CITY OF COLFAX

Request for Proposals:

Accounting and Financial Reporting Software

Date of Issue: July 1, 2025

Submission Deadline:

Thursday, August 28, 2025

at 4:00 PM PST

Direct all inquiries concerning this RFP to:

Shanna Stahl, Administrative Services Officer (530) 346-2313

accounting@colfax-ca.gov

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1.0 PURPOSE AND BACKGROUND

The City of Colfax (City) is issuing this Request for Proposals (RFP) to solicit comprehensive proposals for the acquisition and implementation of a cloud-based accounting and financial reporting software system. The scope of this RFP includes complete support for both the initial implementation and ongoing services for all applications provided by the selected software vendor.

The City of Colfax has the following key objectives for this project:

- A streamlined software package that captures financial transactions in a systematic, efficient manner, including budgeting and forecasting capabilities.
- Ability to generate reports and analyze data effectively to support informed decision-making.
- Ability to maintain auditable records and documentation for future reference.
- Dedicated technical support during implementation and throughout annual contract renewals.

Currently, the City utilizes Fund Balance fund accounting software from Tyler Technologies, including the following modules:

- Accounts Payable (with 1099 filing capability, purchasing requisitions, and purchase orders with approvals)
- Accounts Receivable
- General Ledger
- Payroll
- Utility Billing
- Business Licensing
- Currently, five users

1.1 ORGANIZATION BACKGROUND

Colfax, California is a small city nestled in the Sierra Nevada foothills of Placer County. With a population just under 2,000, it sits at the junction of Interstate 80 and State Route 174, making it a scenic stop between Sacramento and Lake Tahoe.

Originally inhabited by the Maidu and Miwok peoples, Colfax gained prominence during the Gold Rush era and was later named after Schuyler Colfax, a U.S. Vice President who visited during the construction of the Central Pacific Railroad. Today, the town retains its historic charm with landmarks like the restored 1905 Southern Pacific Railroad depot and a vibrant downtown filled with local shops and events1.

It's a place where history, small-town spirit, and natural beauty come together for a quiet getaway or a step back in time.

Annual budgeted revenues	$6 million
Full-time Employees	11 with one position vacant
Part-time/seasonal/contract employees	1
Fiscal-year end	June 30

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSALS (RFP) DOCUMENT

This RFP includes the primary RFP document, any attachments, and any addenda issued prior to the contract award. All attachments and addenda released in relation to this RFP before any contract award are hereby incorporated by reference.

2.2 RFP SCHEDULE

The intended schedule for this RFP is as follows. The Contract Lead will make every effort to adhere to this schedule.

Action	Responsibility	Date
Issue RFP	City of Colfax	July 1, 2025
Submit Written Questions	Respondents	July 31, 2025
Provide Responses to Questions on City of Colfax Website: www.colfax-ca.gov	City of Colfax	August 14, 2025
Submit Proposals	Respondents	August 28, 2025
Finalists Notified	City of Colfax	September 11, 2025
Virtual Finalists' Interviews (If needed)	Finalists & Colfax	September 25, 2025
Selection and Contract Award	City of Colfax	October 22, 2025

2.3 RFP QUESTIONS

Upon reviewing the RFP documents, Respondents may seek clarification or interpretation to submit an optimal proposal. To facilitate this process, Respondents are required to submit any questions by the specified due date.

Written inquiries should be emailed to accounting@colfax-ca.gov by the date and time indicated in Section 2.2. The subject line of the email should read "Accounting Software Proposal Questions." Inquiries must refer to the relevant section of the RFP.

Questions received prior to the submission deadline, along with the City's responses and any additional terms deemed necessary, will be posted as an addendum on the City's website: www.colfax-ca.gov. This addendum will become part of the RFP. Only written material contained in an Addendum should be considered authoritative and binding; informal or oral communications from City personnel are not considered official.

The City will only be bound by the information contained in this RFP and any formal Addenda. Informal explanations, instructions, or information given at any time by any representative of the City during the competitive process or after the award shall not be binding.

2.4 INSTRUCTIONS

The City of Colfax urges all potential respondents to read the full RFP document and attachments before responding.

- **COST FOR PROPOSAL PREPARATION:** Respondents bear all costs for preparing and submitting proposals or participating in interviews. The City will not reimburse these costs.
- **CONFIDENTIAL INFORMATION:** The City will keep confidential trade secrets hidden, as allowed by law. Label each page containing such information as "CONFIDENTIAL" at the top and bottom, with specific trade secret information enclosed. Cost information cannot be marked as confidential. Marking information as confidential implies the Respondent has determined it is a trade secret. Limit confidential markings as much as possible.

2.5 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

- **CITY:** City of Colfax
- **CONTRACT:** Agreement for services over a specified period at an agreed price.
- **CONTRACT LEAD:** City of Colfax representative who coordinates with Respondents for contracting and manages the contract.
- **RFP:** Request for Proposals.
- **PROPOSAL:** Submission from a Respondent in response to the RFP.

- **QUALIFIED PROPOSAL:** A compliant proposal from a responsible Respondent meeting RFP requirements.
- **RESPONDENT:** Entity submitting a response to the RFP (e.g., supplier, company, firm, partnership, individual).
- **IMPLEMENTATION:** Timeframe for installation, including planning, development, execution, and monitoring until software is fully operational, including expansions.

2.6 NOTICE TO RESPONDENTS REGARDING TERMS AND CONDITIONS

It is the responsibility of the Respondent to read the Instructions, the City's terms and conditions, all relevant exhibits and attachments, and any other components included in this RFP, and to comply with all requirements and specifications herein. Respondents are also responsible for obtaining and complying with all addenda and other changes that may be issued in connection with this RFP. A copy of the City's standard contract with terms and conditions is available upon request.

If Respondents have questions, issues, or exceptions regarding any term, condition, instruction, or other component within this RFP, these should be submitted as questions in accordance with the instructions in Section 2.3 Proposal Questions. If the City determines that any changes will be made because of the questions asked, such decisions will be communicated in the form of an RFP addendum. The City may also leave open the possibility for later negotiation and amendment of specific contract provisions addressed during the question-and-answer period.

Other than through this process, the City rejects and will not evaluate or consider any additional or modified terms and conditions or instructions submitted with the Respondent's proposal. This applies to any language appearing in or attached to the document as part of the Respondent's proposal that modifies any terms and conditions or Respondents' instructions herein or renders the proposal non-binding or subject to further negotiation. By submitting a proposal in response to this RFP, the Respondent agrees that any additional or modified terms and conditions, including Instructions to Respondents, whether submitted purposely or inadvertently, or any purported condition to the offer shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject the Respondent's proposal as nonresponsive.

If a Respondent desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in Section 2.3, about whether specific language proposed as a modification is acceptable to or will be considered by the City. Identification of objections or exceptions to the City's terms and conditions in the proposal itself shall not be allowed and shall be disregarded or the proposal rejected. By submitting a proposal in response to this RFP, the Respondent understands and agrees that the City may exercise its discretion not to consider any and all proposed modifications a Respondent may request.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

The City will evaluate all qualified proposals submitted by the due date. The selection will be based on the criteria in Section 3.4: Evaluation Criteria. Although the goal is to award a contract to a single respondent for all items, the City may choose to make separate awards for different items, not award certain items, or cancel the RFP entirely. The City also reserves the right to waive minor informalities or technicalities in received proposals.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

From proposal submission to contract award, respondents (including representatives, sub-contractors, and suppliers) must not communicate with anyone inside or outside relevant agencies or private entities about their own or others' proposals or qualifications. Violation of this rule leads to disqualification unless the City deems the communication harmless and unintentional, and in the City's best interest. Authorized communications by the issuing agency or general inquiries before submission and after status updates are exceptions.

3.3 PROPOSAL EVALUATION PROCESS

The City shall review all proposals to this RFP to confirm that they meet the specifications and requirements of the RFP. Only those deemed as qualified proposals will be sent for evaluation by the selection committee.

- Proposals are requested for the scope of services as specified. The City reserves the right to reject any proposal on the basis of fit, form, and function as well as cost. All information furnished in the proposal may be used as a factor in determining contract award.

- The City will review and assess qualified proposals according to the evaluation criteria listed in Section 3.4: Evaluation Criteria.

- The City will rank all qualified proposals and may select a finalist group of Respondents to take part in an interview with City leadership; alternatively, the City may make a final selection without the need for a finalist interview. If a finalist group is needed, the City may request additional formal responses or submissions from any or all finalists for the purpose of clarification or to amplify the materials presented in any part of the proposal. Finalists are cautioned, however, that the City is not required to request clarification, and often does not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Respondent. Price proposals cannot be altered or modified as part of clarification.

- Upon completion of the evaluation process, the City will make award(s) based on the evaluation and notify Respondents via email. The reward of a contract to one Respondent does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the City. All Respondents will be notified regarding the status of their qualified proposal by the date of the proposed contract award in the schedule above.

3.4 PROPOSAL EVALUATION CRITERIA

The City will assess individual submissions based on the Respondent's overall capabilities, experience, and the information provided in each response. Any Respondent found to be technically unqualified, or whose submission is deemed non-compliant, will not be considered. Consultants responding to this RFP will be evaluated using the following criteria:

- **45%** Response to project goals and scope
- **25%** Technical support during software implementation and ongoing
- **20%** Fee proposal and implementation schedule
- **10%** Information, qualifications, and references

3.5 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two main purposes: (1) to inform potential respondents of the requirements and parameters of the software solution sought by the City, and (2) to set forth the terms of the resulting contract from this procurement in conjunction with other specified documents. Consequently, all terms within the RFP shall be enforceable as contract conditions in line with the General Contract Terms and Conditions. Phrases such as "shall," "must," and "requirements" are intended to establish binding contractual obligations. When evaluating or rejecting proposals, the City will consider the extent to which respondents' solutions address the City's needs as outlined in this RFP. Unless explicitly stated otherwise in the RFP, no single requirement will automatically disqualify a respondent from consideration. However, non-compliance with any individual requirement may lead the City to exercise its discretion to reject a proposal in its entirety.

4.0 PROPOSAL REQUIREMENTS & SUBMITTAL

This section outlines the requirements related to this RFP and the procedure for submitting proposals in response to it. By submitting a proposal, the Respondent agrees to meet all requirements stated in this section as well as any other specifications, requirements, and terms and conditions stated in the RFP. If a Respondent has questions about a requirement or specification or believes that modifying a requirement could improve the proposal to the City, they are encouraged to submit these items as questions during the question and answer period in accordance with Section 2.3.

4.1 PROPOSAL PREPARATION & SUBMITTAL

Respondents are required to adhere to the following guidelines for the format and submission of proposals:

- **FORMAT:** Respondents must submit one (1) signed, original proposal in hard copy and one (1) digital version, such as an Adobe Acrobat PDF. Proposals should not exceed 20 pages, with an allowance for an additional two (2) pages for the cover letter and five (5) pages for any appendices.

- **ORGANIZATION:** All proposals must be organized in the specified order. Refer to Section 4.2 for comprehensive details and expectations regarding content requirements.

- **SUBMISSION INSTRUCTIONS:**
    - **Digital Copy:** The proposal and all attachments must be emailed to accounting@colfax-ca.gov by **August 28, 2025, at 4:00 PM PST**. Please use "Accounting and Financial Software Submission" as the subject line of the email.

    - **Original Hard Copy:** The proposal and all attachments must be received at the address provided in the table below for the supply and delivery of the items described herein. For detailed information on the proposal requirements, refer to Section 4.2 PROPOSAL CONTENTS.

MAILING ADDRESS FOR DELIVERY OF PROPOSAL VIA U.S. POSTAL SERVICE	OFFICE ADDRESS FOR DELIVERY BY ANY OTHER MEANS, SPECIAL DELIVERY, OVERNIGHT DELIVERY OR BY ANY OTHER
Attn: Shanna Stahl	Attn: Shanna Stahl
City of Colfax	City of Colfax
PO Box 702	33 S. Main Street
Colfax, CA 95713	Colfax, CA 95713

- **IMPORTANT NOTE:** It is the responsibility of the Respondent to ensure that the proposal is submitted electronically by the specified time and date mentioned above. The original hard copy of the proposal must also be received by the submission deadline. Proposals received after the deadline will not be considered or evaluated. Please note that attempts to submit a proposal via facsimile (FAX) will not be accepted.

- **ADDENDA:** Important updates may be added to this RFP. Respondents should regularly check the City's website at www.colfax-ca.gov for any issued addenda before the proposal deadline. All Respondents are considered to have read and understood all RFP information and addenda.

- **WITHDRAWAL OF PROPOSAL:** Proposals can be withdrawn in writing by the office issuing the RFP before the proposal opening time stated on the cover page (or later if specified in an addendum). Withdrawal requests must be on the Respondent's letterhead, signed by an authorized agent. Withdrawals after proposal opening are allowed only for good cause and at the City's discretion.

4.2 PROPOSAL CONTENTS

Respondents' proposals must include the required elements outlined below, including populating all attachments of this RFP that require information and include an authorized signature where requested. Additional details required for each proposal section are included below.

Tab 1: Response to Project Goals and Scope

Respondents should address their approach to meeting the proposal goals and producing the requested deliverables outlined in Section 5.0. Respondents are encouraged to provide suggestions that would improve the implementation and utilization of the software and technical support approach. Specific elements of the RFP response should include:

- Submission of a completed "Software Abilities and Requirements" spreadsheet included herein as Attachment F.
- Identification of the types of licenses offered for different levels of use.
- Description of account number customization abilities.
- Identification of where/when additional applications or other vendors will be utilized to meet requirements.
- Outline the availability of virtual demos to view product capabilities.

Tab 2: Proposed Strategy and Technical Approach

In this section, Respondents shall provide the firm's proposed strategy and technical approach to meet the scope of work requirements outlined in Section 5. Specific areas of the approach that the Respondent should address in the response include:

- Development of an implementation plan and timeline for execution. The City's goal is to go live on July 1, 2026, in coordination with the new fiscal year.
- Description of levels of support for implementation.
- Description of levels of support for recurring licenses and services.
- Identification of the key personnel for implementation.
- Identification of training for software for different license levels. Indicate if training is in person, virtual, or standard recordings.
- Description of the proposed client engagement approach, including the use of an account manager.

Tab 3: Firm Information and Qualifications

If multiple firms are responding as a team, this information shall be listed for each company.

Tab 3.1 Organization Information

- Firm name, address, phone, and website. Also include primary contact name, title, and contact information.
- History of the firm and the state in which the firm was organized or incorporated, number of full-time employees, and type of ownership.
- Hours of operation project managers will be available for technical assistance.
- Office location(s) (City, State) from which key individuals on this team will operate.

- Describe how your firm or team responds to the City's desire for participation by businesses owned by minorities, women, disabled, disabled business enterprises, and small businesses.

Tab 3.2 Firm Qualifications and Experience

Include recent experience relevant to this project, the location and description of the project(s), key staff who worked on the project(s), and how the results or effectiveness of the project were measured.

- Experience with implementing accounting and financial software for local governments, regional councils of government, or other federal grant-funded organizations.
- Experience advising clients on streamlining procedures to improve efficiency in the organization.
- Experience providing continued support for improvements and/or daily operations.

Complete and submit:

- Attachment B: References Sheet (Respondents may recreate it if the content remains unchanged).
- If possible, the City prefers at least one local referral who is available for an in-person software demonstration.

Tab 3.3 Key Personnel Experience

Provide a summary of qualifications for key personnel and any subcontractors proposed to provide services to the City under the proposed scope of work.

Attachment A: Pricing Proposal

Price shall constitute the total cost to the City to perform all services requested, including all materials, supplies, and travel. Note that the City is unable to accept unlimited reimbursable expenses. Any proposed reimbursable expenses must be capped in the price proposal. Complete Attachment A, which serves as a cover sheet for the price proposal; the format of the price proposal is at the discretion of the Respondent but must reference the specific tasks and deliverables outlined in Section 5 including the following:

- Implementation fee and recurring fees broken out in detail.
- Breakout of license fees.
- Additional fees charged for support services, identifying costs during implementation separate from post-implementation.
- Estimate of costs/fees for additional applications and/or vendors.

Attachment B: References

Provide a minimum of three (3) references for whom similar services have been performed as described herein. Note: E-mail addresses must be valid. Failure to provide a valid email may subject the Respondent's proposal to rejection.

Attachment C: Location of Workers Utilized by Respondent

Detail the location(s) at which performance will occur, as well as the way resources or workers outside of the United States will be utilized in performing this Contract. The City will evaluate the additional risks, costs, and other factors associated with such utilization before making an award.

Attachment D: Certification of Financial Condition

Each Respondent shall certify it is financially stable and able to complete the scope of work outlined in this RFP. This certification aims to minimize potential performance issues from contracting with a financially unstable Respondent. From the date of the Certification to the expiration of the Contract, the Respondent shall notify the City within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

Attachment E: Certificate of Insurance

Attach proof of insurance for the type of work solicited in this RFP, including, but not limited to, workers compensation and commercial general liability coverage.

Attachment F: Software Abilities and Requirements

Complete the attached excel spreadsheet and return it with the submission. (This is a separate document provided by the City).

Attachment G: Software Application Requirements

Provide documentation demonstrating the measures in place for protecting financial data and the secure access controls implemented.

4.3 ADDITIONAL REQUIREMENTS

Respondents shall note the following requirements of Respondents to this RFP and fully review the standard City contract for services.

5.0 SCOPE OF WORK EXPECTATIONS

This scope of work outlines the expected deliverables to aid Respondents in preparing their RFP submissions. Required items must be included in the response, while optional items are noted. We welcome suggestions to enhance the final product.

5.1 TASK SUMMARY

- **Task 1: Approach & Project Management Plan**
    - Weekly meetings for progress, budget, and timeline monitoring.
    - Personnel management plan with dedicated project manager and technical staff.
    - Understand auditing and reporting requirements for software implementation.
    - Recommend account structure for auditable reporting.

- **Task 2: Software Installation & Implementation**
    - Assist with financial report writing.
    - Import prior 5 years data for history.
    - Collaborate with Accounting and IT to minimize disruptions.
    - Reduce downtime and operational impacts during transition.

- **Task 3: Staff Training During Implementation**
    - Personalized training and manuals for power users.
    - Support for first 12 months post-implementation.
    - At least 1 recorded training session and manual for all staff.

- **Task 4: Ongoing Technical Assistance & Support**
    - Automated updates and software change communications.
    - Support for annual e-filing like 1099s and W-2s.
    - Help desk or ticketing system for support prioritization.

5.2 PROJECT TIMELINE

The City plans to start the project soon after awarding the contract and finalizing negotiations. The goal is to complete implementation by July 1, 2026, for the new fiscal year. Respondents should provide a proposed timeline and task sequence based on their expertise.

ATTACHMENT A: PRICING PROPOSAL

Respondents must submit a detailed price proposal for the scope of services in this RFP. The City cannot accept unlimited reimbursable expenses; proposed reimbursable expenses must be capped.

Total price for all services and deliverables: ___________

Total reimbursable expenses cap: ___________

Total price proposal: ___________

Please attach a comprehensive price proposal that details the specific tasks and deliverables identified in Section 5. The format of the price proposal is left to the discretion of the respondent.

ATTACHMENT B: REFERENCES

The respondent is required to provide at least three (3) references for whom similar services have been performed as outlined herein. Please ensure that e-mail addresses are valid. Failure to provide a valid email address may result in the rejection of the respondent's proposal.

Reference 1:

Client Name: ___________________________
Type of Service / Scope of Work: ___________________________
Performance Dates: ___________________________
Contact Name: ___________________________
Phone: ___________________________
Email: ___________________________

Reference 2:

Client Name: ___________________________
Type of Service / Scope of Work: ___________________________
Performance Dates: ___________________________
Contact Name: ___________________________
Phone: ___________________________
Email: ___________________________

Reference 3:

Client Name: ___________________________
Type of Service / Scope of Work: ___________________________
Performance Dates: ___________________________
Contact Name: ___________________________
Phone: ___________________________
Email: ___________________________

ATTACHMENT C: LOCATION OF WORKERS UTILIZED BY RESPONDENT

The Respondent is required to specify the location(s) where performance of work will take place and describe how it plans to use resources or workers outside of the United States for this contract. The City will assess the risks, costs, and other factors related to this utilization before making an award decision.

Will any work under this Contract be performed outside the United States?

☐ Yes ☐ No

If the Respondent answered "YES" above, Respondent shall complete the questions below:

1. Please list the location(s) outside of the United States where work under this Contract will be conducted by the Respondent, any sub-contractors, employees, or other personnel performing work under the Contract:

2. Describe the corporate structure and the locations of corporate employees and activities of the Respondent, its affiliates, or any sub-contractors that will execute work outside the United States:

The Respondent agrees to provide written notice to the City regarding the relocation of the Respondent, its employees, sub-contractors, or other personnel performing services under the contract to locations outside the United States.

Identify all locations within the United States where performance will take place:

ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION

Name of Respondent:

The undersigned certifies that the following statements are accurate: [check all applicable boxes]

☐ The Respondent is in stable financial condition and has received an unqualified audit opinion for the latest audit of its financial statements, if applicable.

☐ The Respondent is in stable financial condition and has received an unqualified audit opinion for the latest audit of its financial statements, if applicable.

Date of latest audit:

☐ The Respondent has no outstanding liabilities to the Internal Revenue Service or any other government entity, including tax and judgment liens.

☐ The Respondent is current on all payments for federal and state taxes and required employment-related contributions and withholdings.

☐ The Respondent is not involved in any ongoing litigation or findings of noncompliance under federal or state law.

☐ The Respondent has not been involved in any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may affect its ability to meet the requirements of this Contract.

☐ The undersigned is authorized to make these statements on behalf of the Respondent.

Note: This certification remains valid, and the Respondent must notify the Contract Lead within 15 days of any material changes to the representations made herein.

If any box above is NOT checked, the Respondent shall explain the reason below:

Signature: Date*:*

Printed Name: Title:

[This Certification must be signed by an individual authorized to represent the Respondent]

ATTACHMENT E: CERTIFICATION OF INSURANCE

Respondents must provide proof of insurance for this RFP's work, including workers compensation and commercial general liability.

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ATTACHMENT F: SOFTWARE ABILITIES AND REQUIREMENTS

Respondents should complete the attached excel spreadsheet and return it with the submission. (This is a separate document to be provided by the City).

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ATTACHMENT G: SOFTWARE APPLICATION REQUIREMENTS

Please provide documentation that demonstrates the measures in place for protecting financial data and the secure access controls implemented.

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City of Colfax
Software Application Requirements
Attachment F

		Included in software package	Available with additional application	Available through other vendor	Additional fees required	Additional cost estimate	Other Comments/Notes
		Yes/No	NA/Yes/No	Yes/No	Yes/No		
A.	**General Ledger**						
A.1	Multiple levels of users						
	3 power users						
	5-9 approvers						
	10-15 employees, ability for entering requisitions and viewing purchase orders						
A.2	User defined chart of accounts with unlimited additions						
	Provide example of account lay out - how many categories, FF PPPPPP LLLL XX EEEE						
A.3	Run financial statements over multiple years and specific periods of time						
A.4	Automated interfund transactions for all modules						
A.5	Interface with subsidy ledgers throughout all applications						
A.6	Run financial statements by fund, project and /or type						
A.7	Drill into data in all applications						
A.8	Easy import/export, including vendor defined reporting						
A.9	Automated JE allocations with variable rates. For example, fringe and indirect calculated and allocated to each project						
A.10	Manual JE, with ability to approve before posting						
A.11	Audit Trail/Tracking – ability to view history of which users have accessed, created, modified data entry items.						
A.12	The ability to denote the type of journal (payroll, reclass, bank, etc.) through specific field viewed in ledger.						
A.13	Ability to lock the previous year after year-end closure to avoid inadvertent changes.						
A.14	Ability to post in future periods, including future fiscal years.						
A.15	Ability to soft close months						
A.16	Automatic year-end closing without loss of detail.						
A.17	Role-based security and ability to assign users to multiple roles.						
A.18	Modify, view, or restrict access controls.						
A.19	Reports regarding unauthorized access to sensitive data (e.g. personal info; social security, etc.)						
B.	**Budgeting**						
B.1	Budget by fund, subfund, project and /or type in detail						
B.2	Ability to summarize budget reports						
B.3	Update budget throughout the year						
B.4	Forecasting revenues/expenses at a variety of levels (e.g. category, account, fund) under a variety of methods such as historical averages, percentages, fixed amounts, and by a user defined formula.						
B.5	Budget to actual reporting and comparison						
B.6	Ability to set control limits to not post to unbudgeted or overbudget accounts						
C.	**Accounts Receivable**						
C.1	Prepare multiple types if invoices to any fund/project						
C.2	Ability to set up recurring invoices						
C.3	Search and drill functions on all aspects of invoice						
C.4	Aging report that agrees to each fund ledger						
C.5	Import functions						
C.6	Copy invoice for ease of creating additional invoices						
C.6	Record payment through cash management						
D.	**Cash Management**						

D.1 Maintain multiple cash accounts
D.2 Reconcile monthly bank statements, record interest and fees
D.3 Search cash receipts and payments by project, dollar, vendor or date
D.4 Enter cash receipts/deposits in all funds
D.5 Accounts receivable and payable feed into bank module

E. Purchasing (Requisitions and Purchase Orders)

E.1 Enter requisitions for approval and purchase order created - budgetary control
E.2 Dual approvals for requestions
E.3 Attach images to requisition
E.4 Ability for approver to change PO or cancel/complete
E.5 Search functions on all elements of the requisition and PO
E.6 Ability to assign departments

F. Accounts Payable

F.1 Fully electronic process including workflows and approvals.
F.2 Ability to customize approval workflow based on department and/or dollar thresholds.
F.3 Verification of budget status prior to accepting a transaction.
F.4 Quick selection of vendors from a pull-down box, search field, etc.
F.5 Tracking aging items and other exceptions stop payments.
F.6 Recurring payables processing.
F.7 Ability to post AP invoices in past (open) or future periods.
F.8 Accessing vendor or purchase history by name, number, invoice date, check date, account code, and other criteria.
F.9 Blocking duplicate invoice processing.
F.10 Allowing users to change or cancel invoices before payment - with approvals
F.11 Ability to attach image to bill
F.12 Aging reports to agree to balance sheet and sub ledgers
F.13 Partial invoice payments
F.14 Import batches of bills
F.15 Export electronic payments for bank imports
F16 Search function on all aspects of bill
F.17 Generate and file 1099
F.19 Ability to create vendors

G. Timesheets/Payroll – module or seamless integration with another provider

G.1 Electronic timesheet with 2 approval levels
G.2 Employee record time to fund/project level
G.3 Employee time reported in general ledger must be on project basis by employee
G.4 Manage employee access to projects
G.5 Multiple payrates for employees
G.6 Annual sick and vacation tracking and accrual by employee with multiple accrual rates
G.7 Ability to pay bonuses or other salary adjustments
G.8 Ability to adjust employee history (for example, add additional hours to accrues vacation or sick).
G.9 Ability to file annual W-2 reporting
G.10 Ability to file quarterly reporting
G.11 Ability to run subledger reports on individual benefits
G.12 Ability to run employee information report on specific periods
G.13 Ability to run labor distribution report hours and dollar amounts for actual, budget and balance for specific periods.

H.1 Grant Management

H.1 Budget by grant/contract across fiscal years
H.2 Ability to track eligible expenditures and revenue - direct and indirect costs?
H.3 Summary and details reporting of grant activity, across the life of the grant.
H.4 Easy preparation of federally required Schedule of Expenditures of Federal Awards (SEFA)
H.5 Track beginning and ending dates, award amounts

I.1 Contract Management

I.1 Process and track contracts

I.2 Maintain contract beginning and expiration dates, amendments, and other requirements
I.3 Link contract to grant and/or projects as appropriate.
I.4 Contract original amount, remaining amount…

J.1 Utility Billing

J.1 Ability to create new utility accounts
J.2 Process invoices for mailing and email
J.3 Receive utility payments and feed into General Ledger for reporting
J.4 Aging and outstanding balance reports
J.5 Ability to bill by flat rate or meter reading
J.6 Maintain customer history reports
J.7 Ability to assess (calculate?) late fees and penalties

K.1 Business Licensing

K.1 Ability to create new business licenses, license types and business types
K.2 Process an annual bulk license renewal and invoicing
K.3 Ability to run reports by business, business type or license type