City of MADISON

Requirements Survey Technical Requirements	Requirements Response Rules:
The following functional, technical, workflow and reporting needs provide the minimum requirements of City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.	Column #1. **Mandatory** : Proposers are required to input one response per requirement using the drop down list provided. **Response Types:** **F=Fully provided out of the box, or fully provided out of the box through basic configuration** **Mod= Provided through a technical modification of the software (i.e. a customization)** **TP = Provided through a proposed third party application or capability** **RT = Provided through a built in or proposed reporting tool** **NA = Not Available** Column #2. Proposers are requested to itemize estimated costs for all modification requirements. Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements. Column #4. **Mandatory** : Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal. Column #5. **Mandatory** : Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal. Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality. Column #7. **Mandatory** : Proposers are required to list the version number for all functionality proposed to the City.

Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included in Implementation Costs	5. Included in training costs	6. Subcontractor	7. Version Number	Comments/Narrative
						Yes/No	Yes/No			
	Technical Requirements									
	Critical & Unique Requirements									
M1	Ability to provide Integrated spell checking within the ERP system input fields	6								
	General Technical									
1.00	Ability to integrate all application modules preventing the need to re–key or reconcile records across modules.	5								
2.00	Ability to be compliant with Section 508 requirements.	5								
3.00	Ability to utilize mobile device(s) technology	4								
4.00	Ability to run on Windows 2008 server 64 bit platform	3								
5.00	Ability to run on SQL 2005 database	3								
	Input/Output									
6.00	Ability to provide the following output options:									
7.00	Screen display	5								
8.00	HTML format	5								
9.00	File	5								
10.00	Printer	5								
11.00	Fax number	5								
12.00	Email address	5								
13.00	Adobe Acrobat (.PDF) file	5								
14.00	Capability to support downloads to the following applications:									
15.00	Microsoft Excel	5								
16.00	Microsoft Word	5								
17.00	Ability to support imports from fixed or delimited datasets from the following applications:									
18.00	Microsoft Excel 2000 & 2007	5								
19.00	Microsoft Word 2000 & 2007	5								
20.00	Ability to input/output data using the following technologies:									
21.00	Imaging software	5								
22.00	Document scanners	5								
23.00	Hand held or mobile devices	4								
24.00	Other input/output devices–Cashering	5								
25.00	Ability to utilize graphical tools to illustrate statistical information.	5								
26.00	Ability to support XML import/export.	5								
27.00	Ability to utilize extensions between ERP and another system, such as GIS.	5								
28.00	Ability to manage or integrate with a batch scheduler for reports and/or other system processes.	3								
	Security and Audit									
29.00	Ability to provide system security at the following levels:									
30.00	Selective screen	5								
31.00	Selective field	5								
32.00	User	5								
33.00	Ability for the system to provide security controlled user access including the following:									
34.00	Inquire or read only	5								
35.00	Add or create	5								
36.00	Modify or update	5								
37.00	Delete or remove	5								
38.00	Confirm delete or remove	5								
39.00	Approval of transactions	5								
40.00	Ability to copy & paste data.	5								
41.00	Ability to build a system–wide audit trail or transaction log.	5								
42.00	Ability to report on the transaction log and audit trail.	5								

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43.00	Ability to track the following on the system-wide audit trail or transaction log:									
44.00	Identification of the user	5								
45.00	Date & Time stamp	5								
46.00	Before & after images of modified data	5								
47.00	Ability to alert users to the following: (alert methods include email, instant message, text message and method chosen configurable by individual users).	5								
48.00	User-defined events	5								
49.00	System defined deadlines	5								
50.00	Ability to have the following levels of security:									
51.00	System-level security	5								
52.00	Role-level security & controls and associated separation of duties (separation from system administrator duties, user administration duties, actual data maintenance duties)	5								
53.00	Database-level security	5								
54.00	Program-level security	5								
55.00	Field-level security	5								
56.00	Ability to support Single Sign On (SSO).	5								
57.00	Ability to integrate with Active Directory – including both authentication and authorization.	5								
58.00	Ability to support centralized or decentralized management of access control.	5								
59.00	Ability to support electronic signatures used for online approval.	5								
	Data Entry Processing									
60.00	Ability to allow users to utilize user defined/configurable data input screens/formats without modifying application source code.	5								
61.00	Ability to allow users to define mandatory data entry fields.	5								
62.00	Ability to allow users to define default field values for data entry screens.	5								
63.00	Ability to allow users to populate standard tables for particular data entry fields.	5								
64.00	Ability to modify the screen format based on the user group entering the data.	5								
65.00	Ability to attach associated free form comments to transactions.	5								
66.00	Ability to track multiple notes for each transaction type.	5								
67.00	Ability to provide soft or hard warnings prior to executing delete or remove functions.	5								
68.00	Ability to incorporate field-level data validations.	5								
69.00	Ability to validate that date and format is valid in date fields.	5								
70.00	Ability to change the editing values (tables) on-line/interactively without program coding changes and recompilation.	5								
71.00	Capability of designing an open architecture that allows for integration of data and displays from other systems.	5								
72.00	Ability to enter alpha, alphanumeric, and numeric values within the same form.	5								
73.00	Ability to run the application within a web browser. (Want the ability to fully use all user functions without installing additional local software)	3								
	Network Connectivity									
74.00	Ability to switch to a backup network in case of an outage or system downtime.	5								
75.00	Ability to leverage existing City infrastructure for connectivity if such connectivity exists today such as terminal services or other remote connectivity tools.	5								
76.00	Ability to provide for a secure connection ensuring all data is protected.	5								
77.00	Ability to provide encryption as part of the connectivity security approach.	5								
78.00	Ability to print to network printers, using TCP / IP, without additional hardware components.	5								
79.00	Ability to support a Single-domain Active Directory environment.	5								
80.00	Ability to support a Multiple-domain Active Directory environment	2								
81.00	Ability to perform distributed printing to addressable printers connected to the City network including on demand printing, scheduled printing and queuing for batch printing. If Unix is required for software	5								
	Platform and Operating Environment									
82.00	Ability to operate in a Windows desktop environment.	5								
	Application Architecture									

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83.00	Ability to provide APIs for custom code to support upgrades to future releases.	5								
84.00	Ability to provide the City with data integration and the ability to build interfaces to and from the product.	5								
85.00	Ability to support or utilize web services.	5								
	Operational Standards									
86.00	Ability to guarantee continuously available (24x7) external web-enabled information access functions.	5								
87.00	Ability to fully-synchronize backup and recovery with a well-defined disaster recovery plan. Ability to utilize clustering and/or mirroring, and/or virtual technology.	5								
88.00	Ability to provide high availability including application, disk storage and CPU failover.	5								
89.00	Ability to perform transaction level auditing and rollback/recovery to ensure internal integrity of all transactions.	5								
90.00	Ability to operate in the following redundancy/failover environments:									
91.00	Dual data centers	5								
92.00	Multi-processor server with processor failover	5								
93.00	Redundant application servers with automatic failover	5								
94.00	Redundant database servers with automatic failover	5								
95.00	Redundant web servers with automatic failover	5								
	Report/Inquiry Processing									
96.00	Ability to utilize a report writer.	5								
97.00	Ability to prevent unauthorized data access through the report writer.	5								
98.00	Ability to modify pre-existing reports.	5								
99.00	Ability to manage report templates.	5								
100.00	Ability to generate a report on any field.	5								
101.00	Ability to print reports in batches.	3								
102.00	Ability to route reports to multiple specified printers.	3								
103.00	Ability to retain multiple generations of reports to meet retention requirements	3								
104.00	Ability to purge retained reports on schedule according to record retention requirements.	3								
105.00	Ability to view current and retained reports on-line.	5								
106.00	Ability to automatically route a report to identified users electronically.	5								
107.00	Ability to allow the user to schedule automatic report printing/generation by the following:									
108.00	Time of day	5								
109.00	Day of week	5								
110.00	Day of month	5								
111.00	User-defined number of days	5								
112.00	User-defined day of the week	5								
113.00	Monthly	5								
114.00	Semi-annually	5								
115.00	Annually	5								
116.00	User-defined time period	5								
117.00	Ability to provide the following ad hoc query functionality:									
118.00	Sort information by multiple fields	5								
119.00	Minimize information selection based on multiple field criteria	5								
120.00	Provide multi-level totaling	5								
121.00	Ability for users to save ad hoc query templates.	5								
122.00	Ability to provide information analysis tools, including:									
123.00	Standard on-screen inquiries	5								
124.00	Query tools	5								
125.00	Provide a list of supported report-writer tools.	5								
126.00	Ability to provide what-if scenario reporting.	5								
127.00	Ability to select multiple output formats for reports including:									
128.00	.PDF	5								
129.00	.doc	5								
130.00	.xls	5								
131.00	HTML	5								
132.00	Other common output formats	5								
133.00	.docx, .dotx	5								
134.00	.docm	5								
135.00	.xlsx, xltx, xltm, xlsb, xlam	5								
136.00	.xlsm	5								
137.00	Ability to perform the following output formats on demand, as scheduled and batch:									
138.00	Paper	5								
139.00	Fax	5								

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140.00	E-mail	5								
141.00	File – XML, PDF, HTML, text, csv	5								
142.00	Ability to define user default print locations for the following items:									
143.00	Reports	5								
144.00	Requisitions/Pos	5								
145.00	Checks	5								
146.00	Payroll	5								
147.00	Labels	5								
148.00	1099s	5								
149.00	Other printed items	5								
150.00	Ability to perform ad-hoc searches on any fields.	5								
151.00	Ability to perform spell check functionality.	5								
	Data Retention									
152.00	Ability to enable compliance with applicable City of Madison and State of Wisconsin retention schedules.	5								
	Archive and Back-Up									
153.00	Ability to manage a defined archival and purge procedure.	5								
154.00	Ability to pre-schedule data archiving and purge routines.	5								
155.00	Ability to perform automatic daily incremental back-up of all system files with periodic full back-up of the complete system.	5								
156.00	Ability to archive data, including all system data.	5								
157.00	Ability to perform full back-up and recovery in the event of malfunction (hardware and/or software), and ensure that no transactions are lost.	5								
158.00	Ability to modify archive and purge criteria options that can be easily changed by an authorized administrator while maintaining file synchronization and referential integrity of tables.	5								
159.00	Ability to mark records for deletion and not remove them from the database until archived.	5								
160.00	Ability for the administrator to reset deleted records (maintaining referential integrity).	5								
161.00	Ability to provide access to archived data when the system architecture changes as a result of a software upgrade.	5								
162.00	Ability to purge records upon request that meet user defined time and/or other purge criteria.	5								
163.00	Ability to validate integrity of database before and after purge.	5								
164.00	Ability to list all records included in purge.	5								
165.00	Ability to identify orphaned records (e.g. records that do not have parent values).	5								
166.00	Ability to provide a method to access, query, and report against archived data.	5								
	Process Scheduling and Execution									
167.00	Ability to control priority of the batch process based on multiple userdefined criteria.	3								
168.00	Ability to control job start time based on user-defined criteria.	3								
169.00	Ability to control job by transaction type.	3								
170.00	Ability to sequence multiple jobs based on user defined rules.	3								
171.00	Ability to manage a system-wide calendar which can be updated on-line by the user to schedule processing or control processing parameters.	3								
172.00	Ability to integrate with external process/job scheduler so that dependencies related to external processes can be used to manage system events.	3								
173.00	Ability to manage various program checks for controlling data files, verifying correct processing, and ensuring data integrity, such as record counts, totals, limit checks, and dollar totals.	5								
174.00	Ability to manage automatic reconciliation of all exported/imported data.	5								
	User Interface									
175.00	Ability to operate under Windows platform and provide inherent functionality.	5								
	Help Capability									
176.00	Ability to provide the following on-line help functionality:									
177.00	Searchable help	5								
178.00	Field (topic) specific help	5								
179.00	Ability to allow secured customization/configuration of the online help.	5								
180.00	Ability to perform an extensive online help facility capable of being easily modified by system management/administration. The help facility will include:									
181.00	Window level help	5								

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182.00	Field level help	5								
183.00	Error message help	5								
184.00	Context sensitive help	5								
185.00	Hypertext linked help	5								
186.00	Indexed help	5								
187.00	Definable "wizards"	5								
188.00	Ability to provide an extensive online error message facility capable of being easily modified by system management/administration. The error message facility should include:									
189.00	Short error message description (at least 30 characters)	5								
190.00	Detailed error message description	5								
191.00	Highlighting of field in error	5								
192.00	Customizable error message text stored in appropriate system tables	5								
193.00	Ability for users to access user documentation on-line.	5								
194.00	Ability for online help to direct the user to help screens specific to the transaction for which they are processing.	5								
195.00	Ability for online help facility to be customizable to reflect the City's configuration of the software.	5								
	Workflow									
196.00	Ability to manage user defined workflow for any system event.	5								
197.00	Ability to manage an unlimited number of workflow steps.	5								
198.00	Ability to route workflow to multiple destinations based on defined workflow events.	5								
199.00	Ability for documents to be uploaded and routed for approval through an automated user designed workflow.	5								
200.00	Ability to route documents using pre-defined and user defined workflow routes.	5								
201.00	Ability to route a document on ad-hoc workflow routes.	5								
202.00	Ability to automatically escalate an approval if not addressed within specific timeframes.	5								
203.00	Ability to view the status of a document on a workflow route.	5								
204.00	Ability to designate workflows as informational or action required (approval).	5								
205.00	Ability to not finalize until approval workflows are complete.	5								
206.00	Ability to route rejected transactions to any prior approver.	5								
207.00	Ability to provide an "inbox" for each user with workflow items to be reviewed.	5								
208.00	Ability to manage electronic signatures for approvals and rejections.	5								
209.00	Ability to manage tracking of workflow approvals and rejections.	5								
210.00	Ability to define user transaction status including; approved, rejected, pending, and under consideration.	5								
211.00	Ability to identify the status of items submitted to workflow at any time.	5								
212.00	Ability to specify workflow destination as specific users or classes of users within workgroup or other user defined criteria.	5								
213.00	Ability to notify users when items in their inbox have gone unprocessed for a user defined period of time.	5								
214.00	Ability to automatically route transactions to a workgroup after a specific time of inaction (based on transaction type).	5								
215.00	Ability to delegate approval authority to another user for a specified period of time (to cover vacations, other circumstances).	5								
216.00	Ability to bypass steps in the workflow process by allowing approvers higher in the approval steps to approve transactions before they arrive in their mailbox.	5								
217.00	Ability to manage a "master approver" for each workflow that may approve a transaction at any time whether or not they are included in the normal workflow.	5								
218.00	Ability to attach additional documentation to workflow events (word documents, spreadsheets, other files).	5								
219.00	Ability to identify and track the number of transactions approved by person.	3								
220.00	Ability to identify and track the number of transactions processed at each level of the approval hierarchy.	3								
221.00	Ability to identify and track the number of transactions rejected at each level of the approval hierarchy.	3								
222.00	Ability to identify the number of transactions pending approval at each level of the approval hierarchy.	3								
	Error Messages									

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223.00	Ability for error messages to appear in a consistent format across all system modules, for both batch and on-line processing. Specifically, error messages have like codes, text and screen locations.	5								
224.00	Ability to integrate error messages with on-line help function.	5								
225.00	Ability to report an error recycle file for rejected batch transactions.	5								
226.00	Ability to maintain a suspense file for rejected or unposted transactions.	5								
227.00	Ability to produce error statistics by source.	3								
	Interfaces									
228.00	Ability for the system to integrate with the City's Telestaff system (See Appendix 6 for details)	5								
229.00	Ability for the system to integrate with the City's Trapeze system (See Appendix 6 for details)	5								
230.00	Ability for the system to integrate with the State of Wisconsin WRS system (See Appendix 6 for details)	5								
231.00	Ability for the system to integrate with the City's OCR system (See Appendix 6 for details)	5								
232.00	Ability for the system to integrate with the City's bank provider for P-Cards (See Appendix 6 for details)	5								
233.00	Ability for the system to integrate with the City's Elite system (See Appendix 6 for details)	5								
234.00	Ability for the system to integrate with the City's PU Ticket system (See Appendix 6 for details)	5								
235.00	Ability for the system to integrate with the City's New World system (See Appendix 6 for details)	5								
236.00	Ability for the system to integrate with the City's Muni Court system (See Appendix 6 for details)	5								
237.00	Ability for the system to integrate with the City's MadisonPay.com website (See Appendix 6 for details)	5								
238.00	Ability for the system to integrate with the City's Accela ELAM system (See Appendix 6 for details)	5								
239.00	Ability for the system to integrate with the City's Docfinity EDMS system (See Appendix 6 for details)	5								
240.00	Ability for the system to integrate with the City's RecTrac system (See Appendix 6 for details)	5								
241.00	Ability for the system to integrate with the City's USI system (See Appendix 6 for details)	5								
242.00	Ability for the system to integrate with the City's banking provider (US Bank) system for ACH (See Appendix 6 for details)	5								
243.00	Ability for the system to integrate with the City's various systems to import AP payment information (See Appendix 6 for details)	5								
244.00	Ability for the system to integrate with the City's CIS Infinity system (See Appendix 6 for details)	4								
245.00	Ability for the system to integrate with the City's Cityscape system (See Appendix 6 for details)	4								
246.00	Ability for the system to integrate with the City's CAMA system (See Appendix 6 for details)	4								
247.00	Ability for the system to integrate with the City's TR Tax system (See Appendix 6 for details)	4								