating Flow, MGD (gpm)	0.25 (175)	0.40 (275)
Year Built	2006	2012
Construction Cost	$4,500,000	$9,500,000
Annual Chemical Cost	$68,000	$81,600
Annual Utilities	Not Available	$138,000
Annual Sludge Disposal	Not Available	$30,000
# Staff (Total Hours per Week)	3 (48)	3 (75)

Due to the modular nature of membrane filtration units, the footprint required for the same design flow is significantly less than that for lime softening. As discussed, some chemical is required for membrane maintenance to remove scale and reject water must be disposed of. Additional information regarding disposal options and potential costs associated with the reject water should be further evaluated during design if this option is selected. Table 2 summarizes the capital costs and associated operating expenses for a nanofiltration softening facility. The treatment process is largely automated requiring minimal operator attention in addition to the time required for monitoring of the iron/manganese filtration system provided that routine maintenance is performed on the controls systems. Quarterly or semi-annual membrane cleanings would require additional staff hours.

Table 2: Membrane Softening Cost Summary

Parameter	Nanofiltration Vendor Info
Design Flow, MGD (gpm)	1.44 (1000)
Iron/Manganese Removal Facility Cost	$4,000,000
Facility Enlargement, etc.	$2,500,000
Filter Skid Cost	$900,000
Annual Chemical Cost	$30,000
Annual Electrical Usage	$130,000
Filter Replacement Cost (Period)	$750,000 (15 years)

1.1.4 Summary

With regards to the overall approach to treatment in Corcoran, based on the information we have from Granite Falls, Staples and other literature, the need for an iron/manganese filtration system is a component for Corcoran's permanent water treatment system. This suggests that the treatment process can be designed to include iron/manganese as Phase 1 for a scenario including either lime-soda ash softening or nanofiltration with provisions for later phases or expansions.

Under the scenario for lime softening, the conventional approach is to incorporate the filtration AFTER the lime-soda ash softening equipment i.e. (flocculation, clarification, recarbonation, secondary clarification). For nanofiltration the filtration step would occur PRIOR to nanofiltration equipment to prevent iron-fouling of the membranes.

In summary, filtration is an important step with either nanofiltration or lime softening however, by design, the filtration step is incorporated on opposite ends of the treatment train.

Cost Summary

At the feasibility stage it is useful to compare options in simplified costs. In addition, the post-COVID inflation has affected materials and labor so an adjusted number is shown for use in financial planning. The summary of total costs are as follows:

Table 3: Treatment System Cost Summary

Treatment System	Construction Cost	Comments
Iron Manganese, Pressure Filtration	$2.7 M	Original Feasibility Study Cost with no premium architectural features
Iron Manganese, Gravity Filtration w/ Clearwell Storage	$5 M	Provides additional operational flexibility and storage
Gravity Filtration + Nanofiltration	$9 M	Disposal options for filtrate must be investigated, WTP sized 20% larger for filter reject water
Lime Softening + Gravity Filtration	$11.5 M	Becomes cost efficient compared to NF near 10 MGD

Phasing / Expansions

Effectively there are two approaches for implementation of filtration treatment:

1. **Phased Approach**: If it is desired to spread capital investment over a longer time period, the iron and manganese treatment would be installed in Phase 1 with flexibility for softening installed at later phases for both pressure filter and gravity filter options.

2. **One-time Approach:** If softened water is desired on Day 1, a proposed treatment plant would be designed with softening included with the original construction.

An investment into an iron and manganese removal/filtration plant today is useful for either lime softening or nanofiltration in the future as in integral component of a long-range treatment system.

Service Area

The area being currently developed and undergoing the most development pressure is within the CR 116/CR101/CR30/CR117 area. Informally this can be identified as “The Box”. Water demand for The Box is approximately 1 MGD using conservative demand that are consistent with the Maple Grove modeling/system operation.

Typical treatment system sized at 1,000 gpm is 1.4 MGD which would service an area 40% beyond The Box, with conservative values. The MUSA demand for the NE is 2.5 MGD. The storage (tower/ground storage tank) within this study will serve the NE MUSA.

2.0 STORAGE

2.1 GROUND STORAGE TANKS

The original feasibility study evaluated two potential sites for a 0.75 MG water tower and summarized the anticipated construction costs. Ground storage tanks (GST) are an alternative storage solution for the City to consider with the following benefits:

- GSTs are more protected from extreme weather events
- Long-term savings are realized in the form of reduced maintenance and upkeep associated with painting
- Cost ranges occur depending on a partially buried tank or fully buried tank
- There are a wide array of architectural and visual options to customize the aesthetic if not fully buried.
- Additional flexibility in siting as high ground and site lines are less critical.

Relevant drawbacks for GSTs include:

- GSTs require pumps to provide constant water pressure to the system and high-service pumps are on standby to provide fire flow
- GSTs rely on backup power to run pumps in the event of a power outage (no water volume available from overhead tower)
- GSTs are less visible to the public in terms of displaying the City's name and offering a location for cellular service rental revenue.

2.1.1 Cost Summary

The major cost components for a GST include the tank itself, tank piping and connection to the watermains, foundation requirements, earthwork, architectural treatments, and the pump house with backup power generation. The pump house will include high service pumps that provide pressure to the distribution system and fire flow pumps that can be utilized when demand increases significantly.

DN tanks is a provider of prestressed concrete GSTs in Minnesota and metro examples of these facilities include Eden Prairie, Eagan, Loretto, and Maple Grove. A cost summary of the major components associated with the construction of a GST is included in Table 3. Fully buried or partially buried tanks affect the capital costs due to different structural needs. Not included in the pricing is site work that would be similar for both GST and water tower options, with the GST being more extensive. Annual maintenance and replacement costs are associated with tank cleaning and occasional maintenance for the pumps. Note that the extent of architectural treatments can vary significantly from very basic to very elaborate.

Table 4: Ground Storage Tank Cost Summary

Component	Cost
Tank (partially buried, tank only)	$900,000
Piping & Appurtenances	$100,000
Deep Foundation	$300,000
Site Improvements / Architectural / Landscaping	$350,000*
Pump House & Backup Power	$1,200,000
TOTAL EST. CONSTRUCTION COST	$2,850,000

*Grading exports, groundwater conditions, and site condition complexity can increase costs. A site-specific analysis during preliminary design would refine costs.

2.1.2 Cost Comparison

Based on the available cost data, the GST is a competitive option over the long term due to maintenance. Maintenance costs for the GST consist of annual tank inspections and pump replacement estimated at every 15 years. Maintenance costs for the water tower consist of annual inspections and painting every 15 years (well pumps would be replaced at this 15-year time frame also). Table 4 summarizes the capital and maintenance expenses. However, this analysis does not include potential revenue from hosting a cellular antenna on the water tower.

Table 5: Storage Cost Comparison

Component	GST	Water Tower
Construction Cost	$2,850,000	$3,000,000
Inspection Cost (frequency)	$7,500 (annual)	$7,500 (annual)
Pump Replacement (frequency)	$150,000 (15-yrs)	--
Painting (frequency)	N/A	$300,000 (15-20 yrs)
Annualized Cost	$112,500	$127,500

2.1.4 Summary

Ground storage tanks and water towers are both in use in the metro area and have individual benefits and disadvantages. The cost comparisons are approximately equal, with ground storage having less maintenance due to no painting. Several factors can weigh into this discussion at the community level, including:

- Surrounding visibility for a tower
- Surrounding land use
- Operator opinions also support both systems, some operators appreciate the volume of water in a tower for emergencies, while operators with GSTs are supportive of less maintenance.
- A combined long-term approach could also be considered to harness some of the advantages of both types of storage, i.e., construct Tower No. 1 for the first storage and utilize GSTs thereafter.
- Another option is to build clearwell (ground) storage within the footprint of the treatment plant, which supplements the overhead (tower) storage. This hybrid approach is cost effective and will be further refined during preliminary design.

Cost Summary

The cost analysis shows that both systems are reasonably close in capital costs. The ground storage costs have more variables during design such as groundwater levels, buried or half/buried tanks and final setting. Eventually a ground storage tank will be more cost effective, however this payback period may be beyond the financial projections for a community just starting its first system.

3.0 MUNICIPAL WELL PLANNING CONSIDERATIONS

The primary water supply focus for this feasibility study is the first municipal well, which is to be installed at the water treatment plant site. However, given the anticipated pace of development in NE Corcoran, it is prudent to conduct preliminary planning for additional municipal wells locations and the raw (untreated) watermain layout that will be needed to deliver raw water from the network of wells to the centralized water treatment plant. The preliminary layout for wells and raw watermain is presented on Figure 1, as discussed throughout this section.

3.1.1 Well Planning

For planning purposes, the wells are assumed to all be completed in the Tunnel City-Wonewoc aquifer, the same planned for Municipal Well No. 1. Targeting well locations in the areas where the Jordan aquifer is present (the yellow areas on Figure 1 will ensure that a full thickness of the Tunnel City-Wonewoc aquifer is present, which maximizes the potential well capacity. As can be seen on the figure, a significant north-south trending bedrock valley is present just west of CSAH 116, which are areas where the full thickness of the target aquifer may not be present. Furthermore, the MN Department of Natural Resources identified a wetland located above this bedrock valley on the north side of CSAH 30 that they suggest may be connected to the target aquifer and that required special monitoring during pump testing of the test well (see Section 3.2). The well layout generally places wells northeast, east, and south of Municipal Well No. 1 to avoid encroaching on this wetland with the additional wells. Lastly, the Jordan aquifer could also be considered for water supply at a given well location if a full or nearly full thickness of the Jordan is present. It would not be viable at many locations due to substantial erosion of the Jordan aquifer thickness and is also somewhat less desirable due to potential increased vulnerability to surface contamination events (i.e., the St. Lawrence confining unit lies between the Jordan and Tunnel City-Wonewoc aquifers) and also due to possible increased water treatment operational variability due to the varying raw water composition when multiple aquifers are involved. Hence, the Tunnel City-Wonewoc aquifer remains the “first choice” target aquifer for well field planning purposes, and the Jordan aquifer is only noted as a possible secondary choice, should the Tunnel City-Wonewoc aquifer prove inadequate at a given location.

The minimum well spacing utilized in Figure 1 was 2,000 feet. Wells need to be located a reasonable distance apart to prevent any significant overlap in the drawdown zones, which would reduce the capacities of the two wells when they need to be pumped at the same time. Two primary reference points were utilized in selecting this spacing. The City of Rogers is the closest adjacent city that has multiple wells (seven) completed in the Tunnel City-Wonewoc aquifer. Within the two distinct well groupings, the well spacings are generally 1,200 or 1,500 feet. Since Corcoran has not yet installed its first municipal well or two to allow detailed testing and analysis of actual well interference potential in the Corcoran well field area, a slightly more conservative spacing of 2,000 feet was selected. Another reference is the pump testing of Dayton Municipal Well No. 3, in which drawdown was measured at approximately 20 feet in a monitoring well located 1,000 feet away. It is likely that the potential drawdown at 2,000 feet would be around 10 feet or less and would be a tolerable amount.

3.1.2 Total Well Capacity VS. Demand

There are 9 wells shown on Figure 1, and thus the firm capacity would be determined with 8 of the 9 wells pumping (the largest well is assumed to be offline for determining firm capacity). If well capacities were to ultimately be around 500 gpm, which was the assumption used in determining trunk fees, total well production capacity would be 4,000 gpm (8 x 500 gpm), or 5.75 MGD. However, well capacities could ultimately prove to be somewhat higher, i.e., the average well capacity in Rogers is over 750 gpm. At this higher rate, total well production capacity would be 6,000 gpm (8 x 750 gpm), or 8.6 MGD. A somewhat conservative estimate for the ultimate capacity needed for NE Corcoran was 10 MGD. Hence, if the higher potential well rates were found to be achievable, the 9 wells could be at or very near the ultimate capacity needed. If the well rates are near the lower end, then several more wells could be needed. If only 2 or 3 more wells were needed, it is possible another well could be installed between the two easternmost wells that are nearing CSAH 101, and 1 or 2 wells could possibly be installed east of the southernmost well. Otherwise, a “western branch” of raw watermain could be installed parallel to CSAH 30, across the bedrock valley area, such that additional wells could be installed in other area of substantial Jordan presence.

3.1.3 Raw Watermain

A conceptual layout for raw watermain is shown on Figure 1, utilizing sizes of 8- to 16-inch diameter. Sizing was based on 750 gpm per well and a target velocity of 4 to 5 fps. Where possible, the watermains were placed along county roads, and were assumed to be placed just outside the county road right-of-way in City drainage and utility easement. Such placement was preferred given that development in some areas may proceed faster than the need for the wells/watermain, which eliminates open trenching as a practical option in development streets. Directional drilling would still be an option in either case (development streets or county roads), but is more expensive, especially in the larger sizes. Along county roads, some segments might still be able to be installed by open trenching, thereby reducing costs. Also, even from a strictly technical/practicality standpoint, there would be far less utilities and service lines to avoid in the county road option, and for any potential tight turns that would require excavation to open up the connection area, the county road option would avoid tearing up a development street.

As well capacities are better defined, the conceptual sizing may need to be adjusted slightly in some areas. However, these adjustments are expected to be relatively limited, i.e., possibly one pipe size different in limited segments.

4.0 FINANCIAL PLANNING

Summarized below are four options for the City to consider when conducting their financial analysis relative to the total project costs. Since the original feasibility study was submitted, City Staff and Stantec have had the opportunity continue discussions regarding the City's budgeting process, pressure from development, and market volatility. Staff has also taken time to tour nearby facilities and collectively identify issues that will be important to the success of the overall design. As a result, the following items have been incorporated into the total project cost estimates:

- Architectural Design – Based on the proposed location of the water treatment plant in a residential area, it is understood that the expectations for a facility with mid- to premium-level architectural features may be raised. The base design (Option 1) allows for a more modest building envelope and associated architectural features. Incorporating features that help the facility blend into the neighborhood increases construction and design costs relative to the original feasibility study and is reflected in the projected costs in Table 6.

- Gravity Filtration with Clearwell Storage– The City has expressed an interest in having the most operational flexibility and reduced life cycle costs relative to filter replacement, given the projected long-term water demand. Gravity filtration with clearwell storage in lieu of pressure filtration offers these benefits and is the City's preference.

- Site Utilities – Additional consideration for sanitary sewer, three-phase power, and other site utility extensions not included in the original feasibility study have been included to provide additional contingency for budgeting purposes.

- Market Volatility & Contingency – The current market relative to construction materials and labor has been at a premium in response to the COVID-19 pandemic. Given the importance of establishing realistic budgetary comparisons a contingency of 10% has been included in the total project costs for all options to appropriately account for volatility in the marketplace, elements of the project that are yet to be defined, and anticipated construction costs in 2022 and beyond.

The four options presented in Table 6 represent varying levels of financial commitment relative to treatment goals and level of complexity with respect to design, construction, and operations. Estimates for the municipal well, storage (GST or water tower), and watermain and site utilities are consistent across all options. Engineering, admin, legal are percentage based estimates.

Table 6: Total Project Cost Comparison for Financial Planning

Component	Original FS Pressure Filters	Option 1: Original FS Pressure Filters Adjusted	Option 2: Gravity Filtration w/ Clearwell Storage	Option 3: Gravity Filtration, Add Nano Filtration	Option 4: Gravity Filtration, Add Lime Softening
	Iron and Manganese			With Softening	
Municipal Well	$350,000	$350,000	$350,000	$350,000	$350,000
Water Treatment Plant	$2,700,000	$3,200,000	$5,000,000	$9,000,000	$11,500,000
Storage	$3,000,000	$3,000,000	$3,500,000	$3,500,000	$3,500,000
Watermain Extension, Site Utilities	$800,000	$800,000	$800,000	$800,000	$800,000
Trunk Sewer to Site	--	$600,000	$600,000	$600,000	$600,000
Engineering, Legal, Admin	$1,100,000	$1,250,000	$1,500,000	$2,000,000	$2,500,000
Subtotal	$7,950,000	$9,200,000	$11,750,000	$16,250,000	$19,250,000
Capacity	0.75 MGD One filter installed	1.4 MGD Two filters installed	1.4 MGD Adds ground storage at WTP	1.4 MGD Adds ground storage at WTP	1.4 MGD Adds ground storage at WTP
Financial Planning Line Items					
Architecture and Site components	--	$500,000	$500,000	$500,000	$500,000
Contingency 10%	Some contingency in FS	$900,000	$1,200,000	$1,700,000	$2,000,000
Inflation (two years at 3%)	--	$600,000	$800,000	$1,100,000	$1,300,000
Subtotal	--	$2,000,000	$2,500,000	$3,300,000	$3,800,000
Total Project Cost	$8,550,000 With Trunk Sewer	$11,200,000	$14,250,000	$19,550,000	$23,050,000

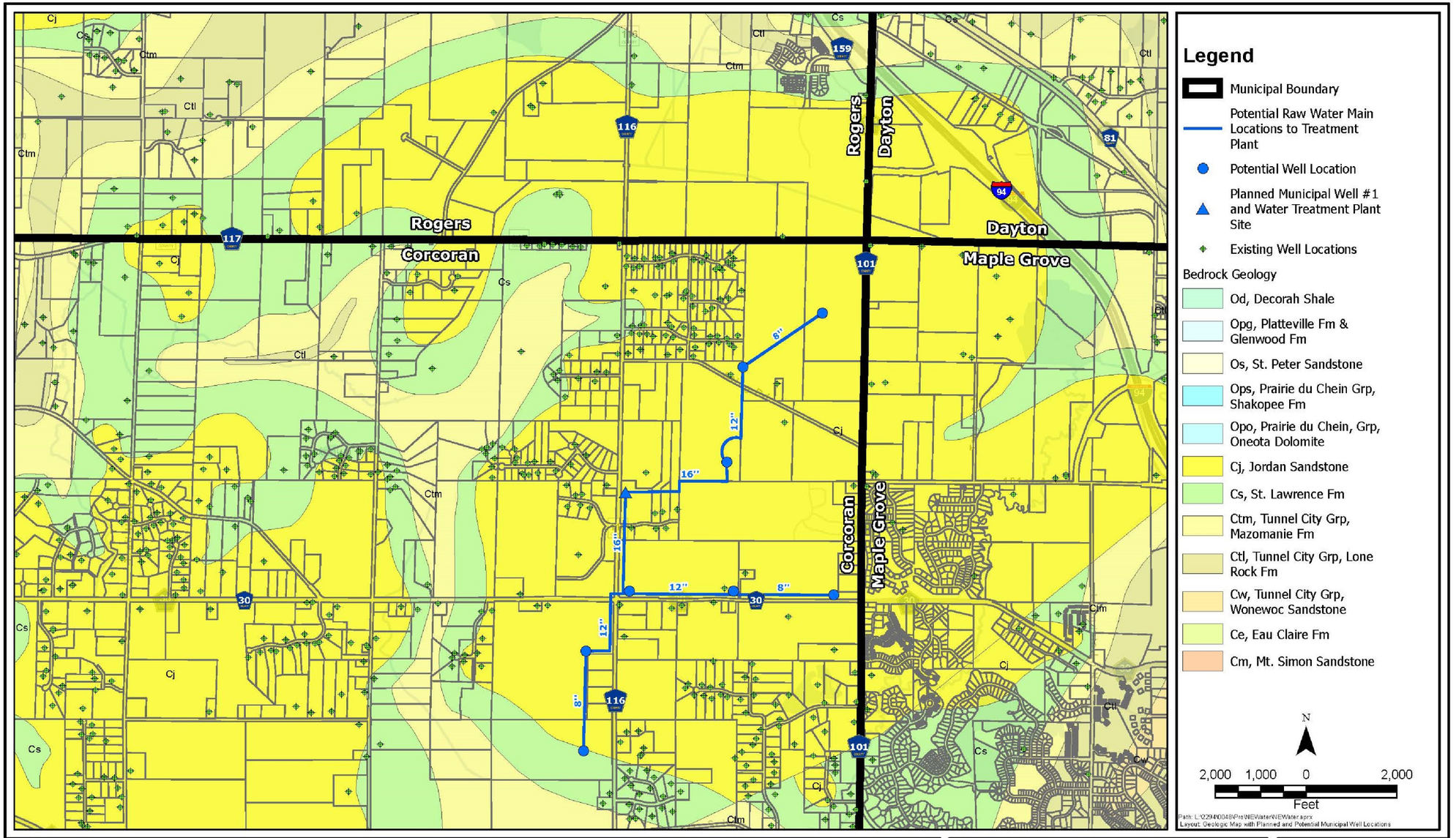
5.0 RECOMMENDATION

Through the analysis engineering feasibility along with staff input, local city operator input and Council direction it is recommended that Council authorize staff as follows:

- Conduct a financial viability analysis for Option 2 which provides flexibility for future increased treatment alternatives (regulatory or softening), additional treatment capacity on "Day 1", and increased storage via construction of clearwell ground storage at the treatment facility . A tower provides a factor of safety utilizing overhead storage and also reduces the site construction variables as compared to ground storage.
- In addition, conduct the financial viability analysis of a more limited facility using pressure filters with phased improvements to increase capacity as demand warrants. This (Option 1) would be implemented as demand warrants but also increases construction activity over time.
- TLAC fee review will be included in the financial analysis and also include additional wells.

After the financial viability analysis has been completed, staff and engineering will work together during the design development / preliminary design phase to further define the project within budget with items that include SCADA, materials storage, security, automation, laboratory space, office space, roofing preference, architecture enhancements and building envelope.

Figure 1 Geologic Map with Planned and Potential Municipal Well Locations



CITY OF CORCORAN	WENCK Responsive partner. Exceptional outcomes.	MAY 2021
Geologic Map with Planned and Potential Municipal Well Locations		Figure 1

STAFF REPORT **Agenda Item 10a.**

Council Meeting: June 10, 2021	**Prepared By:** Brad Martens
Topic: 2021 Dust Control Program	**Action Required:** Hold Public Hearing; Approval

Summary:

On April 22nd staff provided an overview of the proposed 2021 dust control program. At that meeting, Council called a public hearing for the project which is to be held.

It is proposed to bill properties for the application as in years past with unpaid fees to be assessed later in the year, if necessary. The percentage of the project to be assessed has been reduced overtime with incremental budget adjustments.

The City anticipates the following costs for the program for 2021:

Neighborhood Road Assessment	Collector/Adjacent Road Assessment	Other Assessment	City Share	Total
$8,232	$28,009	$1,260	$74,099	$111,600

Staff has received a request from Dennis and Jan Stieg to not be charged the dust control fee for their property at 19510 Stieg Road, which is approximately 2,000 feet off of Stieg Road. While staff finds this request reasonable, there are several other properties with homes located several hundred feet off of the road also proposed to receive fees. Council should direct staff on how to proceed with this request.

Financial/Budget:

Costs for this project are included in the adopted 2021 budget along with projected revenue from billing in the amount of $37,500.

Options:

1. Hold the public hearing; approve resolution 2021-60 ordering improvement of dust control treatments to be applied to city streets in 2021 as presented.
2. Hold the public hearing; approve resolution 2021-60 ordering improvement of dust control treatments to be applied to city streets in 2021 with amendments.
3. Send back to staff for further review.

Recommendation:

Hold the public hearing; approve resolution 2021-60 ordering improvement of dust control treatments to be applied to city streets in 2021 as presented.

Council Action:

Hold the public hearing; consider a motion to approve resolution 2021-60 ordering improvement of dust control treatments to be applied to city streets in 2021 as presented.

Attachments:

1. Resolution 2021-60
2. Proposed dust control fee by property

City of Corcoran
County of Hennepin
State of Minnesota

June 10, 2021

RESOLUTION NO. 2021-60

Motion By:
Seconded By:

RESOLUTION ORDERING IMPROVEMENT OF DUST CONTROL TREATMENTS TO BE APPLIED TO CITY STREETS IN 2021

WHEREAS, Resolution 2021-32 of the City Council, adopted on April 22, 2021, fixed a date for a public hearing on the proposed improvement of dust control treatments to be applied to streets throughout the City as outlined in Exhibit A which was rescheduled and re-noticed for June 10, 2021; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 10th day of June, 2021, at which all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, the City Council received a report from the City Administrator at the hearing indicating that the project is necessary, cost-effective, and feasible, and will be best accomplished as proposed, and informing the City Council of the estimated cost of the proposed treatments; and

WHEREAS, the City Administrator prepared an estimate of the total charges to the affected landowners, as well as a method for calculating costs to individual landowners, which was available at the hearing.

NOW, THEREFORE, BE IT RESOLVED by the Corcoran City Council:

1. The Corcoran City Council determined the improvement of the application dust control treatments necessary, cost-effective, and feasible.
2. Such improvements are hereby ordered as proposed in Exhibit A.

VOTING AYE	**VOTING NAY**
☐ **McKee, Tom**	☐ **McKee, Tom**
☐ **Bottema, Jon**	☐ **Bottema, Jon**
☐ **Thomas, Manoj**	☐ **Thomas, Manoj**
☐ **Nichols, Jeremy**	☐ **Nichols, Jeremy**
☐ **Schultz, Alan**	☐ **Schultz, Alan**

Whereupon, said Resolution is hereby declared adopted on this 10th day of June 2021.

_____
Tom McKee - Mayor

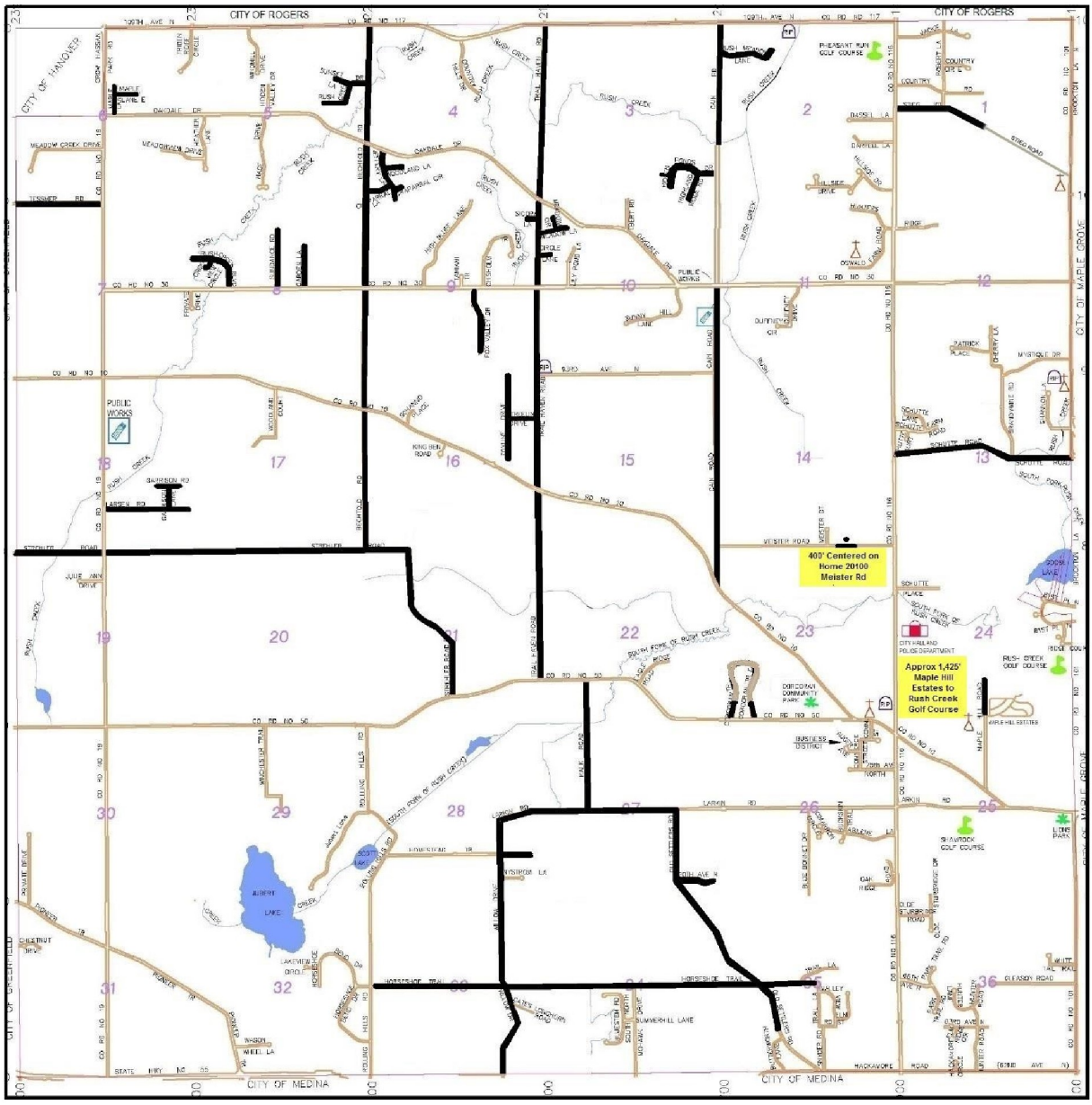
ATTEST:

City Seal

_____
Jessica Beise – Administrative Services Director

RESOLUTION NO. 2021-60

Exhibit A



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10765	TRAIL HAVEN RD	04-119-23-11-0001	$81.51
10800	TRAIL HAVEN RD	03-119-23-22-0005	$81.51
6215	WILLOW DR	33-119-23-34-0005	$40.76
6221	WILLOW DR	33-119-23-34-0004	$40.76
6225	WILLOW DR	33-119-23-34-0002	$40.76
6280	WILLOW DR	34-119-23-33-0001	$81.51
6300	WILLOW DR	33-119-23-44-0003	$81.51
6315	WILLOW DR	33-119-23-42-0002	$81.51
6320	WILLOW DR	33-119-23-44-0002	$81.51
6330	WILLOW DR	33-119-23-44-0001	$81.51

6501	WILLOW DR	33-119-23-41-0002	$81.51
6603	WILLOW DR	33-119-23-13-0001	$81.51
6620	WILLOW DR	33-119-23-14-0001	$81.51
6655	WILLOW DR	33-119-23-13-0008	$81.51
6675	WILLOW DR	33-119-23-13-0002	$81.51
6685	WILLOW DR	33-119-23-13-0003	$81.51
6705	WILLOW DR	33-119-23-13-0005	$81.51
6715	WILLOW DR	33-119-23-13-0007	$81.51
6721	WILLOW DR	33-119-23-12-0001	$81.51
6801	WILLOW DR	33-119-23-12-0007	$81.51
6855	WILLOW DR	33-119-23-21-0001	$81.51
6915	WILLOW DR	28-119-23-43-0009	$81.51
6925	WILLOW DR	28-119-23-43-0008	$81.51
7145	WILLOW DR	28-119-23-42-0005	$81.51
7200	WILLOW DR	28-119-23-41-0002	$81.51
7229	WILLOW DR	28-119-23-42-0004	$81.51
20700	70TH AVE	27-119-23-44-0022	$81.51
20730	70TH AVE	27-119-23-44-0021	$81.51
20735	70TH AVE	27-119-23-44-0025	$81.51
20740	70TH AVE	27-119-23-44-0020	$81.51
20800	70TH AVE	27-119-23-44-0019	$81.51
20807	70TH AVE	27-119-23-44-0024	$81.51
20818	70TH AVE	27-119-23-44-0018	$81.51
20833	70TH AVE	27-119-23-44-0023	$81.51
20840	70TH AVE	27-119-23-44-0017	$81.51
21400	CIRCLE LN	10-119-23-23-0004	$81.51
21401	CIRCLE LN	10-119-23-23-0006	$81.51
21410	CIRCLE LN	10-119-23-23-0003	$81.51
21415	CIRCLE LN	10-119-23-23-0005	$81.51
21420	CIRCLE LN	10-119-23-23-0002	$81.51
8900	FOXLINE DR	16-119-23-14-0006	$81.51
8901	FOXLINE DR	16-119-23-14-0021	$81.51
8919	FOXLINE DR	16-119-23-14-0020	$81.51
8920	FOXLINE DR	16-119-23-14-0025	$81.51
8939	FOXLINE DR	16-119-23-14-0019	$81.51
9000	FOXLINE DR	16-119-23-14-0009	$81.51
9001	FOXLINE DR	16-119-23-14-0018	$81.51
9016	FOXLINE DR	16-119-23-14-0010	$81.51
9019	FOXLINE DR	16-119-23-14-0017	$81.51
9037	FOXLINE DR	16-119-23-14-0016	$81.51
9040	FOXLINE DR	16-119-23-14-0011	$81.51
9101	FOXLINE DR	16-119-23-14-0015	$81.51
9117	FOXLINE DR	16-119-23-11-0022	$81.51
9148	FOXLINE DR	16-119-23-11-0010	$81.51
9200	FOXLINE DR	16-119-23-11-0009	$81.51
9220	FOXLINE DR	16-119-23-11-0008	$81.51
9239	FOXLINE DR	16-119-23-11-0017	$81.51

9240	FOXLINE DR	16-119-23-11-0007	$81.51
9259	FOXLINE DR	16-119-23-11-0016	$81.51
9260	FOXLINE DR	16-119-23-11-0006	$81.51
9305	FOXLINE DR	09-119-23-44-0016	$81.51
21000	GREENVIEW CT	03-119-23-43-0005	$40.76
20705	HIDDEN PONDS DR	03-119-23-44-0016	$40.76
20715	HIDDEN PONDS DR	03-119-23-44-0017	$40.76
20810	HIDDEN PONDS DR	03-119-23-44-0025	$40.76
20815	HIDDEN PONDS DR	03-119-23-44-0009	$40.76
20835	HIDDEN PONDS DR	03-119-23-44-0008	$40.76
20840	HIDDEN PONDS DR	03-119-23-44-0005	$40.76
20900	HIDDEN PONDS DR	03-119-23-43-0001	$40.76
20910	HIDDEN PONDS DR	03-119-23-43-0002	$40.76
20920	HIDDEN PONDS DR	03-119-23-43-0003	$40.76
20925	HIDDEN PONDS DR	03-119-23-44-0007	$40.76
20940	HIDDEN PONDS DR	03-119-23-43-0004	$40.76
20945	HIDDEN PONDS DR	03-119-23-44-0006	$40.76
21524	HOMESTEAD TRL	28-119-23-41-0008	$81.51
21527	HOMESTEAD TRL	28-119-23-44-0007	$81.51
21536	HOMESTEAD TRL	28-119-23-41-0007	$81.51
21539	HOMESTEAD TRL	28-119-23-44-0008	$81.51
21625	HOMESTEAD TRL	28-119-23-44-0009	$81.51
21630	HOMESTEAD TRL	28-119-23-41-0011	$81.51
21635	HOMESTEAD TRL	28-119-23-44-0010	$81.51
21645	HOMESTEAD TRL	28-119-23-44-0011	$81.51
21777	HOMESTEAD TRL	28-119-23-43-0001	$81.51
21801	HOMESTEAD TRL	28-119-23-43-0007	$81.51
21850	HOMESTEAD TRL	28-119-23-42-0003	$81.51
21901	HOMESTEAD TRL	28-119-23-43-0006	$81.51
21920	HOMESTEAD TRL	28-119-23-31-0002	$81.51
22201	HOMESTEAD TRL	28-119-23-33-0002	$81.51
10024	MEADOW CIR	10-119-23-22-0006	$81.51
21324	MEADOW CIR	10-119-23-22-0007	$81.51
21300	MEADOW LN	10-119-23-22-0009	$81.51
21310	MEADOW LN	10-119-23-22-0008	$81.51
21313	MEADOW LN	10-119-23-22-0010	$81.51
21325	MEADOW LN	10-119-23-22-0011	$81.51
21406	MEADOW LN	10-119-23-22-0012	$81.51
21414	MEADOW LN	10-119-23-22-0004	$81.51
21417	MEADOW LN	10-119-23-22-0013	$81.51
21422	MEADOW LN	10-119-23-22-0003	$81.51
21427	MEADOW LN	10-119-23-22-0014	$81.51
21525	NYSTROM LN	28-119-23-44-0021	$81.51
21528	NYSTROM LN	28-119-23-44-0015	$81.51
21535	NYSTROM LN	28-119-23-44-0022	$81.51
21607	NYSTROM LN	28-119-23-44-0018	$81.51
21617	NYSTROM LN	28-119-23-44-0019	$81.51

21627	NYSTROM LN	28-119-23-44-0020	$81.51
21636	NYSTROM LN	28-119-23-44-0013	$81.51
21646	NYSTROM LN	28-119-23-44-0012	$81.51
20403	RUSH MEADOW LN	02-119-23-21-0005	$81.51
20411	RUSH MEADOW LN	02-119-23-21-0004	$81.51
20419	RUSH MEADOW LN	02-119-23-21-0003	$81.51
20500	RUSH MEADOW LN	02-119-23-22-0006	$81.51
20503	RUSH MEADOW LN	02-119-23-22-0011	$81.51
20512	RUSH MEADOW LN	02-119-23-22-0005	$81.51
20515	RUSH MEADOW LN	02-119-23-22-0010	$81.51
20600	RUSH MEADOW LN	02-119-23-22-0004	$81.51
20605	RUSH MEADOW LN	02-119-23-22-0009	$81.51
20610	RUSH MEADOW LN	02-119-23-22-0003	$81.51
20617	RUSH MEADOW LN	02-119-23-22-0008	$81.51
20624	RUSH MEADOW LN	02-119-23-22-0002	$81.51
20629	RUSH MEADOW LN	02-119-23-22-0007	$81.51
21580	SICORA LN	09-119-23-11-0015	$81.51
21600	SICORA LN	09-119-23-11-0005	$81.51
21500	TREELINE DR	16-119-23-11-0015	$81.51
21510	TREELINE DR	16-119-23-11-0014	$81.51
21515	TREELINE DR	16-119-23-14-0013	$81.51
21520	TREELINE DR	16-119-23-11-0013	$81.51
21525	TREELINE DR	16-119-23-14-0012	$81.51
21530	TREELINE DR	16-119-23-11-0012	$81.51
21540	TREELINE DR	16-119-23-11-0011	$81.51
10050	JEFFREY LN	09-119-23-21-0006	$89.45
10140	CHAPARRAL CIRCLE	04-119-23-33-0016	$89.45
22105	CHAPARRAL CIRCLE	04-119-23-33-0018	$89.45
22112	CHAPARRAL CIRCLE	04-119-23-33-0017	$89.45
22195	CHAPARRAL LANE	04-119-23-33-0022	$89.45
22200	CHAPARRAL LANE	04-119-23-33-0006	$89.45
22212	CHAPARRAL LANE	04-119-23-33-0005	$89.45
22215	CHAPARRAL LANE	04-119-23-33-0021	$89.45
22218	CHAPARRAL LANE	04-119-23-33-0004	$89.45
22229	CHAPARRAL LANE	04-119-23-33-0020	$89.45
7720	CORCORAN TRL E	23-119-23-33-0009	$41.37
7745	CORCORAN TRL E	23-119-23-33-0007	$41.37
7760	CORCORAN TRL E	23-119-23-33-0010	$41.37
7770	CORCORAN TRL E	23-119-23-33-0020	$41.37
7775	CORCORAN TRL E	23-119-23-33-0024	$20.69
7780	CORCORAN TRL E	23-119-23-33-0019	$20.69
7790	CORCORAN TRL E	23-119-23-33-0018	$20.69
7800	CORCORAN TRL E	23-119-23-33-0017	$20.69
7801	CORCORAN TRL E	23-119-23-33-0023	$20.69
7895	CORCORAN TRL E	23-119-23-32-0013	$20.69
7900	CORCORAN TRL E	23-119-23-32-0009	$20.69
7950	CORCORAN TRL E	23-119-23-32-0008	$20.69

7965	CORCORAN TRL E	23-119-23-32-0012	$20.69
8010	CORCORAN TRL E	23-119-23-32-0007	$20.69
8070	CORCORAN TRL E	23-119-23-32-0006	$20.69
7710	CORCORAN TRL W	23-119-23-33-0013	$41.37
7715	CORCORAN TRL W	23-119-23-33-0002	$41.37
7730	CORCORAN TRL W	23-119-23-33-0006	$41.37
7735	CORCORAN TRL W	23-119-23-33-0003	$41.37
7755	CORCORAN TRL W	23-119-23-33-0004	$41.37
7780	CORCORAN TRL W	23-119-23-33-0021	$20.69
7785	CORCORAN TRL W	23-119-23-33-0014	$20.69
7798	CORCORAN TRL W	23-119-23-33-0022	$20.69
7888	CORCORAN TRL W	23-119-23-32-0010	$20.69
7915	CORCORAN TRL W	23-119-23-32-0002	$20.69
8015	CORCORAN TRL W	23-119-23-32-0003	$20.69
8030	CORCORAN TRL W	23-119-23-32-0011	$20.69
8055	CORCORAN TRL W	23-119-23-32-0004	$20.69
8075	CORCORAN TRL W	23-119-23-32-0005	$20.69
9820	CREEK VIEW CIR	08-119-23-23-0013	$93.43
9829	CREEK VIEW CIR	08-119-23-23-0011	$93.43
9400	FOX VALLEY DR	09-119-23-43-0005	$85.71
9405	FOX VALLEY DR	09-119-23-43-0006	$85.71
9410	FOX VALLEY DR	09-119-23-43-0004	$85.71
9422	FOX VALLEY DR	09-119-23-43-0003	$85.71
9425	FOX VALLEY DR	09-119-23-43-0007	$85.71
9433	FOX VALLEY DR	09-119-23-43-0008	$85.71
9500	FOX VALLEY DR	09-119-23-43-0010	$85.71
9507	FOX VALLEY DR	09-119-23-42-0007	$85.71
9512	FOX VALLEY DR	09-119-23-42-0006	$85.71
9515	FOX VALLEY DR	09-119-23-42-0008	$85.71
9520	FOX VALLEY DR	09-119-23-42-0013	$85.71
9528	FOX VALLEY DR	09-119-23-42-0012	$85.71
9531	FOX VALLEY DR	09-119-23-42-0009	$85.71
9536	FOX VALLEY DR	09-119-23-42-0011	$85.71
9817	GARDEN LA	08-119-23-13-0012	$55.85
9709	GARDEN LN	08-119-23-13-0015	$55.85
9710	GARDEN LN	08-119-23-13-0003	$55.85
9724	GARDEN LN	08-119-23-13-0004	$55.85
9725	GARDEN LN	08-119-23-13-0014	$55.85
9732	GARDEN LN	08-119-23-13-0005	$55.85
9800	GARDEN LN	08-119-23-13-0006	$55.85
9820	GARDEN LN	08-119-23-13-0007	$55.85
9823	GARDEN LN	08-119-23-13-0011	$55.85
9830	GARDEN LN	08-119-23-13-0008	$55.85
9837	GARDEN LN	08-119-23-13-0010	$55.85
9840	GARDEN LN	08-119-23-13-0009	$55.85
9927	GARDEN LN	08-119-23-12-0004	$55.85
8715	GARRISON LN	18-119-23-41-0002	$128.67

23110	GARRISON RD	18-119-23-41-0007	$128.67
23120	GARRISON RD	18-119-23-41-0006	$128.67
23210	GARRISON RD	18-119-23-41-0005	$128.67
23216	GARRISON RD	18-119-23-41-0004	$128.67
10105	JEFFREY LN	04-119-23-33-0023	$89.45
10108	JEFFREY LN	04-119-23-33-0019	$89.45
10205	JEFFREY LN	04-119-23-33-0007	$89.45
10213	JEFFREY LN	04-119-23-33-0008	$89.45
10218	JEFFREY LN	04-119-23-33-0009	$89.45
10221	JEFFREY LN	04-119-23-32-0004	$89.45
23105	LARSEN RD	17-119-23-33-0001	$128.67
23107	LARSEN RD	18-119-23-44-0004	$128.67
23110	LARSEN RD	18-119-23-41-0008	$128.67
23119	LARSEN RD	18-119-23-44-0003	$128.67
23120	LARSEN RD	18-119-23-41-0009	$128.67
23205	LARSEN RD	18-119-23-44-0002	$128.67
23217	LARSEN RD	18-119-23-44-0001	$128.67
23230	LARSEN RD	18-119-23-41-0003	$128.67
23303	LARSEN RD	18-119-23-43-0008	$128.67
23315	LARSEN RD	18-119-23-43-0007	$128.67
23327	LARSEN RD	18-119-23-43-0006	$128.67
23405	LARSEN RD	18-119-23-43-0005	$128.67
23417	LARSEN RD	18-119-23-43-0004	$128.67
10503	Maple Lane	06-119-23-13-0025	$55.06
10512	Maple Lane	06-119-23-13-0016	$55.06
10517	Maple Lane	06-119-23-13-0024	$55.06
10613	Maple Lane	06-119-23-13-0007	$55.06
10625	Maple Lane	06-119-23-13-0008	$55.06
10650	Maple Lane	06-119-23-13-0023	$55.06
10627	Maple Lane East	06-119-23-13-0009	$55.06
10630	Maple Lane East	06-119-23-13-0017	$55.06
10631	Maple Lane East	06-119-23-13-0010	$55.06
10634	Maple Lane East	06-119-23-13-0018	$55.06
10635	Maple Lane East	06-119-23-13-0011	$55.06
10638	Maple Lane East	06-119-23-13-0019	$55.06
10639	Maple Lane East	06-119-23-13-0012	$55.06
10642	Maple Lane East	06-119-23-13-0020	$55.06
10643	Maple Lane East	06-119-23-13-0013	$55.06
10646	Maple Lane East	06-119-23-13-0021	$55.06
10647	Maple Lane East	06-119-23-13-0014	$55.06
9710	RUSH CREEK BLVD	08-119-23-24-0008	$93.43
9720	RUSH CREEK BLVD	08-119-23-24-0007	$93.43
9730	RUSH CREEK BLVD	08-119-23-24-0006	$93.43
9733	RUSH CREEK BLVD	08-119-23-23-0016	$93.43
9740	RUSH CREEK BLVD	08-119-23-23-0009	$93.43
9750	RUSH CREEK BLVD	08-119-23-23-0008	$93.43
9800	RUSH CREEK BLVD	08-119-23-23-0007	$93.43

9815	RUSH CREEK BLVD	08-119-23-23-0019	$93.43
9830	RUSH CREEK BLVD	08-119-23-23-0006	$93.43
9836	RUSH CREEK BLVD	08-119-23-23-0005	$93.43
9845	RUSH CREEK BLVD	08-119-23-23-0010	$93.43
9848	RUSH CREEK BLVD	08-119-23-23-0004	$93.43
9710	SUNDANCE RD	08-119-23-13-0019	$50.00
9715	SUNDANCE RD	08-119-23-24-0009	$50.00
9720	SUNDANCE RD	08-119-23-13-0020	$50.00
9730	SUNDANCE RD	08-119-23-13-0021	$50.00
9733	SUNDANCE RD	08-119-23-24-0003	$50.00
9800	SUNDANCE RD	08-119-23-13-0022	$50.00
9805	SUNDANCE RD	08-119-23-24-0002	$50.00
9820	SUNDANCE RD	08-119-23-13-0023	$50.00
9825	SUNDANCE RD	08-119-23-24-0005	$50.00
9831	SUNDANCE RD	08-119-23-21-0012	$50.00
9840	SUNDANCE RD	08-119-23-13-0024	$50.00
9945	SUNDANCE RD	08-119-23-22-0009	$50.00
9950	SUNDANCE RD	08-119-23-12-0001	$50.00
9955	SUNDANCE RD	08-119-23-21-0016	$50.00
9980	SUNDANCE RD	08-119-23-12-0002	$50.00
9990	SUNDANCE RD	08-119-23-12-0003	$50.00
10010	SUNDANCE RD	08-119-23-21-0001	$50.00
10020	SUNDANCE RD	08-119-23-21-0014	$50.00
10030	SUNDANCE RD	08-119-23-21-0015	$50.00
10080	SUNDANCE RD	08-119-23-21-0004	$50.00
10300	SUNDANCE RD	08-119-23-21-0018	$50.00
22107	WOODLAND LN	04-119-23-33-0012	$89.45
22109	WOODLAND LN	04-119-23-33-0010	$89.45
22110	WOODLAND LN	04-119-23-33-0013	$89.45
22115	WOODLAND LN	04-119-23-33-0011	$89.45
22120	WOODLAND LN	04-119-23-33-0014	$89.45
22124	WOODLAND LN	04-119-23-33-0015	$89.45
21565	CATES LONGHORN RD	33-119-23-41-0006	$40.76
21585	CATES LONGHORN RD	33-119-23-41-0005	$40.76
21600	CATES LONGHORN RD	33-119-23-41-0003	$40.76
10115	HIGHLAND RIDGE RD.	03-119-23-44-0015	$20.38
10120	HIGHLAND RIDGE RD.	03-119-23-44-0020	$20.38
10135	HIGHLAND RIDGE RD.	03-119-23-44-0014	$20.38
10150	HIGHLAND RIDGE RD.	03-119-23-44-0019	$20.38
10185	HIGHLAND RIDGE RD.	03-119-23-44-0013	$20.38
10200	HIGHLAND RIDGE RD.	03-119-23-44-0018	$20.38
10205	HIGHLAND RIDGE RD.	03-119-23-44-0012	$20.38
22314	RUSH CREEK DRIVE	05-119-23-14-0010	$40.76
22317	RUSH CREEK DRIVE	05-119-23-14-0012	$40.76
22344	RUSH CREEK DRIVE	05-119-23-14-0009	$40.76
22355	RUSH CREEK DRIVE	05-119-23-14-0011	$40.76
22385	RUSH CREEK DRIVE	05-119-23-14-0023	$40.76

22393	RUSH CREEK DRIVE	05-119-23-14-0022	$40.76
22405	RUSH CREEK DRIVE	05-119-23-14-0021	$40.76
22420	RUSH CREEK DRIVE	05-119-23-14-0017	$40.76
22425	RUSH CREEK DRIVE	05-119-23-14-0020	$40.76
22440	RUSH CREEK DRIVE	05-119-23-14-0016	$40.76
22445	RUSH CREEK DRIVE	05-119-23-14-0019	$40.76
22462	RUSH CREEK DRIVE	05-119-23-14-0015	$40.76
22465	RUSH CREEK DRIVE	05-119-23-14-0018	$40.76
22485	RUSH CREEK DRIVE	05-119-23-13-0009	$40.76
23525	STREHLER RD	19-119-23-21-0011	$40.76
22362	SUNSET LN	05-119-23-14-0008	$40.76
22408	SUNSET LN	05-119-23-14-0007	$40.76
22411	SUNSET LN	05-119-23-14-0001	$40.76
22434	SUNSET LN	05-119-23-14-0006	$40.76
22449	SUNSET LN	05-119-23-14-0002	$40.76
22472	SUNSET LN	05-119-23-14-0005	$40.76
22475	SUNSET LN	05-119-23-14-0003	$40.76
22480	SUNSET LN	05-119-23-14-0004	$40.76
7800	MAPLE HILL RD	24-119-23-43-0015	$750.00
7995	MAPLE HILL RD	24-119-23-42-0001	$525.00

STAFF REPORT **Agenda Item 10b.**

Council Meeting: June 10, 2021	**Prepared By:** Brad Martens
Topic: Improvement Hearing – Corcoran Trail East/West Improvements Project	**Action Required:** Hold Public Hearing; Approval

Summary:

On May 13th, the City Council reviewed a draft feasibility study for the proposed Corcoran Trail East/West Improvements project and provided direction to staff. Additionally, an improvement hearing was called for June 10th.

The next step in the process is to hold the improvement hearing in which affected property owners can share their thoughts on the project, including the proposed assessments prior to the Council ordering the improvement. Letters were mailed on May 28, 2021.

The project includes proposed assessments as follows:

- Properties accessing existing gravel to be new pavement: $10,800
- Properties accessing existing pavement to be new pavement: $3,600

These amounts reflect the 90% of the low range of the benefit per the approved special assessment policy. Additionally, the second category received a $1,800 deduction credit per Council direction due to not receiving an overlay.

If after holding the improvement hearing, the Council desires to proceed with the project, a resolution ordering the improvement must be approved. The City must also schedule an assessment hearing at some point in the future. The purpose of that hearing is to receive comment prior to adopting the formal assessment roll. Per policy, the payment can be made in full, or paid over a term not to exceed 20 years with interest. The interest rate shall be one percent more than the rate of the bonds sold for the specific project. If no bonds were sold, the interest rate shall be set using the current bond market. Staff recommends utilizing the last bond sale from the City which had a true interest rate of .83%. This means that the interest rate for the project would be 1.83%%. Staff recommends a term of 10 years.

Financial/Budget:

The estimated cost of the project is $534,528.80 with proposed assessments in the amount of $176,400. This results in an estimated $358,129 city contribution. That amount as well as the initial coverage of assessments will need to be paid out of the asphalt fund and 2022 budget asphalt line item.

Options:

1. Hold the public hearing; approve resolution 2021-61 Ordering the Improvement for the Corcoran Trail East/West Improvement Project as presented. Authorize staff to proceed with plans and specifications.
2. Hold the public hearing; approve resolution 2021-61 Ordering the Improvement for the Corcoran Trail East/West Improvement Project with amendments. Authorize staff to proceed with plans and specifications.
3. Send back to staff for further review.

Recommendation:

Hold the public hearing; approve resolution 2021-61 Ordering the Improvement for the Corcoran Trail East/West Improvement Project as presented. Authorize staff to proceed with plans and specifications.

Council Action:

Hold the public hearing; consider a motion to approve resolution 2021-61 Ordering the Improvement for the Corcoran Trail East/West Improvement Project as presented. Authorize staff to proceed with plans and specifications.

Attachments:

1. Resolution 2021-61
2. Proposed Assessment Roll

City of Corcoran
County of Hennepin
State of Minnesota

June 10, 2021

RESOLUTION NO. 2021-61

Motion By:
Seconded By:

A RESOLUTION ORDERING THE IMPROVEMENT FOR THE CORCORAN TRAIL EAST/WEST IMPROVEMENTS PROJECT

WHEREAS, on May 13, 2021 the City Council of the City of Corcoran adopted a resolution fixing the date for a Council hearing on the proposed Corcoran Trail East/West Improvements Project (the "Project"), the improvement by reconstruction of the existing roadways of the following:

- Corcoran Trail East and West to the respective connections with County Road 50; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on June 10, 2021, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CORCORAN, MINNESOTA:

1. The improvements contemplated by the Project are necessary, cost-effective, and feasible as detailed in the feasibility report.

2. Such improvements are hereby ordered as proposed in the Council resolution adopted on May 13, 2021.

3. Such improvements have no relationship to the comprehensive municipal plan.

VOTING AYE	**VOTING NAY**
☐ **McKee, Tom**	☐ **McKee, Tom**
☐ **Bottema, Jon**	☐ **Bottema, Jon**
☐ **Nichols, Jeremy**	☐ **Nichols, Jeremy**
☐ **Schultz, Alan**	☐ **Schultz, Alan**
☐ **Thomas, Manoj**	☐ **Thomas, Manoj**

Whereupon, said Resolution is hereby declared adopted on this 10th day of June 2021.

_____
Tom McKee – Mayor

ATTEST:

City Seal

_____
Jessica Beise – Administrative Services Director

Corcoran Trail - Street Improvements
Preliminary Assessment Roll Alternate 2

Estimated Roadway Project Cost $ 482,658.80

Estimated Storm Project Cost $ 51,870.00

				Lot Equivilency			
PID	PROPERTY ADDRESS	TAX PAYER ADDRESS	TAXPAYER NAME	Units	Estimated Roadway Assessment Amount	Overlay Credit	Estimated Total Assessment Amount
2311923330002	7715 Corcoran Tr W	7715 Corcoran Tr W	Lori K LeighChannon Hale Leigh	1	$ 10,800.00	$ -	$ 10,800.00
2311923330003	7735 Corcoran Tr W	7735 Corcoran Tr W	Harold R Hawkins	1	$ 10,800.00	$ -	$ 10,800.00
2311923330004	7755 Corcoran Tr W	7755 Corcoran Tr W	Brian & Evelyn Johnson	1	$ 10,800.00	$ -	$ 10,800.00
2311923330014	7785 Corcoran Tr W	7785 Corcoran Tr W	John W Herou/Michelle Herou	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330015	7795 Corcoran Tr W	7795 Corcoran Tr W	Bradley D PaumenBrian T Paumen	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330016	7815 Corcoran Tr W	7815 Corcoran Tr W	Brian Toussaint	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320002	7915 Corcoran Tr W	7915 Corcoran Tr W	Barbara A PearsonBradley F Pearson	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320003	8015 Corcoran Tr W	8015 Corcoran Tr W	Randal Donnell/Sarah Donnell	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320004	8055 Corcoran Tr W	8055 Corcoran Tr W	Floyd Raymond Keen Jr	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320005	8075 Corcoran Tr W	8075 Corcoran Tr W	Curtis & Amy Nelson	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320006	8070 Corcoran Tr E	8070 Corcoran Tr E	Cody Ellos & Laura Ellos	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320007	8010 Corcoran Tr E	8010 Corcoran Tr E	Pamela & Steven Scheiller	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320008	7950 Corcoran Tr E	7950 Corcoran Tr E	Douglas Eli & Leah Robideau	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320009	7900 Corcoran Tr E	7900 Corcoran Tr E	Thomas J & Karen E Boerner	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330017	7800 Corcoran Tr E	7800 Corcoran Tr E	Bemjamin W KorrerStephanie A Korrer	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330018	7790 Corcoran Tr E	7790 Corcoran Tr E	Pat A Tabor/Jody A Mills	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330019	7780 Corcoran Tr E	7780 Corcoran Tr E	S J Patnode & M Nelson	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330020	7770 Corcoran Tr E	7770 Corcoran Tr E	Pat Riley GormanStacy Ann Gorman	1	$ 10,800.00	$ -	$ 10,800.00
2311923330010	7760 Corcoran Tr E	7760 Corcoran Tr E	R L Eastborne	1	$ 10,800.00	$ -	$ 10,800.00
2311923330009	7720 Corcoran Tr E	7720 Corcoran Tr E	Brian Toussaint	1	$ 10,800.00	$ -	$ 10,800.00
2311923330013	7710 Corcoran Tr W	7710 Corcoran Tr W	Molly Gabriele	1	$ 10,800.00	$ -	$ 10,800.00
2311923330006	7730 Corcoran Tr W	7730 Corcoran Tr W	Keith Drake & Elise Drake	1	$ 10,800.00	$ -	$ 10,800.00
2311923330021	7780 Corcoran Tr W	7780 Corcoran Tr W	Curt D Propson	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330022	7798 Corcoran Tr W	7798 Corcoran Tr W	Chris Kuechle & Cher Kuechle	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320010	7888 Corcoran Tr W	7888 Corcoran Tr W	Bruce A & Wendy A Koenen	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320011	8030 Corcoran Tr W	8030 Corcoran Tr W	Loren George	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320012	7965 Corcoran Tr E	7965 Corcoran Tr E	John & Lois Scheunemann	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923320013	7895 Corcoran Tr E	7895 Corcoran Tr E	Joseph P StanislawskiGoodrun A Stanislawski	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330023	7801 Corcoran Tr E	7801 Corcoran Tr E	Daniel A WoodwardAliecia L O'Donnell	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330024	7775 Corcoran Tr E	7775 Corcoran Tr E	Andrew CarpenterDonna Carpenter	1	$ 5,400.00	$ (1,800.00)	$ 3,600.00
2311923330007	7745 Corcoran Tr E	7745 Corcoran Tr E	Jaclyn Pikkarainen	1	$ 10,800.00	$ -	$ 10,800.00

STAFF REPORT **Agenda Item 10c.**

Council Meeting: June 10, 2021	**Prepared By:** Brad Martens
Topic: Mandatory Connection Extension Requests	**Action Required:** Direction

Summary:

In 2016 the City initiated the downtown utility and street improvement project, extending water and sewer infrastructure, and improving streets. The project included a deadline for properties to be connected to the water and sewer system by May 1, 2019. By request, the connection deadline was extended in 2019 until May 1, 2020, and further extended in 2020, to August 31, 2021. Staff has once again received multiple requests for the mandatory connection deadline to be extended.

Two emails requesting the extension are attached to this report. Staff has also had a verbal request from Phil's Quality Automotive. A map showing remaining connections is attached to this report showing eight non-residential properties left to connect.

Financial/Budget:

Delaying the required connection will have a minor impact on the water and sewer budget revenue expectations.

Options:

1. Direct staff to draft documents to extend the deadline for connection until 2022.
2. Take no action and continue with the existing deadline of August 31, 2021.

Recommendation

Due to the challenges of the COVID-19 pandemic, staff is supportive of one final deadline extension until 2022.

Council Action:

Direct staff to draft documents to extend the mandatory connection, one final time, until August 31, 2022.

Attachments:

1. Extension Request Letter – Heidi's Growhaus & Lifestyle Gardens
2. Extension Request Letter – DirecTEX, inc.
3. Remaining Connection Map

From:	Heidi Heiland
To:	Tom McKee; Jonathan Bottema; Jeremy Nichols; Alan Schultz; Manoj Thomas
Cc:	Brad Martens
Subject:	City Sewer and Water hook up
Date:	Tuesday, February 23, 2021 5:26:43 PM

Esteemed Council Members - Thank you for your service to the City of Corcoran, it's residents and businesses. Although I know that the current deadline to hook up to city sewer and water is August 31, 2021, I would like to request an extension. I am hoping to receive your approval for this request.

The reasons and my thought process behind this need include:

- I can not afford the roughly **$60,000 estimate** for the drilling/excavator contractor.
- While I have tried to get competitive quotes, no one will touch this but local contractor Ernie Mayer due to the complexities of the installation. I plan to continue identifying other contractors but that takes time.
- We are only able to perform this work while we are not in season. Thus Jan - April is the time to complete the work.
- The city prescribed that I hook up on our north property border, in the midsection. This has made the project much more expensive and complex than if I was allowed to hook up along 116.
- I am fully leveraged after acquiring this 5.5 acre parcel and will not qualify for a loan, nor do I plan on incurring any more debt for a while.
- For improvements to real property, we typically finance internally and budget to allow for continued growth while still paying down our debt
- I hope to hook up in the spring of 2022 but can not guarantee we would have the capital by then either. I am eager for this opportunity, I simply cant afford it.
- Once hooked up, I will need to pay roughly an **additional $71,000**
    - $15,000 is already being assessed through property taxes
    - $24,000 for WAC - paid at time of connection or assessed over 10 years
    - $12,000 to Met Council for SAC fees (immediately). FYI I worked with their estimation process and got this fee down from their inaccurate assessment of $32,000
    - $20,000 to Maple Grove (date TBD)

Please accept my request for an extension to the Aug 31, 2021 deadline. I would also accept any counsel for how I might alleviate the other hurdles; 1) the location where we need to hook up and 2) the exorbitant fees required of any small business. Thank you for your attention.

NAMASTE
Heidi Heiland

Where seeds take root to cultivate change

Heidi's GrowHaus & Lifestyle Gardens
Chief Experience Officer (CEO)

612.366.7766

From: charleen baller
To: Brad Martens
Cc: Jakob Baller
Subject: water and sewer hookup
Date: Wednesday, April 14, 2021 3:46:35 PM
Attachments: image001.png

Brad,

I am writing to ask your consideration for an extension to the Corcoran city water and sewer hookup requirement with the current deadline of 8/31/2021
The direcTEX team continues to work remotely and will continue to do so for the next few months until all parties are satisfactorily vaccinated.
We have not worked from our office since the governor sent us home in March of 2020.

As you know the pandemic continues to impact normal business practices and the interruption continues to impact us negatively.

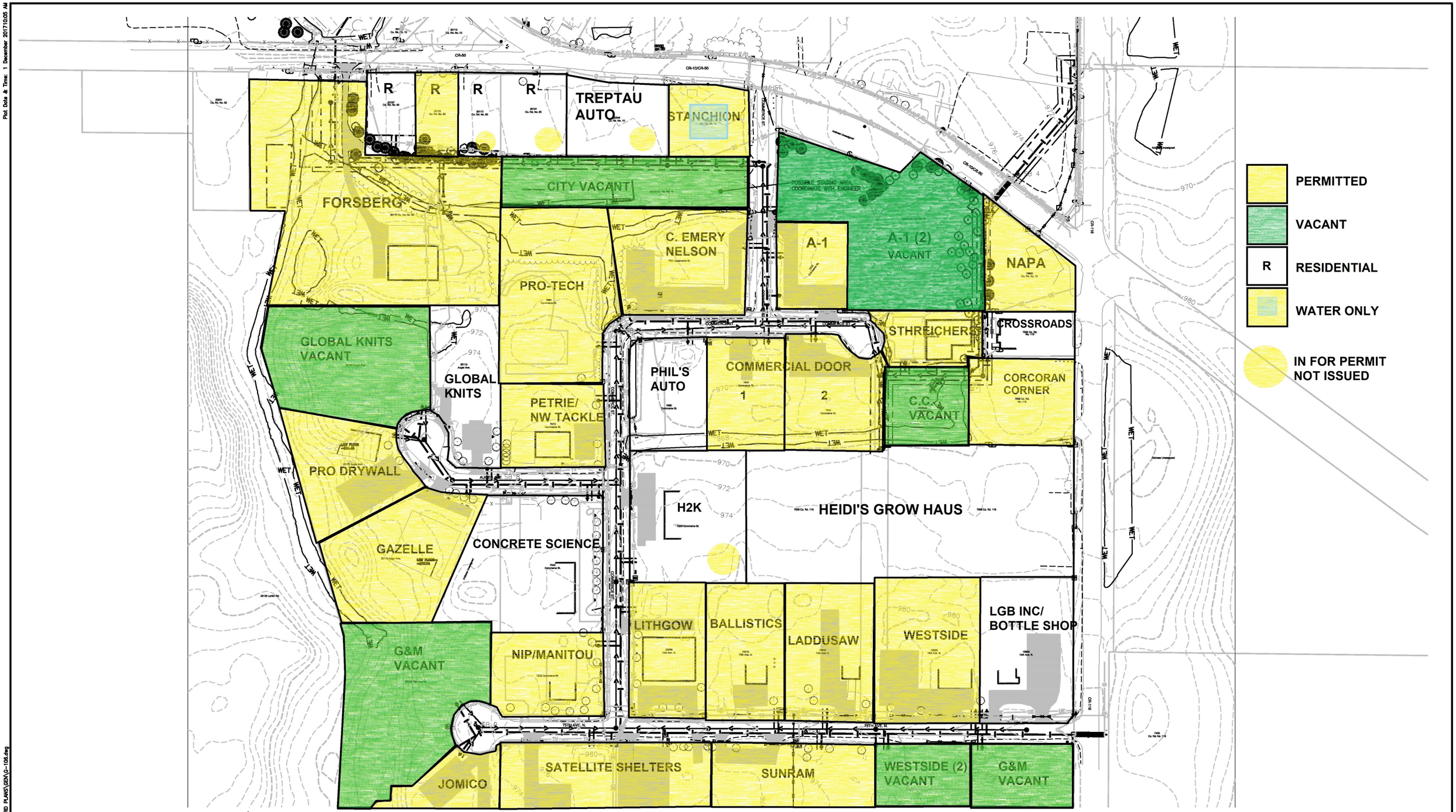
I would appreciate the continuance for one more year or at minimum until the end of spring 2022, so estimating June 2022. This would allow us to work
with Ernie Meyer who prefers to execute hook up jobs like ours during the off season.

I appreciate your consideration.

Kind Regards,

Charleen H Baller
President
763-416-6700/ directexknitwear.com

Plot Date & Time: 1 December 2017 10:05 AM



RECORD PLANS

CONTRACTOR: LAMETTI & SONS

DATE: 11/3/17

RECORD DRAWINGS ARE BASED ON INFORMATION OBTAINED THROUGH ON SITE OBSERVATION OF CONSTRUCTION AND FIELD SURVEY DATA COLLECTED BY NPW

0 100 200

REV	REVISION DESCRIPTION	DWN	APP	REV DATE
E	RECORD PLANS	NPW	KCT	11/03/17
D	MDH REVISION	NPW	KCT	9/24/16
C	ISSUED FOR CONSTRUCTION	NPW	KCT	3/28/16
B	ADDENDUM #1	NPW	KCT	01/29/16
A	ISSUED FOR BID	NPW	KCT	01/13/16

SEAL

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME KENTON C. TORVE

SIGNATURE Kenton C Torve

DATE 01/13/16 LICENSE # 24807

SUB CONSULTANT

PRIME CONSULTANT

WENCK ASSOCIATES

Responsive partner. Exceptional outcomes.

PROJECT TITLE

DOWNTOWN CORCORAN UTILITY & STREET IMPROVEMENTS

CITY OF CORCORAN
CORCORAN, MINNESOTA

SHEET TITLE

COMPOSITE SITE PLAN SOUTH/ALTERNATE #2

DWN BY	CHK'D	APP'D	DWG DATE
NPW	KBM	KCT	JAN 2016

SCALE AS SHOWN

PROJECT NO. 2294-23

SHEET NO. G-106

REV NO. E

M:\2294\23 downtown sewer & water\RECORD PLANS\GEN\G-106.dwg

STAFF REPORT **Agenda Item 10d.**

Council Meeting: June 10, 2021	**Prepared By:** Jessica Beise
Topic: Liquor Licensing Renewal Fees	**Action Required:** Approval

Summary:

Due to the COVID-19 pandemic local establishments were not open to the public for several weeks and there was concern related to the ability to afford the liquor license renewal in 2020. Staff recommended for 2020 to have allowed businesses to operate with fees due in October, as it allowed flexibility on fee due dates and gave the City time to understand the impact of COVID-19. Due to the limitations on bars through August, Council approved a 3-month reduction in fees (i.e. $1,000.00 for a full-on sale establishment) was implemented for 2020.

With the 2021 renewal, staff was approached by one of the on-sale establishments and asked if a further reduction could be made establishments had restrictions in November and December of 2020 as well as continued to have some restrictions through the early part of 2021.

Staff has reviewed the request and accommodations could be made by completing another 3-month reduction in fees for this current licensing period should the Council support the request.

Financial/Budget:

Reducing fees will have an impact on the City budget of approximately ($3,500) based on the number of currently licensed businesses (the 10-50 has not renewed its license). Some of the establishments have had paid the entire license fee and refunds could be provided.

Options:

1. Authorize a one-time reduction of on-sale liquor license fees equal to three months of a usual fee for the licensed establishments in Corcoran for the 2021-2022 license period.
2. Decline to make changes to the liquor license fee.

Recommendation

Authorize a one-time reduction of on-sale liquor license fees equal to three months of a usual fee for the licensed establishments in Corcoran for the 2021-2022 license period.

Council Action:

Consider a motion authorize a one-time reduction of on-sale liquor license fees equal to three months of a usual fee for the licensed establishments in Corcoran for the 2021-2022 license period.

Attachments:

None

STAFF REPORT **Agenda Item 10e.**

Council Meeting: June 10, 2021	**Prepared By:** Brad Martens
Topic: 2022 Budget Expectations	**Action Required:** Direction

Summary:

Staff will soon begin drafting the 2022 budget. In advance of doing so, it is requested to receive expectations from the City Council on expectations. Direction is requested specifically on the following items:

- Overall budget target
  - Previous guidance from Council has been to continue to find ways to lower the overall tax rate of the city, while investing as necessary to manage the continued growth. Staff would like to understand whether this guidance continues or differs for 2022.
- Services provided
  - Due to the significant growth, managing basic services can be a challenge. Staff would like to understand whether additional service expectations are expected due to the pandemic.
- Wage adjustments:
  - The approved contract with the police officer's union provides for a 3% increase for union employees for 2022. It has been practice for many years that the non-union employees receive the same adjustment as the union employees. Does the Council continue to support this practice?
- Other priorities
  - Staff would like to understand if additional priorities exist for the Council that should be incorporated into the first draft of the budget.

Financial/Budget:

Direction from the Council will be used to create the first draft of the 2022 budget. Staff will present the draft budget with anticipated tax impacts at a future Council meeting.

Council Action:

Provide staff direction on 2022 budget expectations.

Attachments:

None

STAFF REPORT **Agenda Item 10f.**

Council Meeting: June 10, 2021	**Prepared By:** Brad Martens
Topic: Code Enforcement Discussion	**Action Required:** Direction

Summary:
Mayor McKee has requested an opportunity to discuss the ongoing code enforcement program with the City Council.

Financial/Budget:
The 2021 budget includes $30,000 allocated towards code enforcement.

Council Action:
Provide staff direction on the code enforcement program.

Attachments:
None

STAFF REPORT **Agenda Item 10g.**

Council Meeting: June 10, 2021	**Prepared By:** Brad Martens
Topic: Future Work Session Schedule	**Action Required:** Direction

Summary:

Staff would like the City Council to provide direction on the potential for additional work sessions to focus on the following items.

- July 8, 2021: Water Supply Finance Plan
- July 22, 2021: 2022 Budget and Financial Management Plan
- August 12, 2021: Fire Service Work Plan

Financial/Budget:

Costs associated to work sessions would be tied to staff/consultant time and is budgeted for.

Options:

1. Schedule work sessions for July ,8, July 22, and August 12, 2021 as presented.
2. Send back to staff for further review.

Recommendation:

Schedule work sessions for July ,8, July 22, and August 12, 2021 as presented.

Council Action:

Schedule work sessions for July ,8, July 22, and August 12, 2021 as presented.

Attachments:

None.

City of Corcoran
2021 City Council Schedule

Agenda Item 12.

June 24, 2021

- Active Corcoran Planning Applications
- Job Description Update – Police Administrative Assistant
- Zoning Ordinance Amendment – Westside Tire
- Dornsbach CUP – 6805 Rolling Hills Road
- Cain Road Vacation Request
- Franzen Final Plat
- Code Enforcement Appeals (2)
- Financial Management Plan update
- Commissioner appointment process
- Developer Agreement Amendment Request
- Conditional Uses in Zoning Districts
- Stieg Road Transportation Improvements
- ARPA Resolution Authorizing steps to receive funds
- City Center Drive Feasibility Study
- City Hall Remodel – Pay Request, Change Order

July 8, 2021

- 2021 Action Steps Progress Update
- Diamond Lake Regional Trail Corridor – Preferred Route
- Discuss Open Book meeting vs. local board of appeal and equalization
- FEMA Floodplain Mapping

July 22, 2021

- Active Corcoran Planning Applications
- Country Daze Noise Waiver
- Resolution Supporting Hennepin County Bridge Project
- Amberly and Bellwether Rezoning, Preliminary Plat, and PUD
- Bring Your Own Device Policy
- Discussion on Open Book meeting vs. Local Board of Appeals and Equalization (December 1 deadline)

DRAFT