Skyward, Inc.

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Bid Notes **Skyward has provided a response solely to the Student Information System questions within the RFQ.**

Item #	Line Item	Notes	Unit Price	Qty/Unit	Attch.	Docs
TS-17-04-A--01-01	Please upload & submit all required documents here.	**Supplier Product Code:** SIS Response **Supplier Notes:** Skyward has provided a response solely to the Student Information System questions within the RFQ. Should you have any questions related to this response, please reach out to Scott Hansen at scotth@skyward.com or via phone at 715.341.9406 ext. 1375	**First Offer -**	1 / each	**Y**	**Y**

Supplier Total $0.00

Skyward, Inc.

Item: **Please upload & submit all required documents here.**

Attachments

Revised_Attachment_M_-_Functional_Requirements_Summarized_1-16-18.xlsx

Skyward_Attachment_N_-_General_Company__Software_Overview.xlsx

SKYWARD_SIS_Pembroke Pines RFQ TS-17-04-A.pdf

Selection
X

			Key Definitions: Out of the Box: requires 'minimal configuration' Configuration: requires 'heavy configuration' Customization: change in source code of the system			[Insert Vendor Name]		
	Introduction: For each of the functions or requirements shown below, please place a "x" in the column that best describes your software's level of functionality.		**Supported 'out of the box' with minimal configuration**	**Supported but requires configuration of software.**	**Supported but requires customization of base software.**	**Supported but requires 3rd party/bolt on**	**Not supported or supported with limited functionality**	Optional: Please add any comments or points that will help us understand your software's functions, features or unique approaches in this area.
	Legend:		**Out of the box**	**Configuration**	**Customization**	**3rd party/Bolt on**	**Limited/No support**	**Comments - Key Points**
ID	**Cross-Functional Requirements**	**Requirement Examples and Explanations**						
	System Functionality							
1	Ease of navigation capability – the ability to view all information on one screen, or navigate between modules with ease.							
2	The ability to provide role-based permissions and parameters by:							
3	* User							
4	* Group							
5	* Department							
6	* Fields							
7	The ability to attach documents, photos and notes to a system record.							
8	The ability to import data into the system from a spreadsheet.							
9	The ability to provide visibility of transactional history with audit trail capability.							
10	The ability to set up parent-child relationships.							
11	The ability to set up multi-site locations.							
12	The ability to cross reference items (i.e. fixed asset numbers, facilities, addresses, etc.)							
13	The ability to connect remotely to the ERP system.							
14	The ability to provide mobile capability (i.e. Phones, tablets, etc.)							
15	The ability to provide electronic signature functionality.							
	Work Flows, Notifications and Alerts							
16	The ability to provide workflow automation and management:							
17	* Workflow tracking							
18	* Workflow reporting							
19	* Audit trail capabilities							
20	* Set up tasks by group or individual							
21	* Set up workflows across multiple departments, groups and individuals							
22	* Establish points of approval and milestones							
23	* Generate alerts and notifications throughout workflows							
24	The ability to provide automated flags and notifications in the system.							
	Document Management							
25	The ability to provide and store documents in central document repository with revision control.							
26	The ability to generate a master list of all documents stored in the repository.							
27	The ability to import and export documents.							
28	The ability to tag specifics documents related to compliance for regulations, procedures and various authorities.							
	Queries, Reporting and Dashboards							
29	The ability to provide user friendly tools to view all data real time.							
30	The ability to create and display user defined dashboards and reports.							
31	The ability to extract reporting/queries into other formats: CSV, Excel, etc.							
32	The ability to do analytics, trend analysis and reporting.							
33	The ability to search using wildcard characters.							
34	The ability to handle multiple drop down selections.							
35	The ability to modify or create custom forms.							
	Web Portals and On-line Payments							

36	The ability to provide customer & vendor portals.							
37	The ability to support on-line payment functionality.							
38	The ability to support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)							
39	The ability to provide Integrated EDI tools and capabilities:							
40	* Security-based parameters compliant with Federal, State and County regulations							
	Public Services							
	Engineering							
41	The ability to provide Project Management capabilities:							
42	* Manage specialized Engineering projects	Can use MS Project						
43	* Remote access to document repository	Can access only through ethernet connection						
44	* Project lifecycle management	Can use MS Project						
45	* Scan / upload of plans to repository and system for use	Currently have scanning capability and can determine destination						
46	* Electronic plan reviews (if applicable)	Only have email or drop-box for receiving of plans						
47	* Task project work to relevant individual, team or contractor	Can use MS Project						
48	* Manage project workflows (approvals, milestones, routing and issues)	Can use MS Project						
49	The ability to upload photos and construction plans into system.	Currently have scanning capability and can determine destination						
50	The ability to integrate with Accounts Payable (AP) to invoice as needed (i.e. excess water usage, etc.)							
51	The ability to standardize interdepartmental data for consistency and integrity:							
52	* Standard permit numbering across all department							
53	The ability to track improvements for compliance requirements:							
54	* FEMA report	Have to manually enter into Excel spreadsheet						
55	The ability to provide a Vendor Portal for vendors to:							
56	* Receive Engineering requests via email, phone, etc.							
57	* View documentation							
58	* View status updates for work orders							
59	* Request approvals							
60	* Enter work order information (updates, issues, follow-up, etc.)							
61	The ability to utilize handheld / mobile devices in the field.							
	Facilities Maintenance							
62	The ability to interface with Procurement / Contracts & Financing Departments.							
63	The ability to monitor contract lifecycle:							
64	* Costs							
65	* Budget							
66	* Staff							
67	* Completion metrics							
68	* Renewals							
69	The ability to provide Work Order Management functionality.							
70	The ability to assign work order/service/maintenance requests to representatives in the field via automated work order queue.							
71	The ability to view, update work order request through mobile functionality.							
72	The ability to capture labor and job-costing data on work orders.							
73	The ability to capture and report on work order metrics and stats:							
74	* Retrieve Work Order history (open, outsourced, closed-out-by month, age, status, etc.)							
75	* Advanced Work Order reporting capabilities							
76	* Location site work was performed							
77	* Work Order requestor							
78	* Public Works department tasked to complete the order							
79	* Completed by which department, individual							
80	* Capture and track Work Order warranties							
81	The ability to provide detailed Bills of Labor (BOL).							

82	The ability to support work order/service/maintenance requests via various methods:							
83	* Phone							
84	* Email							
85	* Portal request							
86	* Mobile app							
87	The ability to support work order/service/maintenance requests for various types of maintenance operations:							
88	* Construction							
89	* Repairs							
90	* Other maintenance							
91	The ability to capture and track maintenance data:							
92	* Analyze and report on maintenance trends							
93	* Warranty information and notifications (expiration dates)							
94	* Work tasked, completed and in-progress							
95	The ability to view data through customizable dashboards and reports.							
96	The ability to provide estimating functionality:							
97	* Electronic and efficient job pricing tool							
98	* Capture and measure job productivity rates							
99	* Capture project team composition							
100	* Cost indexes							
101	* Capture labor and material costs							
102	* Profit and overhead rates							
103	The ability to provide work order functionality to manage landscape maintenance:							
104	* Scheduling							
105	* Cost-based job estimates							
106	* Convert an estimate to a job							
107	* Build project plans							
108	* Budgeting							
109	* Crew and department budgets							
110	* Equipment and material purchases							
111	* Customer Relations Management (CRM)							
112	* Capture initial contact, sales, services rendered, communications, and customer details.							
113	* Custom dashboards and reports							
	Utilities							
114	The ability to provide Utilities Management & Administration functionality.							
115	The ability to interface with utilities vendors to monitor and track issues with all plants and operations:	Rile, CH2M, WastePRO						
116	* Water (city-owned plant)	City oversees water and sewer plants (2) and CH2M operates the plants: billing, customer service, meter reading, etc.						
117	* Sewer (not-metered)	City oversees water and sewer plants (2) and CH2M operates the plants: billing, customer service, meter reading, etc.						
118	* Sanitation (only bill for vendor)	City bills for WastePRO (does not manage customer), collects payment and retains a franchise fee from WastePRO						
119	The ability to capture and track Utilities Maintenance:							
120	* Track orders, repairs or estimates	Currently via Neptune (meter-reading system)						
121	* Consumption level	Currently via Neptune (meter-reading system)						
122	* Amount consumed	Currently via Neptune (meter-reading system)						
123	* Meter problems/issues							
124	The ability to interface with citizen & vendor portals.							
125	The ability to provide electronic / automated forms on the Utilities section of the City website:	Will need to change requirements, specifically where Notary Public is required						
126	* New Account Request							
127	* Terminate Account Request							

128	* Utility Transfer							
129	* Utility Services Application							
130	* Hydrant / Construction Account Request							
131	* Pool Credit Request							
132	The ability to auto-populate forms and requests with existing customer / account data.							
133	The ability to provide integrated data between Permitting, Planning and Utilities Departments:							
134	* Track enterprise funds							
135	* Track monthly charges							
136	* Roll-off (temporarily)							
	Utilities - Billing							
137	The ability to provide billing functionality for commercial and residential accounts.							
138	The ability to capture, charge and report on fees:							
139	* Haul fees							
140	* Fees by volume							
141	* Monthly fees by classification							
142	* Reconnection fees							
143	* Calculate, generate, and track multi-tiered fees							
144	* Calculate fees based on a prorated schedule							
145	* Add additional charges as necessary							
146	* Utilize varied rates							
147	* Apply discounts (pricing adjustments)							
148	* Automate "irregular charges / fees" tracking, log and billing							
149	The ability to conduct a cost of service analysis.							
150	The ability to establish multiple pricing structures.							
151	The ability to support a complex billing structure with multi-tiers.							
152	The ability to submit adjustments to accounts and bills.							
153	The ability to perform auto-adjust to payment amount.							
154	The ability to provide electronic billing options:	Postage is $88,000 per year, currently 10,834 active accounts have opted for electronic bills. Of those 5,597 have opted for no paper bill.						
155	* Provide barcode scanning capability for bills (8x11 paper bills)							
156	* Provide link to pay bill	Last 12 months, 482,548 utility payments. 271,913 automated payments in some fashion, including payments made from web.						
157	* Provide electronic notifications of "bill availability, due date, or payment ready" via text / mobile app							
158	The ability to support exception, cycle billing and reporting:							
159	* Rebill (original read was inaccurate)							
160	* Final Bill (end of service)							
161	* Bill Calculation Summary							
162	* Billing by Summary							
163	* Departments Applied							
164	* Balance Due							
165	* Trial Balance Due							
166	* Department by Adjustment							
167	* End of Month Report (to Finance)							
168	* Analyze and report on trends							
169	* Show remaining amount due							
170	* Reflect credits on accounts							
171	* Submit bills to developers							
172	* Add notes to bills							
	Utilities - Payments							
173	The ability to provide efficient payment options / methods:							
174	* Self-service kiosk (payments, receipts, statements, etc.)							

175	* Support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)							
176	* Support third party payment options	Currently receiving a file and deposit each day from Fiserv(Check Free) - no charge. 87,149 payments last 12 months.						
177	* Conduct "void payments"							
178	* View, track and report on which payment method a customer utilized							
179	* Automate account payment updates and notifications	Prevent certain types of payments due to certain reasons: Returned payments, meter pulled, etc.						
180	* Payment made - do not allow system or field reps to shut off utility							
181	* Payment not made - allow system or field reps to shut off utility							
182	* Automated notifications to alert field rep that the account has been satisfied and the utility can be reconnected							
183	* Provide payment confirmations to customers							
	Utilities - Reporting							
184	The ability to generate reports for:							
185	* Roll-off Sanitation Activity Report	.CSV to WastePRO						
186	* No-read Report	Unreadable meters (in Neptune & FlexGen)						
187	* Problem Report	Running but needs repair (in Neptune & FlexGen)						
188	* Exception Report	Based on determined high/low thresholds (in Neptune & FlexGen)						
189	* High/Low Exception Report	In Anzio						
190	* No-read Report (Billing Clerk version)	In Anzio. Readings omitted by Billing Clerk						
191	* Non-Billable Customer	In Anzio. New customer data not entered						
192	* Rollover	LOWER CURRENT READING THAN PREVIOUS MONTH						
193	* Meter Change	In Anzio. Reading accurate but changes were made						
194	* Compliance Reporting							
195	* Account Activity Report	Actual, delinquent and lien account activities in a single report						
	Utilities - Metering							
196	The ability to track and report on utility meter history (i.e. water, sewer, sanitation, etc.)							
197	The ability to read and collect AMI meter data in real-time:							
198	* Require photographic evidence of stated daily meter readings.							
199	* Manage meter equipment (lids, boxes, meter change out's, etc.)	Ability to auto track electronically via a work order system that links to the billing system						
	Utilities - Backflow							
200	The ability to track Backflow Management:							
201	* Monitor and test residential "dual-check" valves	Monitor and track-dual checks do not need to be tested until 10 years						
202	* City and commercial accounts							
203	* Each location must be tracked, tested and certified							
204	* Electronic process to manage Backflow Management Work Orders							
205	* Track all backflow management:							
206	* Know which meter the reading is from							
207	* Meter location							
208	* Meter testing							
209	* Meter install / birthdate							
	Utilities - Work Orders							
210	The ability to issue and manage work orders.							
211	The ability to receive Utilities requests via various methods:	To store and integrate with a utility billing system						
212	* Phone							
213	* Email							
214	* Portal request							
215	* Mobile app							
216	The ability to assign service requests to representatives in the field via automated work order queue.							

217	The ability to assign work orders to other departments for review, inspections or requests.	Engineering, Facilities, etc.						
218	The ability to push notifications to field representatives.							
219	The ability for mobile / tablet functionality for field representatives and meter readers.							
220	The ability for automated workflow management.							
221	The ability to interface with Geographic Information System (GIS) for data retrieval, mapping, route definition and assignment functionality.	Automate the route structure set up via GIS						
222	* Display stats: meter health, status, location, history, etc.							
223	The ability to provide routing functionality (work orders, maintenance, etc.)							
224	The ability to integrate with social media and apps for community communications / announcements.							
	Procurement & Contracts							
225	The ability to support a centralized **Procurement** process:							
226	The ability to categorize approvals based on thresholds, exemptions, policy compliance.							
227	* Support flexible workflows based on thresholds and policies							
228	* Allow PO flexibility based on tasks, projects needs, policy requirements, across fiscal years - matching PO to contracts.							
229	* Provide multiple approval levels for Procurement thresholds							
230	The ability to integrate with a 3rd party E-procurement system.							
231	The ability to provide Procurement reporting capabilities:							
232	* Advanced forecasting and reporting capabilities:							
233	* Contract Templates							
234	* Solicitation Templates							
235	* Purchasing Matrix							
236	* PO Change Order Forms							
237	* Asset Forms							
238	* Requisition Checklist Form							
239	* Vendor Forms							
240	* Contract Database Report							
241	* Asset Transfer / Disposal Forms							
242	* Retrieve and extract reports / historical data to build and schedule forecasted orders							
243	* Build forecasted scenarios based on selected criteria							
244	The ability to capture and report on Procurement Solicitation Analytics:							
245	* Electronically capture Procurement Solicitation details (purpose, specs, account coding, background, budget, funding, permit requirements, etc.)							
246	The ability to log and maintain open-source / collaborative Procurement database to:							
247	* Allow team / collaborative edits and updates							
248	* Prioritize							
249	* Branch from allocated budget							
250	* Submit to Commissions							
251	* Create package templates to ensure vendor compliance							
252	* Tracking							
253	* Historical							
254	* Tandem tracking of simultaneous contracts (CLM module functionality)							
255	* Task assignment							
256	* Calendars for forecasting							
257	The ability to provide automated workflow management for Purchase Order (PO):							
258	* Electronic routing							
259	* PO workflow tracking / traceability							

260	* Electronic signature / approval							
261	* PO requisition creation							
262	The ability to provide automated and robust EDI interface:							
263	* Security-based parameters compliant with Federal, State and County regulations							
264	The ability to interface with P-Card solutions:							
265	* Receive P-Card batch payment requests							
266	The ability to support and manage RFQ (request for qualifications) process.							
267	The ability to support and manage RFP (request for proposal)process in systems.							
268	The ability to establish stages in the Confirmation process:							
269	* Track price list inconsistencies							
270	* Confirmation of rate acceptance or rejection							
271	* Accept electronic vendor PO confirmations							
272	The ability to automate PO process to increase accountability and efficiency:							
273	* Auto-generate PO's							
274	* Convert requisition to PO							
275	* Set PO thresholds							
276	* Receive against a PO							
277	* View status of PO's, payments, outstanding PO's, etc.							
278	* Support an authorized signature list with automated PO approval thresholds / limits							
279	The ability to integrate with Fleet Maintenance process (Fleet Management System - FMS):							
280	* The ability to track vehicle details, titles, VINs, accidents, work orders, maintenance, previous owners, etc. in a single system / source							
281	* Prevent duplicate entries							
282	* Integrate with dealer / vendor repair systems							
283	* Capture/integrate with body work vendors for status updates, location, repair list, payment options, etc.							
284	* Integrate with vehicle GPS tracking (internal or external)							
285	* Track all user changes/versions for traceability purposes							
286	The ability to support Surplus Auction process (Fixed Assets - FA):							
287	* Provide surplus capabilities via **Inventory Management System (IMS) module**							
288	* Label each asset with its Asset Number for bulk work order/ component identification							
289	* Implement internal asset offering to City departments before auction/disposals occur							
290	* Electronic signatures for expedited processes							
291	The ability to provide paperless executions of process / project tasks.							
292	The ability to establish organizational minimum-buy thresholds with violation alerts.							
293	The ability to delegate electronic approval authority.							
294	The ability to provide automated and intelligent replenishment triggers.							
295	The ability to set advanced lead-times by item and / or supplier with on / off functionality.							
296	The ability to automate system updates to vendor data / part numbers.							
297	The ability to a tie replenishments to the primary vendor.							
298	The ability to push documents to responsible department/parties.							
299	The ability to assign approver by department, by report, etc.							
300	The ability to match an invoice to a responsible department.							
301	The ability to provide electronic forms and reports.							
302	The ability to support invoice payment in the system.							
303	The ability to capture detailed line items.							

304	The ability to flag vendors as "inactive" or "active".							
305	The ability to flag vendors that are not "current".							
306	The ability to allow vendors to submit requests for accounts.							
307	The ability to provide auto-matching functionality for data inconsistencies.							
	Procurement & Contracts - Bid Management							
308	The ability to provide functionality for Bid Management.	Currently in BidSync						
309	The ability to create on-line drafts and templates for use in drafting new online bids and quote requests.	Currently in BidSync						
310	The ability publish bid solicitations and RFQ on portal / website or e-mail notifications to vendors.	Currently in BidSync						
311	The ability to upload and attach bid files (various formats) to create bid package.	Currently in BidSync						
312	The ability to capture basic solicitation info (bidder name, address, contact info, bid bond, bid surety, participation goals, status, etc.)	Currently in BidSync						
313	The ability to receive vendor bid responses electronically with supporting documents attached.	Currently in BidSync						
314	The ability to electronically route vendor bid submissions to Procurement/Contracts.	Currently in BidSync						
315	The ability to create a subcontract from a bid.	Currently in BidSync						
316	The ability to view bid statuses and bid response progress.	Currently in BidSync						
317	The ability to generate bid evaluation / comparison / analysis / based on established criteria.	Analysis matrix or dashboard						
318	Populate a PO form with the tabulation results above.							
319	The ability to enable a separate notes field for City bid analysis results (notation of resolution of bid exceptions, etc.)							
320	The ability to export solicitation information to a contract file upon user status change to 'awarded'.							
321	The ability to gather and maintain history of all solicitation and purchasing activity by:	(e.g., requisitions, bid/quotes, vendor record changes, and receiver information).						
322	* Awards							
323	* Dollar amounts							
324	* Vendor							
325	* Buyer							
326	* Commodity							
327	Track vendor solicitation activity by:							
328	* Vendor request for bid packet							
329	* Vendor response history							
330	* Past awards							
331	* Commodity code							
332	* New vendors							
	Procurement & Contracts - Contract Management							
333	The ability to create and manage vendor contracts:							
334	* Compliance with County, State and Federal regulations							
335	* Manage contracted and agreed-upon pricing structures							
336	* Manage non-profit grants							
337	* Contract health and compliance reviews / audits							
338	* Track contract milestones							
339	* Track and report on warranties and dates of interest / action needed							
340	* Intuitive alerts and reminders - due dates, renewals, etc.							
341	* Secure and accessible contract / document repository							
342	* Security-based parameters for restricted access							
343	* House contract docs for electronic document use in prepopulating fields on contracts							
344	* Parse selectable data out from web-based forms for collective display of vendor responses							
345	* Extract higher level data/pertinent data to eliminate inefficient package reviews							

346	* Advanced reporting and analysis capabilities							
347	* Draft contracts							
348	* Custom and standard templates							
349	* Electronic workflows and approvals							
350	* Contract release / negotiation							
351	* Notice to Proceed & Intent to Award & City Affidavit & RFP/RFQ forms must be provided							
	Procurement & Contracts - Vendor Management							
352	The ability to provide Vendor Management functionality.							
353	The ability to support and manage orders to an Approved Vendor List (AVL):							
354	* Integration with AP for verification that the Vendor does not have any conflict of interest with City employees							
355	* Maintain multiple suppliers of the same item by AVL							
356	The ability to manage create and manage Vendor Master:							
357	* Data validation							
358	* Data governance							
359	* Streamlined data maintenance / management							
360	* Data analytics							
361	* Data reporting							
362	* Stratification by revenue, department, region, etc.							
363	* Create, track, and convert prospects / bids to vendors in the system							
364	* Categorize vendors in the system:							
365	* Vendor / supplier hierarchies and classifications							
366	* Categorize Vendor Masters by the plant they service							
367	* Provide intelligent vendor / product substitutions							
368	* Automated and recurring order placement with suppliers / vendors							
369	* Automate the receipt of orders into the system - based on vendor approvals:							
370	* Automated order scan / upload							
371	* Read and review receipt, system routing and document-save based on vendor approvals							
372	* Order receipt, system routing and document-save based on vendor approvals							
373	* Automated system routing and document-save based on vendor approvals							
374	* Automated order document "save"							
375	* Maintain Commodity Codes in the system:							
376	* Produce a list of potential vendors/bidders who provide the requested commodities based on a (NIGP, NAICS, etc.) commodity coding capability							
377	The ability to support credit checks.							
378	The ability to support enterprise accounts.							
379	The ability to streamline data transfers and communications per City / Department strategy.							
380	* Provide Vendor Portal capabilities							
381	* Provide bid/vendor portal for bid / proposal / award status, submission, help, etc.							
382	* Establish business rules around vendor compliance							
383	* Penalize vendors for failure to comply with Vendor Portal regulations / adherence quality checks							
384	* Restrict the Vendor-facing portals by variable criterion							
385	* Provide security parameters for Vendor Portal restrictions							
386	* View documentation							
387	* Upload documentation							
388	* View status updates							

389	The ability to provide automated EDI tools:							
390	* Security-based parameters compliant with Federal, State and County regulations							
391	The ability to provide Vendor Analysis functionality:							
392	* Vendor performance analysis							
393	* Cost-benefit analysis							
394	* Vendor-to-Vendor analysis							
395	The ability to create vendor profiles/accounts that can reconcile/integrate with Anzio/payroll systems to verify vendor relationships with city/state employees for business/work to progress.							
	Finance & Accounting							
	General							
396	The ability to provide advanced organizational structure in the system build out:							
397	* Hierarchies							
398	* Levels / Departments							
399	* Divisions							
400	* Comply with State of Florida uniform account coding	Needs flexibility for account coding (currently 8) - 8 minimum						
401	* Support unique and flexible department structures for advanced allocation purposes							
402	The ability to provide advanced integration with all departments.							
403	The ability to integrate with various banks:							
404	* Report on data pulled from bank information							
405	* Support ACH & electronic payments							
406	* Support checks & wire transfers							
407	* Check / compare live information to bank statements							
408	* Perform automated bank statement reconciliations							
409	* Automate variance flags (reconciliations / statements)							
410	* Download bank statements							
411	The ability to track expenses by events.							
412	The ability to break out project funds.							
	Accounts Payable							
413	The ability to reconcile user-based roles and permissions based on system conflicts.							
414	The ability to scan invoices into the system via Optical Character Recognition (OCR) functionality.							
415	The ability to apply business rules to retain invoice status as pending to continue work order processing ahead of receipt of payment.							
416	The ability to establish workflows between Accounts Payable Vendor Management:							
417	* Accommodates EDI interface with vendors and suppliers							
418	* Scan and upload W-9 and attach to vendor account							
419	* Support multiple variance threshold amounts per vendor							
420	* Reassign vendors to various pay groups							
421	* Provide prepayment functionality to pay vendors							
422	* Conduct an open search of full vendor history							
423	* Provide miscellaneous vendor options							
424	* Set up vendor classes							
425	* Lookup vendors by address, phone, etc.							
426	* Enter vendor terms							
427	* Set up multiple addresses by vendor to send remittance							
428	The ability to activate and deactivate accounts within a vendor ID:							
429	* Add notes to accounts / profiles							

430	The ability to automate notifications for vendor payment that are past due.							
431	The ability to provide security parameters for W-9 data storage for IRS compliance.							
432	The ability to manipulate data as needed (invoices, accrual, etc.)							
433	The ability to change dates of pay runs.							
434	The ability to run Trial Balance Reports to perform reconciliations.							
435	The ability to separate customer payments by invoice.							
436	The ability to validate name and address with tax ID number or employee ID number.							
437	The ability to set up mailing addresses for businesses.							
438	The ability to set up separate billing address and mailing address in accounts.							
439	The ability to print checks.							
440	The ability to print customer account number in memo line.							
441	The ability to send checks by invoice.							
442	The ability to match invoices to Purchase Orders (PO):							
443	* Perform reconciliations against payment issues versus PO							
444	* Enter vendor credit memos without originating from a PO							
445	The ability to support tandem approvals for PO's and payments.							
446	The ability to process travel expenses.	Currently this is a somewhat manual process forms and supporting documents are hand delivered to Accounts Payable for processing						
447	* View expenses by cost center down to employee							
448	* Book expenses by cost center							
449	The ability to provide advanced Cash Flow Analysis and Forecasting functionality:							
450	* Automated alerts and notifications (insufficient cash flow in bank account)							
451	* Historical views for forecasting and budgeting							
452	* Report on weekly check registers to notify treasury before printing checks							
453	* Query search available to Departments	Departments are able to search by each element (date, check number, vendor name etc.)						
454	The ability to provide advanced capabilities to upload files into the system for:							
455	* Electronic signature approval							
456	* Adjustments							
457	* PDF files, scanned images, emails							
458	The ability to export 1099 documentation for various data updates.							
459	The ability to create automated flags, alerts or notifications:							
460	* By individual if 1099 is required							
461	* Sales taxes exceeding established thresholds	Flag when sales tax is included on the invoice - prevent payment of sales tax						
462	* Duplicate entries that have been paid							
463	* If tax information is missing for vendor accounts							
464	* Non-reported IRS items that do not need to be reported							
465	* If use-tax needs to be calculated							
466	* Automate the calculation of use taxes							
467	* Calculate sum of use tax for state remittance							
468	* Payments for EFT							
469	The ability to provide multiple statuses for invoices, payments, etc. (hold, pending verification, etc.)							
470	The ability to support Government Accounting Standards Board (GASB) compliance and regulations.							
471	The ability to link PO to requisitions and invoices with various levels of drill-down capabilities, etc.							
472	The ability to conduct 3-way matching (PO/Invoice/Receipt).							
473	The ability for all departments to be able to enter their own payable information.							

474	The ability to conduct both check and ACH print / send functionality.							
475	The ability to provide drill-down capabilities to fund/account balance level at the AP/Invoice payment process.							
476	The ability to set controls preventing duplicate payments (current state – mandatory to keep).							
	General Ledger & Journal Entries (JE)							
477	The ability to effectively map between departments.							
478	The ability to provide parent-child relationships for mapping departments to finances for reporting purposes.							
479	Tracks chart-of-accounts structure changes (e.g. departmental changes) from fiscal year to fiscal year.							
480	The ability to enable account roll-ups.							
481	The ability to view accounts by Department, division, or other types of organizational subcomponents.							
482	The ability to accept both standard and recurring journal entries, both as to amount and account.							
483	The ability to attach a description to individual line items for reference purposes.							
484	The ability to enter unlimited journal entries for multiple agencies and funds under one journal header.							
485	The ability to provide for budget control by checking available funds before posting.							
486	The ability to provide automated approval workflow for Journal Entries (JE).							
487	The ability to establish multiple Journal Entry (JE) classifications.	(i.e. Actual, budget and GASB, forecasting, personnel, position control, etc.)						
488	The ability to transfer budgets between various accounts via journal entries (budget adjustment functionality).							
489	The ability to automate Journal Entries (JE).							
490	The ability to check for funding and post entry if in balance.	Journal entries in which there is not sufficient funds in a particular account will not post even though it may be approved. Journal entries cannot be saved as complete if both debits and credits are not balanced						
491	The ability to post to 15 periods.							
492	The ability to auto-allocate Journal Entries (JE).							
493	The ability to edit recurring Journal Entries (JE).							
494	The ability to provide an output report of Journal Entries (JE).							
495	The ability to attach documentation to Journal Entries (JE).							
496	The ability to provide real-time data access across all accounts.							
497	The ability to reverse Journal Entries (JE).							
498	The ability to upload Journal Entries (JE).							
499	The ability to provide Journal Entry (JE) audit trail, historical tracking & reporting.							
	Accounts Receivable							
500	The ability to capture Point-of-Sales (POS) sales in the system.							
501	The ability to enter changes to multiple customer accounts.							
502	The ability to assign parent-child relationships (multi-tier accounts under one customer account).							
503	The ability to establish multiple account codes under 1 invoice.							
504	The ability to generate statements via scheduled email or adhoc basis.							
505	The ability to generate automated invoice and payment notifications to originating departments.							
506	The ability to generate automate past due notices to originating departments.							
507	The ability to store AR invoices via a document repository.							
508	The ability to provide various methods of AR invoice delivery.							
509	The ability to integrate with third party for credit card processing/statements/invoices.							
510	The ability to consolidate to a single merchant account.							
511	The ability to attach documents to corresponding customer accounts.							
512	The ability to provide credit collections functionality:							
513	* Provide an integrated dispute log for advanced tracking, reporting, follow-up, notifications, etc.							
514	The ability to provide NSF integration to scan checks against offenders tracked by the program.							
515	The ability to create and apply credit memos in RentManager.	Define Rent Manager and define Smart Stream						

516	The ability to interface with SmartStream for auto-generated documentation (security deposit release, etc.)							
517	The ability to provide multiple statuses for invoices, payments, etc. (hold, pending verification, etc.)							
518	The ability to track vendor balances (30-day and 60-day balances) and is sent to Collections after 90-days.							
519	The ability for invoices to be fully integrated with Cashiering – need seamless data flow of payments through to AR.							
520	The ability to generate a GL for receivables.							
521	The ability to provide bar code capabilities.							
522	The ability to apply payments to a specific invoice rather than the balance of the account.							
523	The ability to retain Uniform Account Coding compliance in the system / processes.							
524	The ability to reconcile bank payment file with Red Light Camera (RLC) files to validate payments with fines.							
	Liens							
525	The ability to query and report on identified liens (utilities, housing, special items).							
526	The ability to setup onetime and recurring lien customers.							
527	The ability to provide custom and standard reports:							
528	* Credit Balance Status and Reports							
529	* Lien Search Report							
530	The ability to provide online calculations (by date) of lien interest and billing charges based on current and previous rate tables.							
531	The ability to automate the deduction of lien amounts from payments to vendors.							
532	The ability to display pending lien requests.							
533	The ability to integrate with financial system to automate payment posting.							
534	The ability to integrate with other departments to provide organizational lien oversight and management (Utilities, etc.)							
	Fixed Assets							
535	The ability to provide a **Fixed Asset (FA) Management module** to:							
536	* Enter and track FA information							
537	* Tag assets as "FA"							
538	* Set up parent-child relationships							
539	* Provide inventory tracking of FA via IMS module							
540	* Provide barcoding capability							
541	* Run a FA ledger							
542	* Provide automated system thresholds for the entry of new assets							
543	* Post monthly FA's							
544	* Provide straight line depreciation (according to schedule and reporting / tracking purposes)							
545	* Run monthly depreciations							
546	The ability to maintain an Approved Vendor List (AVL).							
547	The ability to support disaster recovery processes / tracking.							
548	The ability to provide a robust **Fleet Management System (FMS)**:	Currently handled by public services - Fleet management section						
549	**Asset Management:**							
550	* Maintain strong fleet details (i.e. VIN, vehicle specifications, damages, insurance claims and policies, work orders, maintenance history, previous owners, cost, expenses, etc.)							
551	* Fleet valuation and condition reporting capabilities							
552	* Fleet RFID / barcoding capability							
553	* Attach images to FA for optimized inventory tracking and reporting							
554	* Fleet data integrity logic needed to eliminate duplicate entries							
555	* Electronic City Master including All Companies List							
556	* Calculate vehicle life span based on depreciation , vehicle repair expenses incurred							
557	**Fuel Management:**							

558	* Capture and track vehicle fuel expenses							
559	* Complete chargebacks							
560	* Track fuel consumption to the source / asset (location, department, etc.)							
561	* Report fuel consumption to the State quarterly - State of Florida Department of Revenue							
562	* Automate generation of asset financial, tax and lifecycle forms and reports							
563	The ability to provide an Inventory Management System (IMS) module:							
564	* To track materials and inventory (i.e. inventoried, FA, decommissioned, etc.)							
565	* Provide inventory counts							
566	* Provide barcoding capabilities							
567	* Track item movement							
568	* Department ability to track their respective inventories							
569	The ability to provide flexible / customizable FA attributes.							
570	The ability to handle 30,000 +/- FA's (construction equipment, buses, etc.)							
571	The ability to apply invoices to a Fixed Asset (origination, details, history, document retention, etc.							
	Budgeting							
572	The ability to provide Budgeting functionality:							
573	* Monthly, Quarterly, Semi-Annual & Annual performance metrics							
574	* Access and adjust budgets							
575	* Store and report on budgetary historical							
576	* Retrieve current wage information by employee	Ability to retrieve all payroll data per employee as well pay plans. Facilitate retrieval of parameters/attributes to forecast vacant positions.						
577	* Input / populate wage information for salary forecasts	Facilitate custom logic on user defined groups such as hire date, DROP status, retirement status, etc.						
578	* Reclassify positions during the budget process	Separate systems to facilitate reclassifications: (a) in the current year budget and (b) in the proposed year during budget preparation.						
579	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)							
580	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)							
581	The ability to create budget (what if scenarios):							
582	* Support multiple budget scenarios / calculations	For example labor negotiations						
583	* Save scenarios as "budget versions"							
584	* Account for budget dependencies and relational data	For example Fund 504 revenues are dependent on Fund 1 expenses.						
585	The ability to measure and track budget performance against goals.							
586	The ability to retrieve historical budget forecasts.							
587	The ability to provide security and user-based restrictions for budget access.							
588	The ability to provide detailed traceability of budgets:							
589	* Track budget process and timestamps							
590	* Budget approval and revision controls							
591	The ability to provide advanced budget forecasting based on contracts, fiscal year budgets, commitments, etc.	For example Fund 504 revenues are dependent on Fund 1 expenses.						
592	The ability to link budgets to related departments, programs, etc.							
593	The ability to create customizable drill-down functionality.							
594	The ability to integrate with financial system.							
595	The ability to input budget / department narratives, performance measures, charts, etc. for accurate budget reporting and tracking.	Facilitate compilation of 600 Budget Book (comprised of text, tables, charts & graphs) for publication online.						
596	The ability to provide customizable dashboards / notifications by department (i.e. identifying pending invoices, authorizations waiting, action items, pending deadlines, budget requests for override, etc.)							
597	The ability to automate the creations of new accounts.							
598	The ability to provide budget spending/threshold limits (would flag/stop expense if it exceeds the budget).							
	Finance & Accounting - Financial Reporting							

599	The ability to provide **Financial Reporting** capabilities:							
600	* Full Financial Suite (custom and standard)							
601	* Audit Reports (new user, changes in user security)							
602	* Project Reports							
603	* Budget vs. Actuals							
604	* Revenue Reports & Statements							
605	* Revenue Statement (monthly)							
606	* Revenue-by-Fund Statement (monthly)							
607	* Aging Reports (AR & AP)							
608	* AR - invoice by customer ID or user defined object reports							
609	* AR - Monthly reconciliation report							
610	* General reconciliation reports							
611	* Pending invoice reports (AR & AP)							
612	* AR open PO report							
613	* AP monthly closing report							
614	* Invoice paid by vendor or account coding report							
615	* Expenditures Statement (monthly)							
616	* Lien Reports							
617	* Trial Balance & Fund Balance Sheet Reports							
618	* Sales Tax reporting							
619	* Utility Usage Reports (water/sewer)							
620	* Construction-in-Progress (CIP) report							
621	* Check Register Report / Federal Tax Report							
622	* Consolidated reporting by fund / month / year							
623	* Sub ledger Reports:							
624	* Payroll							
625	* Outstanding Purchase Orders (PO)							
626	* Account analysis / details							
627	* Asset Management report by location, gain and loss report, by fund, etc.							
628	* Schedule of Changes in Fixed Assets by (Division, Type, Function)							
629	* Fixed Asset Disposals							
630	* Asset addition report by year							
631	* 941 Quarterly Report (IRS required)							
632	* Direct Deposit File for bank upload							
633	* W2 forms, files and reports							
634	* City Report (CAFR)							
635	* State Report (AFR)							
636	* Monthly and Quarterly School Report							
637	* Year End Closing Reports (City and Schools)							
638	* Streamline report exports from the system to Excel (Ex. Aging Reports)							
639	* Federal and State compliant reporting (i.e. Federal, State, ACA, IRS, etc.)							
640	* Canned and adhoc report / query tool							
641	The ability to produce audit reports for:							
642	* FEMA (only for disaster management reimbursements):							

643	* IRS							
644	* State of Florida							
645	* Broward County School Board							
646	* FSU							
647	* Grant reporting:							
648	* Broward County							
649	* Florida state							
650	* Auditor General Report							
651	* DOT							
652	* HUD							
653	* DOJ							
654	* Broward County Attorney General (AG)							
655	The ability to provide advanced financial controls.							
656	The ability to provide project financial tracking.							
657	The ability to provide customizable fields.							
658	The ability to interface with various banks:							
659	* Enter / upload changes into the system for banks to provide information on							
660	* Receive detailed data from the banks							
661	* Upload transaction data into system							
662	The ability to provide flexibility (city and school) for alphanumeric coding (account, vendor, etc.) to allow for future growth/expansion.							
	Human Resources & Payroll							
	Human Resources							
663	The ability to support multiple levels of municipality structure / build-out (i.e. state, city, department, employee, assets, associated insurances, etc.).							
664	The ability to provide **Human Resources Information System functionality (HRIS)** to handle:							
665	* Employee actions:							
666	* Promotions							
667	* Demotions							
668	* Compensation management							
669	* Leave of Absence (LOA)							
670	* Transfers							
671	* New hire							
672	* Family & Medical Leave (FMLA)							
673	* Termination							
674	* Separation							
675	* Disciplinary actions							
676	* Performance Improvement Plans (PIP)							
677	The ability to provide **Talent Management System** (TMS) functionality:							
678	* Applicant tracking functionality							
679	* Electronic Employee Request Form (job requisition from department)							
680	* Automated workflows and electronic approvals							
681	* Online application process							
682	* Candidate background checks							
683	* Centralized applicant data and documentation							
684	* Applicant communication							

685	* Automated notifications / alerts							
686	* Convert applicant to candidate (i.e. hired / not hired, employee, etc.)							
687	* Robust and electronic employee onboarding							
688	* Track employee lifecycle (i.e. from application to retirement)							
689	* Standard reports (i.e. Aging, etc.)							
690	**Learning Management System (LMS):**							
691	* New hire onboarding and training							
692	* Create eLearning content							
693	* Mobile functionality for offsite learning							
694	* eConference capabilities (i.e. live audio, video, etc.)							
695	* Internal or external audience delivery							
696	* Monitor and assess attendance, performance, etc.							
697	* Knowledge retention program							
698	* Track & assign training							
699	**Employee Performance module:**							
700	* Automated workflows and electronic approvals							
701	* Generate electronic forms and reports:							
702	* Performance Review Status Report (work anniversaries and performance evaluations coming due annually)							
703	* Change of Status (COS) Form							
704	* Disciplinary Process Number Form							
705	* Performance Evaluation Form							
706	* Evaluation appeals process							
707	**Benefits Administration module:**							
708	* Online enrollment capability							
709	* Electronic enrollment forms (8+)							
710	* AFLAC							
711	* Life insurance (AD&D, Supplemental, STD, LTD, etc.)							
712	* Health insurance							
713	* Dental insurance							
714	* Vision insurance							
715	* FSA							
716	* Contributions							
717	* ICMA deferred compensation							
718	* Retirement plans							
719	* Retiree Health Insurance Group							
720	* Retiree Benefits Program							
721	* Benefit payments for retiree health and life insurance							
722	* Interface with Retiree Health Insurance Group							
723	* Support active and passive enrollment processes (i.e. must acknowledge and if no action, benefits will continue as currently selected)							
724	* Electronic enrollment form submission (to HR)							
725	* Interface with external third party for benefits package / booklet preparation (M&M)							
726	* New Hire Enrollment Program							
727	* Retirement events							
728	* Advanced benefits reporting capabilities:							

729	* Federal and State compliance / regulatory reports							
730	* Interface with various benefits carriers:							
731	* Electronic election forms							
732	* Benefits booklets							
733	* Electronic report submissions							
734	The ability to provide benefits workflow automation and management:							
735	* Restrict workflow options according to data-of-hire (DOH)							
736	* Restrict workflow options according to contract / job code							
737	The ability to support unique employee codes and related exceptions:							
738	* Establish age thresholds (retiree not of age must pay health and life insurance rates until age requirement is met)							
739	* Accept various forms of retiree benefits payment: check, electronic, etc.							
740	The ability to replace current state employee benefits / claims administration software.							
741	The ability to integrate with employee badges.	Integrated with the time clock						
	Payroll Administration							
742	The ability to provide **payroll administration and scheduling** to handle:							
743	* Support multiple, complex Payroll plans (6+)	Plans are different for some areas like teachers (watered down & non-watered down rates visible on database screen), fire fighters, etc.						
744	* Built-in business logic							
745	* Automate checks and balances of payroll checks							
746	* Update personnel data & changes in real-time in the system							
747	* Support various pay rates in a single day of work	Example: teacher also works day care, paid for day care and teacher wage						
748	* Process multiple checks for a single employee							
749	* Automate payouts to terminated / separated employees							
750	* Calculate and recover overpayments made to employees							
751	* Role-based permissions to restrict edit / use of payroll data							
752	* Cross-check paycheck numbers to suspended or reissued checks							
753	* Maintain employee payroll history for pay periods, quarterly, and calendar year earnings for an established amount of time							
754	* Print checks							
755	The ability to interface with various time punching systems throughout city:							
756	* Unique Teacher timekeeping							
757	* Unique Public Safety timekeeping							
758	* Fire Department							
759	* Police Department							
760	* Code Compliance							
761	The ability to provide workflow approval management for efficient routing in the approval chain.							
762	The ability to interface with a central document repository with security and permissions control and also include:							
763	* Document workflow management							
764	* Electronic document traceability							
765	* Audit trail log							
766	* Version control							
767	* Timestamps							
768	* Approvals (electronic and manual)							
769	* Compliant database for:							
770	* Retirees							
771	* Personally Identifiable Information (PII)							
772	* Digitized files (17+ years of migrated / hard copy documents)							

773	* Pay history								
774	* Original capture documents								
775	The ability to support special pay codes.								
776	The ability to support and process various payroll deductions:								
777	* Prioritize deductions								
778	* Process payroll deduction reversals								
779	* Establish deduction code thresholds per employee								
780	* Differentiate between various deduction types:								
781	* Pre-tax and after-tax								
782	* Mandatory and voluntary								
783	* Automate calculations of earnings subject to deductions (mandatory and voluntary):								
784	* Retirement								
785	* Contributions								
786	* Deferred compensation								
787	The ability to provide calculator for end users and various payroll scenarios:								
788	* Net-pay calculator for deduction scenarios								
789	* W-4 calculator								
790	The ability to schedule and run payroll cycles as needed:								
791	* On and off								
792	* Recurring								
793	* Adhoc / one-off (i.e. termination payout, corrections, underpayment, etc.)								
794	* Special payouts:								
795	* Charter school summer payouts (7)								
796	* Excess pension for retirees (Fire & Police) via monthly 1099-R payout								
797	* Payroll accrual account periods (split-payroll)								
798	* Accrual payouts								
799	* Void & receive / partial void								
800	The ability to simulate payroll (in the production environment) without generating actual payroll transactions:								
801	* Option to generate payroll transaction(s) from payroll simulation								
802	* Generate "fall-out" report								
803	The ability to identify earning type (i.e. percentage, rate, hours, etc.)								
804	The ability to provide an HRIS integrated Employee Portal for self-service:								
805	* Must be in accordance with Florida state regulations								
806	* Real-time salary / hourly pay rate updates								
807	* Real-time withholding, deduction and allotment updates (i.e. federal, etc.)								
808	* Direct deposit changes								
809	* Pay statement and W-2 retrieval								
810	* Electronic forms for completion and online submission								
811	* Employee history								
812	* Secondary portal access for beneficiaries to access retirement and benefits information								
813	The ability to automate Federal Insurance Contributions Act (FICA) tax withholdings and exemptions:								
814	* Calculate pre-FICA allowable deductions (i.e. health insurance contributions, cafeteria plan contributions, wages over Social Security limit, before-tax retirement plans, etc.)								
815	The ability to automate tax recalculations for tax-exempt deductions not taken due to insufficient funds available in employee paycheck.								
816	The ability to process checks outside of the batch process to offset underpayments and overpayments made in error.								

817	The ability to apply and manage garnishment requirements:							
818	* Manage multiple garnishments per employee							
819	* Prioritize garnishment deductions (i.e. child support, unpaid debts, etc.)							
820	* Garnishment formulas to calculate disposable earnings							
821	* Apply garnishments and identified payroll calculation of earnings							
822	* Deduction / goal amount threshold tracking							
823	* Automated notifications to notify of garnishment beginning, ending, dates, and deducted amounts							
824	* Track garnishment history (i.e. payee, balances, case / docket number, etc.)							
825	The ability to generate and electronically submit a Positive Pay File to bank(s) each pay period (with checks issued and corresponding check numbers).							
826	The ability to generate and electronically submit payroll and direct deposit file to bank(s).							
827	The ability to perform automated pay adjustments to reflect employee events (i.e. promotion, awards, etc.).							
828	The ability to auto-adjust employee year-to-date (YTD) wages, taxes, or deductions to comply with IRS regulations.							
829	The ability to perform retroactive payroll adjustments:	Commonly done when union contracts are ratified						
830	* On a single or mass basis							
831	* With unique parameters							
832	* Apply various tax methods / withholdings							
833	* Within specified timelines							
834	* For employees with multiple positions / department titles							
835	* Adjust retroactive compensation in accordance with FLSA regulations							
836	* Link retroactive compensation back to original earnings type / code (i.e. overtime, shift, holiday, etc.)							
837	* Calculate tax-exempt earnings							
838	* Send retroactive payment to employee in accordance to their pay status (i.e. active, unpaid, FMLA, retired, terminated, etc.)							
839	* Auto-adjust deductions and earnings post retroactive payment							
840	The ability to comply with state and federal reporting requirements - quarterly, annually, etc.							
841	The ability to generate advanced payroll reports:							
842	* Payroll register							
843	* Employee Exception Report							
844	* Pre & Post Payroll Duplication Data Report							
845	* Rejected Transaction Report							
846	* Employee Earnings Statement / W-2 Report							
847	* Retirement System Report	FRS Report - the ability to move wages from incorrect period to the correct period. Between June and July rates change - retros teacher contract - moving earning from incorrect month to correct month - currently done in the over ride screen						
848	* To-date Tax Report (user-defined timeframe)							
849	* Payroll Deduction Form Report (Deductions by code)							
850	The ability to submit all reports electronically to county, state and federal agencies.							
851	The ability to interface with the County, state and federal agencies financial systems.							
852	The ability to provide Payroll process governance at multiple levels of employee data:							
853	* Union agreements							
854	* Earning codes							
855	* Pay level							
856	* Tier							
857	* Flexibility to align with dynamic agreements (change every two years)							
858	The ability to support unique employee object codes.							
859	The ability to create and edit various job positions for employee assignments:	HR creates the properties for the object codes. Payroll creates the position in Position Control. Payroll can create a PERMANENT position and also a TEMP Position linked to a permanent.						
860	* Permanent							

861	* Temporary							
862	* Needs to link to the permanent position without affecting the account (i.e. substitute teacher)							
863	* Summer positions and programs							
864	The ability to support unique employee object codes:							
865	* Move employee into a vacancy without creating an additional vacancy							
866	* Employee's benefits, level, pay, etc. follows their assignment(s)							
867	* Override position or vacancy build-out							
868	* Add, edit or delete positions based on budgets (i.e. close of fiscal year budget)							
869	The ability to support the collection and preparation of various tax documents:							
870	* Form 941							
871	* 945							
872	* Form 1099's							
873	* W-2							
874	* Unemployment							
875	* EEO							
876	The ability to interface with various benefits carriers (i.e. Cobra, etc.)							
877	The ability to calculate various accrual methods for benefits.	ACCRUALS: 1) They are separated by dates earned due to union contracts. We call them bins and we currently have 3 different bins. For example Bin #1 is pensionable (F & P) and is 100% paid out. Bin #2 & Bin #3 have different parameters 2) Yrly accrual amounts(sick & vacation) are different depending on CBA/employee type 3) Some accruals stop when a certain max is reached others are paid out at FYE if they exceed max. 4) We have accruals that expire if not used by a specific date (system zeros out automatically)						
878	The ability to track accrued PT hours with notifications to HR of eligible benefits.	FORM 1095-C: current system tracks PT hours and notifies HR when an employee is eligible for benefits. We provide a W-2 database file along with the UMR Health insurance file to 3rd party for form creation and filing. (3rd Party is Sky AC reporting) - Sky Insurance tech						
879	The ability to automate payments to various benefit vendors.	BENEFIT VENDOR PAYMENTS: Currently done manually. Deductions are compared to Invoice (AFLAC). Dental & Vision premiums are paid by deduction + employee direct payments (via checks/cash). - deductions and direct payment are combined and balanced against the general ledger - No invoice is received. Teachers/Gen/Police/Fire Dues payments (EFT or checks). Child Support payments EFT/checks directly to spouse not paid through SDU. (State Disbursement Unit - through expert pay on state website)						
880	The ability to automate F/F supplemental billing.	BILLING: F/F Supplemental quarterly billing is a manual process. Would like to know if we can automate? (Billing to the state - can this be automated)						
881	The ability to calculate imputed income rates.	IMPUTED INCOME: Manually calculated based on CBA (Collective Bargaining Agreement) due to differing health costs then entered in database. System does IN/OUT similar to GTL. -- Each bargaining unit has different insurance rates						
882	Form 1095-C (Creation)	Currently being handled by 3rd Party-SKY Ins Tech (Information files uploaded by Payroll to their site). They create the form and we print and mail.						
883	Workers' Comp Report to assist in the filing of Form SI-5 with the State (Self Insured) based on WC risk codes/linked to classifications.	Show wages and OT adjusted by reportable amounts						
884	DOE (Dept of Education) Reports for Schools	Three times a school year						
	Schools							
885	The ability to provide a **Student Information System (SIS) solution:**							
886	The ability to have 3 defined portals (students, parents and educator).		X					
887	Portal functionality should include the ability to/for:							
888	* Online registration and enrollment		X					
889	* Pay fees on-line (fee information and collection with alerts and notifications)		X			X		
890	* Volunteer hours can be logged and tracked			X				
891	* View and register for extracurricular activities and field trips			X				
892	* Access electronic forms, waivers and authorizations		X					
893	Student data and metrics tracking to include:							
894	* Attendance tracking		X					

895	* Grades and performance		X					
896	* Progression monitoring			X				Skyward would need additional information on what the district is looking for with this requirement.
897	* Disciplinary actions		X					
898	* Health records		X					
899	The ability to support the Response to Intervention (RTI) process, including reporting requirements and documentation management.	National process, approach to the early identification and support of students with learning and behavior needs	X					
900	The ability to track text books and other supplies.		X					
901	The ability for RFID/barcode tags for asset tracking.		X					Textbooks, E-Device Tracking
902	Special Education management functionality.		X					
903	The ability for built in logic for regulatory compliance in creating individual education programs (IEP).		X					
904	The ability to track transpiration for special needs students.	Route management capability	X					
905	The ability for the City to operate as a single "district with multiple schools.		X					
906	* Four different numerical school ID's		X					
907	* Directional naming convention (East, West, etc.)		X					
908	* Sponsored school (i.e. FSU elementary lab school by FSU Tallahassee by Leon County)			X				
909	The ability to interface with SmartChoice Lottery System.			X				Skybuild
910	The ability to integrate with iReady.	For charter school student selection.		X				Skybuild
911	The ability to integrate with Terms Database SIS.	No parent login allowed - JupiterED handles this for Terms DB SIS parents.		X				Skybuild
912	The ability to integrate with Focus Database SIS.	Parent login allowed - portal to grades, information, schedules, etc.		X				Skybuild
913	The ability to integrate Accelerated Reader (AR).			X				Skybuild
914	The ability to integrate ProCare.			X				Skybuild
915	The ability to integrate Special Education system.		X					Skyward has a full special education module
916	The ability to integrate with Broward County Assessment Program (BASIS):			X				
917	* Access to edit / update / delete student information			X				
918	* Required use for Primary student information only			X				
919	The ability to provide elementary after-care services functionality:							
920	* Scheduling and attendance			X				
921	* Rosters generated from registered students			X				
922	* Payment processing					X		
923	The ability to integrate with the **Fleet Management System (FMS):**	Have 49 buses currently managed by Transportation Authority						
924	* Metric collection and reporting						X	
925	* Track bus maintenance						X	
	Food Service							
926	The ability to interface with Chartwells.	Food service managed through Chartwell, currently no visibility or access to information		X				
927	The ability to view school lunch menu.		X					
928	The ability to link student food account to form of identification (school ID, personal number, etc.).		X					
929	The ability for administrators to view student accounts and payment information.	Are lunches paid, reduced rate, or free	X					
930	The ability to pay for lunches through mobile app or web portal.	Also allow prepayment	X			X		
931	The ability to provide functionality to accurately track volunteer hours and activity fee:							
932	* Charter school parents must volunteer "X" hours each school year:			X				
933	* Enter, track, monitor and report on volunteer hours completed			X				
	Charter Schools							
934	The ability to integrate/interface with SmartChoice Lottery System.			X				
935	The ability to integrate/interface with iReady.	For charter school student selection		X				
936	The ability to support lottery registration initiatives for City charter schools:							
937	* Student registration (online, in-person, etc.)						X	

938	* Random lottery drawing for selected students						X	
939	* Generate student waitlist						X	
940	* Electronic communications and notifications from the system		X					
	Public Safety							
	Fire Department							
941	The ability for **Timekeeping** functionality:							
942	* Digital or web-based interface							
943	* Input time and expenses							
944	The ability to providing Unique Public Safety timekeeping for:							
945	* Fire Department							
946	* Police Department							
947	* Code Compliance							
948	The ability to track work order assignments and hours logged against work completed:							
949	* Provide alternate pay / work codes (i.e. training, etc.)							
950	The ability to collect payments online for services rendered (i.e. ambulance).	Tourist on vacation in FL cannot pay once back home in Canada						
951	**Employee Performance module:**							
952	* Automated workflows and electronic approvals							
953	* Generate electronic forms and reports:							
954	* Performance Review Status Report (work anniversaries and performance evaluations coming due annually)							
955	* Change of Status (COS) Form							
956	* Disciplinary Process Number Form							
957	* Performance Evaluation Form	Currently in FDMS (Fire Department Management System - Fleet Maintenance & Management)						
958	* Evaluation appeals process							
959	The ability to link /with FD Performance Evaluations for life of employee:							
960	* Polygraph results							
961	* Background check							
962	* Physical results							
963	* Interview results							
964	* Employee ranking, selection and evaluation scores							
965	The ability to capture, track and calculate a specifically formulated ranking system:							
966	* MESH scores + interview evaluations + recommendations = ranking	Ranking for new hires						
967	* Maintain in the system							
968	The ability to integrate with (or replace) Firehouse (by Xerox) records management:							
969	* Manage staffing, scheduling, fleet and public education							
970	* CPR and certifications							
971	* Class rosters							
972	* Hydrant locations							
973	* Records							
974	* Time-off requests							
975	The ability to comply with FEMA requirement to report every fire apparatus:	State provided system - reported out quarterly						
976	* Integration with National Fire Incident Reporting System (NFIRS)	Currently in Firehouse (reporting requirements send report - one way report)						
977	The ability to integrate with SIREN EMS Reporting System for rescue, medical services and calls.							
978	The ability to integrate with (or replace) Tri Tech EMS Transport Billing Software:							
979	* Extract EMS Transport Expenses from SIREN							
980	* Aggregate data, bills and insurance							

981	**Logistics Management** functionality:	220+ FD employees.						
982	* Integrate with (or replace) Teecom (current third party)							
983	* Track and manage equipment and supplies							
984	* Sourcing and procurement							
985	* Fleet management and maintenance							
986	* Interface with contracted dealerships for data management							
987	* Work Order management							
988	* Submission via intranet							
989	* Facilities maintenance							
990	The ability for Budgeting functionality:							
991	* Tailored to Fire Department budgeting needs and restrictions:							
992	* Fully integrated							
993	* Built-in compliance logic (City guidelines and requirements for budgets / finance)							
994	* Robust budget and transactional controls							
995	* Electronic budget workflow with approvals							
996	* Semi-annual & annual performance metrics							
997	* Access and adjust budgets							
998	* Store and report on budgetary historical							
999	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)							
1000	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)							
1001	* Account for budget dependencies and relational data							
1002	* Track, monitor and report on each FD unit's:							
1003	* Budget							
1004	* Funds							
1005	* Spend (throughout the year)							
1006	* Aggregate budget details							
1007	* Retrieve current wage information by employee							
1008	* Input / populate wage information for salary forecasts							
1009	* Provide budget scenarios (i.e. actual v. estimated)							
1010	* Support multiple budget scenarios / calculations							
1011	* Save scenarios as "budget versions"							
1012	The ability for Position Management functionality:	Currently in Premier One (Motorola implemented laptop system)						
1013	* Manage and track positions and time-spent in real-time							
1014	* Vacancies							
1015	* Contracted positions							
1016	* Electronic management functionality							
1017	* Secure database							
1018	* Integration with HRMS module							
1019	* Conduct position / budget scenarios and analysis							
1020	* Interface with NFIRS							
1021	* City integration for Computer Automated Dispatch (CAD)	i.e. 9-1-1 calls. Premier One system						
1022	The ability to integrate with (or replace) Mobile Eyes functionality:							
1023	* Site management							
1024	* New construction							
1025	* Inspections							

1026	* Fire prevention							
1027	The ability to track equipment movement (SCBAs & Radios) daily activity logs, scheduled activities.							
	Police Department							
1028	The ability for **Records Management and Evidence Control** capabilities and functionality:							
1029	* Logic-based							
1030	* Automated, electronic workflows							
1031	* Evidence inventory and asset control capabilities							
1032	* Advanced reporting and audit capabilities							
1033	* Submit required Crime Reports to the FBI via Uniformed Crime Reporting system							
1034	* Submitted to the FBI and Florida State Law Enforcement (FDLE) on a semi-annual and annual basis							
1035	* Manipulate and reformat various file extracts for use in other systems	File extract --> Reformat extracted file to UCR --> Submit UCR to FBI & FDLE. - One way report (M)						
1036	* Enforce data accuracy and integrity at point of entry							
1037	The ability to provide a **Learning Management System (LMS)**:	Currently in CTS - must maintain functionality						
1038	* Schedule training							
1039	* Compliance with County, State and Federal regulations							
1040	* Monitor, track and manage training by employee, title, division, department, etc.							
1041	* Automated alerts and email notifications (expiration date approaching, past-due, etc.)							
1042	* Online and remote course registration							
1043	* Supply training reports (participation rate, pass rate, certification rate, etc.)							
1044	The ability to require biometric authentication for system access.							
1045	The ability to utilize P-cards for Department purchases.							
1046	The ability to integrate with Geographic Information System (GIS) software to accurately:							
1047	* Route vehicles							
1048	* View pot holes							
1049	* Work Order location(s)							
1050	The ability to provide **Police Officer Scheduling System (POSS)** functionality:	Currently in JivaSoft. - (not targeted for replacement)						
1051	* Integration with system for security							
1052	* Manage schedules bi-weekly							
1053	* Flexible and customizable schedule build-out in the system:	Officers are on a 6-month schedule rotation						
1054	* Advanced coding for job, task, shift, leave, etc.							
1055	* Customizable dashboards:							
1056	* Personalized calendars for each dashboard							
1057	* Track and manage:							
1058	* Attendance							
1059	* Time off							
1060	* Shift trades							
1061	* Extra shifts							
1062	* Court appearances							
1063	* Training							
1064	* Call-out							
1065	* Zones							
1066	* Accrued time							
1067	* Establish system parameters to ensure adherence to scheduling and coding adjustments							
1068	* Business rules logic will restrict time from being entered that wasn't approved, scheduled or is not available at that time							
1069	The ability to provide **Timekeeping functionality:**							

1070	* Digital or web-based interface							
1071	* Seamless integration with Payroll module							
1072	* Advanced job /reason code tracking							
1073	* To obtain accurate forecasts, budgets, plans, analysis, etc.							
1074	* Advanced time and expense tracking							
1075	* Advanced flexibility (varied shifts, rotations, appearances, etc.)							
1076	* Unique Public Safety timekeeping:							
1077	* Fire Department							
1078	* Police Department							
1079	* Code Compliance							
1080	* Track work order assignments and hours logged against work completed							
1081	* Provide alternate pay / work codes (i.e. training, etc.)							
1082	The ability to replace Anzio.							
1083	The ability to provide **Budgeting functionality:**							
1084	* Tailored to Police Department budgeting needs and restrictions.	360+ PD employees.						
1085	* Fully integrated							
1086	* Built-in compliance logic (City guidelines and requirements for budgets / finance							
1087	* Robust budget and transactional controls							
1088	* Electronic budget workflow with approvals	Must be approved by Police Chief and Asst. Police Chief						
1089	* Semi-annual & annual performance metrics							
1090	* Access and adjust budgets							
1091	* Store and report on budgetary historical							
1092	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)							
1093	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)							
1094	* Account for budget dependencies and relational data							
1095	The ability to drill down by specific department and manage budget at department level.							
1096	* Budget variances	PD currently tracks budget variances internally						
1097	* Funds							
1098	* Spend (throughout the year)							
1099	* Aggregate budget details							
1100	* Retrieve current wage information by employee							
1101	* Input / populate wage information for salary forecasts							
1102	* Provide budget scenarios (i.e. actual v. estimated)							
1103	* Support multiple budget scenarios / calculations							
1104	* Save scenarios as "budget versions"							
1105	The ability to model budgets for each PD unit:							
1106	* Tracking, monitoring and reporting integration							
1107	* Classify / identify each PD unit's mod budget requests							
1108	The ability to provide **Position Management** functionality:							
1109	* Manage and track positions in real-time							
1110	* Vacancies							
1111	* Contracted positions							
1112	* Electronic management functionality							
1113	* Secure database							
1114	* Integration with HRMS module							

1115	* Conduct position / budget scenarios and analysis							
1116	The ability to provide **Logistics Management** functionality:							
1117	* Track and manage equipment and supplies							
1118	* Sourcing and procurement							
1119	* Fleet management and maintenance							
1120	* Interface with contracted dealerships for data management							
1121	* Work Order management							
1122	* Submission via intranet	Managed by Public Services but tracked by PD.						
1123	* Facilities maintenance	3 locations - HQ and training facilities						
1124	The ability to integrate with LiveScan Company to submit / receive biometric data.	Fingerprinting, background check (NCIC & FCIC).						
1125	The ability to integrate with other departments to process and report on background checks for positions with the City: camps, parks, classes, sports, etc.							
1126	The ability to track and maintain VECHS details, status, club relationships in the system for reference.	Will be background checked, fingerprinted and assigned a VECHS number for results submission. -- refer back to notes VECHS meaning						
1127	* Report on who was checked, passed, paid, scanned or rejected							
1128	The ability to provide Crime Trend Analysis functionality.	Via NC4 - archives in COMPLY.						
1129	The ability to integrate with (or replace) **Power DMS:**	Web-bases (SaaS). - Document Management System						
1130	* Create and store internal PD policies							
1131	* Procedures							
1132	* Code Compliance							
1133	* General orders							
1134	* Employee acknowledgements							
1135	* Compliance and regulation governance for PD							
	Code Compliance							
1136	The ability to provide application for logging city-wide information:							
1137	* Web-based and mobile application							
1138	* Receive & log complaints							
1139	* Track complaints and statuses							
1140	The ability to create alerts for new calls, update status, additional work scheduled etc.							
1141	The ability to automate inspector assignments to complaints.							
1142	The ability to set follow-ups based on inspection types.							
1143	The ability to produce warning tickets and affidavits:							
1144	* Automatically setup ticket / affidavit follow-ups							
1145	The ability to provide mobile functionality for field employees.							
1146	The ability to access City Clerk's office to interact / link with Geographic Information System (GIS) data.							
1147	The ability to convert all historical COMPLY data into a usable digital format.	Case history: 1989-May 2010 (2010 to present stored in InkForce). -- REWORD requirement The ability to convert all historical case date from the dos based						
1148	The ability to interface with American Legal Publishing for Code of Ordinance updates.	www.amlegal.com						
1149	The ability to integrate with Geographic Information System (GIS) software.							
1150	The ability to interface with the Broward County Property Appraiser's office (BCPA).	Interface via InkForce. - direct interface instead of TAB						
1151	The ability to interface with the Buildings Department to obtain:	Interface via InkForce. - direct interface instead of TAB						
1152	* Applications	Interface via InkForce. - direct interface instead of TAB						
1153	* Building permits	Interface via InkForce. - direct interface instead of TAB						
1154	* Plans	Interface via InkForce. - direct interface instead of TAB						
1155	* Images	Interface via InkForce. - direct interface instead of TAB						
1156	* Requests and approvals	Interface via InkForce. - direct interface instead of TAB						
1157	The ability to interface with the Utilities department to retrieve tenant, water and power information.	link to Anzio						
1158	The ability to interface with the Cashiering Department to obtain collections information.	link to Anzio						

1159	The ability to interface with (or replace) current systems:	link to Anzio							
1160	* InkForce:								
1161	* Reports:								
1162	* Open/Closed Violations								
1163	* Productivity	Case concentration							
1164	* Complaints	Monthly report							
1165	* Cases-by-Month								
1166	* Fines								
1167	* Hearings	Schedule hearings, hearing information, historical hearings, etc.							
1168	* Re-inspections	Re-inspection Log and Complaints Log							
1169	* SmartReceivables	Invoicing for yards maintained by the City							
1170	* PM-AM	False alarms for Police response.							
1171	* GovQA	Public request for records							
1172	* CTS								
1173	* InkForce								
1174	The ability to link fines to related case via a single screen for ease of navigation.	i.e. (Dropdown / table that interfaces with backend data)							
1175	The ability to automate the assignment of cases to Officers by zone.								
1176	The ability to track all open / active violations in a specific geographic area vis GIS analysis capabilities.								
	Building								
1177	The ability to support various permit types:								
1178	* Assign associated fees to specific permit types								
1179	* Override assigned fees								
1180	* Set up checklists for each permit type								
1181	* Scan the application documents by permit type for archiving								
1182	The ability to provide automated workflow management to push information to relevant departments.	Currently push emails to applicants							
1183	The ability to complete and submit licensing applications online and attach required documentation.								
1184	* Enter business licenses on the dates of issue	Referring to the contractors license/insurance							
1185	* Issue business license renewals at various times	Referring to the contractors license/insurance							
1186	The ability to flag licenses when the renewal data approaches Automate renewal date flags.								
1187	The ability to provide **Building Permit Tracking** functionality:								
1188	* For above-ground / vertical requests:								
1189	* Renovation permits								
1190	* Construction permits								
1191	* Commercial & Residential permits								
1192	* Web-based / portal permit application & review processes (in-person submissions allowed as needed)	Large permits require large plan rolls and thus in person submission/application							
1193	* Allow applicants to views sign-offs, review applications, and check requirements online								
1194	* Allow applicants to resubmit rejected applications with updated documentation								
1195	**Permit Application Review process:**								
1196	The ability for electronic review of application details, digital documents and building plans.								
1197	* Electronic and online approval or rejection								
1198	* Produce Permit Cards upon application approval								
1199	* Collect permit fees (On-Line payment)								
1200	* Update application / permit file with permit fees collected or resubmission(s) of rejected applications								
1201	**Inspection scheduling functionality:**								
1202	* Online inspection scheduling (phone requests allowed as needed)								

1203	* Automated notifications of scheduled inspections to designated inspector	Assume to designated inspector, text cut off						
1204	* Generate Inspection Report (roster) of pending inspections							
1205	* Mobile / tablet functionality for inspectors							
1206	* Electronic Inspection Form completed via tablet							
1207	* Automated inspection results updates in the system							
1208	The ability to electronically support Certificate of Occupancy (CO) process to:							
1209	* Integrate with the Fire Department (FD)							
1210	* Conduct **Electronic Plan Reviews** of Temporary Certificate of Occupancy (TCO) request (against planning, zoning and fire requirements and compliance)	Small permit electronic plan review currently available. 4th qtr. 2017 will have full electronic plan review						
1211	* Submit electronic TCO inspection requests to FD							
1212	* Apply unique barcode to building plans for traceability	Currently have, found it wasn't a useful feature and no longer utilized						
1213	* Provide parent-child relationships from main permit to all related subsequent / component permits for traceability							
1214	* Automate TCO inspection results (pass / fail) in the system							
1215	* Automate system triggers:							
1216	* TCO inspection pass triggers CO generation							
1217	* Electronic CO and TCO document upload and storage (for the life of the building)							
1218	* Enter unlimited comments / notes							
1219	The ability to provide a Google Earth module / integration.	Utilizes GIS, not GE						
1220	The ability to provide Code Enforcement functionality.							
1221	The ability to provide advanced reporting capabilities to:							
1222	* Extract data into Word / Excel formats for manipulation							
1223	* Comply with BORA governance	BORA is Rules and appeals stands for Board of Rules and appeals						
1224	* Comply with BDP Rules or Appeals							
1225	The ability to produce specific reports:							
1226	* Fees Activity Report (monthly submittal to BORA)							
1227	* Clerk Report							
1228	* Number of applications created by named clerks for given period of time							
1229	* Certificate of Occupancy (CO) Report							
1230	* Inspection Report							
1231	* Process ID							
1232	* Permit ID							
1233	* Job address							
1234	* Date							
1235	* Monetary value							
1236	* Strap number							
1237	* Subdivision location	GIS map w/directions						
1238	* Building Permit Report							
1239	* Permit Type (residential and commercial)							
1240	* Volume of permit types							
1241	* Monetary value of monthly permits extended							
1242	* Render Report							
1243	* Letters sent to owners / contractors 150+ days past permit inspection deadlines							
1244	* Inspections / Plan Review Report							
1245	* Inspection type (fire, mechanical, plumbing, structural, zoning, electrical, engineering, etc.)							
1246	* Name of inspector							
1247	* Volume of monthly inspections							

1248	The ability to provide a document repository:								
1249	* Store information indefinitely								
1250	The ability to flag and automate invoice generation / reconciliation to other counties for taxes/fees owed to the city.								
	Planning & Economic Development								
1251	The ability to build business licenses by class codes.								
1252	The ability to provide electronic checklists for external agency / authority approvals.								
1253	The ability to provide a relational database for automated data population.								
1254	The ability to schedule/assign setup meetings.	Microsoft Outlook used							
1255	The ability to provide **Project Management** functionality:								
1256	* Track "time against a project"								
1257	The ability to provide Citizen & Vendor Portals:								
1258	* Complete various permits and applications	i.e. (Tree Removal Application ($10 fee) and evaluations with Arborists)							
1259	* Upload supporting documentation via citizens portal								
1260	* Applicant scheduling tools for preplanning meetings								
1261	* Application "save" functionality								
1262	* File appeals online								
1263	* Visibility of business licenses for applicants	Currently under Anzio, need improved query							
1264	* Checklists with built-in notifications								
1265	* Register various types of licenses								
1266	The ability to provide a uniform identification numbering system:								
1267	* Building permits	Third Party vendor CGA							
1268	* Customer ID								
1269	The ability to electronically manage land division and plat review tasks:								
1270	* Identify & track plat reviews by type and requirements	Would require coordination with Broward County							
1271	* Submit plat reviews online								
1272	* Store plat history by address								
1273	The ability to provide automated **Workflow Management:**								
1274	* Intradepartmental routing, review, approval and retention	DRC subject to Florida Law							
1275	The ability to provide **Payment Management** functionality:								
1276	The ability to interface with Accounts Receivable (AR) for streamlined payment collections and match to the appropriate accounts.								
1277	* Embedded account-routing logic								
1278	* Support payment kiosk(s)	Allow for kiosk payment to post directly to account and system							
1279	* Apply business rules to payments collected outside of the system								
1280	* Payment oversight and approval								
1281	The ability to integrate/interface with the Contracts /Grants module.	Coordination with CRA or grantors needed							
1282	The ability to electronically manage and control distribution of grant funds to third party contractors.								
1283	* Track draws	Currently provided under Finance							
1284	* Track payments	Currently provided under Finance							
1285	* Search by individual application	Currently provided under Finance							
1286	* Track non-profit grants								
1287	* Track loans and threshold levels								
1288	The ability to interface with American Legal Publishing for Code of Ordinance updates.	During Staff DRC review process							
1289	The ability to integrate with 3rd party P-card provider.	Essential to streamline certain purchases							
1290	The ability to conduct and retain records for electronic reviews, approvals and submissions of plans and applications.	For Development regulations, Via Granicus Legistar currently							
1291	The ability to require process policy adherence for quality assurance.	Need third parties to scan documentation							
1292	The ability to integrate/interface with the Geographic Information System (GIS):	Via ESRI currently							

1293	* To conduct land / zoning analysis							
1294	* For GIS reporting							
1295	* Integration with other departments for shared GIS initiatives (i.e. Code Compliance)							
1296	The ability to interface / integrate with CRA system: community redevelopment associates 3rd party vendor.	Via CoStar and Opposites currently (third parties)						
1297	* Electronic forms	HUD coordination						
1298	* Online payment processing	Subject to HUD rules and accounting review practices						
1299	The ability to record various inspections and results:	Inspections done by City as well as third parties						
1300	* Courtesy inspections							
1301	* Mobile functionality							
1302	The ability to provide automated triggers / notifications:							
1303	* Permit / application status							
1304	* Zoning / Landscaping interactivity reviews							
1305	The ability to integrate with LBTR via automated workflows.							
1306	The ability to provide advanced, automated external communications.							
1307	The ability to streamline dataflow to and from systems and integrations.	i.e. (ESRI, GIS, InkForce, Granicus, Onbase (Hyland), etc. (or for any replacement system)						
	City Clerk's Office							
1308	The ability to provide an **Electronic Filing System (EFS):**							
1309	* Centralized document repository							
1310	* Secure document filing							
1311	* Full-text use of filed documents (search, tags, keywords)							
1312	The ability to provide advanced reporting capabilities:							
1313	* Campaign Treasury Report (CTR)							
1314	The ability to enforce candidate self-service functionality:							
1315	* Online / portal access:							
1316	* Complete electronic forms							
1317	* Submit forms / requests electronically via EFS capabilities							
1318	* Automated workflow / routing (to and from City Clerk)	Monthly campaign update requirement						
1319	The ability to provide electronic document reporting functionality.	Onbase (Hyland) use currently						
1320	The ability to provide streamlined public sector agenda production functionality:	Granicus Legistar use currently						
1321	* Create legislative file by department	Granicus Legistar use currently						
1322	* Auto-generate file ID (one file per agenda item)	Granicus Legistar use currently						
1323	* Auto-generate cover sheet	Granicus Legistar use currently						
1324	* Attach associated PDF exhibits	Granicus Legistar use currently						
1325	* Automate compilation and generation of Agenda File (Draft & Finalized)	Manual in Word currently						
1326	* Automate creation of final Agenda Book from review edits	Manual hardcopy print and assembly (5 copies)						
1327	* Publish finalized Agendas online	Via Insight (Granicus Legistar website/calendar)						
1328	The ability to provide public records tracking system and functionality:	WebQA (GovQA) use currently						
1329	* Receive requests via email, phone, in-person, etc.	WebQA (GovQA) use currently						
1330	* Handle internal (Police Department) and external requests	WebQA (GovQA) use currently						
1331	* Capture records request information:	WebQA (GovQA) use currently						
1332	* Email address of request	WebQA (GovQA) use currently						
1333	* Type of request	WebQA (GovQA) use currently						
1334	* Specific request details	WebQA (GovQA) use currently						
1335	* Date of request	WebQA (GovQA) use currently						
1336	* Tracking number of request	WebQA (GovQA) use currently						
1337	* Department(s) assigned to request	WebQA (GovQA) use currently						
1338	* Targeted / due date of request response	WebQA (GovQA) use currently						
1339	* Generate user-friendly notification (email) to assigned department of records request and details	Email look & details are confusing - WebQA (GovQA) use currently						
1340	* Attach electronic documents to records request link	WebQA (GovQA) use currently						
1341	* Calculate cost of request	WebQA (GovQA) use currently						

1342	* Auto-generate invoice to requestor (billing functionality)	WebQA (GovQA) use currently						
1343	* Edit request status (open, closed, under review, etc.)	WebQA (GovQA) use currently						
1344	The ability to capture and report on various passport details:	Via spreadsheet currently						
1345	* Generated by the Federal government	Via spreadsheet currently						
1346	* Passport admin fees	Via spreadsheet currently						
1347	* Metrics / volume measurements	Via spreadsheet currently						
1348	The ability to provide Public Sector Document Management System (DMS) functionality:	Onbase (Hyland) use currently						
1349	* Scan final / signed documents	Onbase (Hyland) use currently						
1350	* Advanced text / query search tool	Onbase (Hyland) use currently						
1351	* Security-based user restrictions	Onbase (Hyland) use currently						
1352	* Departmental access to corresponding / authorized document storage sections	Onbase (Hyland) use currently						
1353	* Automated notifications (records retention)	Onbase (Hyland) use currently						
1354	The ability to interface with American Legal Publishing for Code of Ordinance updates.	www.amlegal.com						
1355	The ability to support the Contract Awards process:							
1356	* Integration with Procurement / Contracts Department							
1357	* Provide Contract Award package templates (7+)							
1358	* Attach electronic documents to Contract Awards package							
1359	* Automated Contract Award workflow management	i.e. (City Clerk forwards the award package to Risk Compliance per insurance requirements, City Clerk forwards to Legal and City Manager for review)						
1360	* Automate system upload of approved Contract Award package							
1361	* Electronic communications from the system	Contract sent to vendor and Procurement from the system						
1362	* Automate generation of Performance Bond request / notification with bank	i.e. (If mistakes were made - placed into escrow)						
1363	* Automate execution of a "Notice to Proceed"	To vendor awarded contract						
	City Clerk - Cashiering & Local Business Tax Receipt (LBTR)							
1364	The ability to collect and process payments for:							
1365	* Water bill							
1366	* Tree Removal bill							
1367	* Lien Searches							
1368	* Garage Sale permits							
1369	* Local Business Tax Receipts (LBTR)	ANZIO CURRENTLY						
1370	* Code Violations	INK FORCE CURRENTLY						
1371	The ability to accept various payment methods:							
1372	* Cash							
1373	* Check	Via Check Processing System currently						
1374	* Credit Card							
1375	* ACH	Via on-line payment currently						
1376	* Debit Card							
1377	* Deposit Monies:	Dunbar courier						
1378	* Automate upload to bank	One bank account						
1379	* Automate the recording of payments received and monies collected	Via Anzio currently						
1380	The ability to reconcile collected versus deposited monies.	Dunbar courier						
1381	The ability to provide Cashiering reporting capabilities:							
1382	* Transactions							
1383	* Amounts paid and received	LBTR Anzio Stat report						
1384	* Fiscal year activity	LBTR Anzio Stat report						
1385	* Accounts for budgeting							
1386	* Review application data and enter into system							
1387	The ability to automate LBTR processes for seamless integration with City Departments.							
1388	* Edit and / or delete LBTR's as needed							
1389	* Automate generation of daily inspection roster							
1390	The ability to provide LBTR reporting capabilities:							
1391	* Close Year-End:							
1392	* Run Final Report							
1393	* Close Accounts							
1394	* Zoning Report							
1395	* Unrendered Report							
1396	* Interface with Code Compliance and Zoning Departments							
1397	The ability to create / utilized zones that differentiate businesses into geographies.							

1398	The ability to provide a universal interface with each department to compile zone data for efficient data updates.							
	City Clerk - Licensing							
1399	The ability to process various license applications and calculate fees.							
1400	The ability to accommodate an unlimited number of user defined licensing categories.	i.e. (Commercial, home-based, food truck, events, solicitations, charities & commercial etc.)						
1401	The ability to attach electronic documents (e.g. scanned images) to applications.							
1402	The ability for system to maintain a history of license renewals to auto generate renewals letters.							
1403	The ability to Identify non-renewable license types and automatically removes these upon expiration from active license list.							
1404	The ability to route certain licenses through multiple departments for approval (Different licenses may need different routing processes).	i.e. (Approve business license with Code Enforcement and Fire & Building Departments)						
1405	The ability to routes certain licenses through multiple departments as notification (approval not required).							
1406	The ability to schedule and track completion of inspection.	i.e. (Fire inspection is required)						
1407	The ability to issue license upon approval of inspection.							
1408	The ability to automatically assign license numbers.							
	Community Services							
1409	The ability to provide a Transportation Management System functionality (TMS).	Trans Dept. currently uses EasyRides Software. It has limited capabilities. Would benefit from system that does more and provide access to Finance Dept.						
1410	The ability to Interface with City / Community bus services system:	Share information with Finance Dept. regarding fuel consumption, repair and maintenance, vehicle inventory and necessary grant reporting						
1411	* Bus and transport schedules	share with public via mobile app						
1412	* Bus and transport stops	share with public via mobile app						
1413	The ability for Real-time communications and automated / triggered notifications.	share with public via mobile app						
1414	* Provide routing / mapping functionality	Ability to check mileage, traffic patterns in order to create new routes. Ability to see population and growth to assess need						
1415	* Pickup locations	When picking up passengers in residential setting we would want a robo call to advise them of driver arrival. For community bus service, ability for a mobile app to be available to the public						
1416	* Activity routing							
1417	The ability to provide Community Services Administration functionality.							
1418	The ability to provide functionality to manage Social Services.	Please be advised that this center receives several grants that require physical (electronic not acceptable) signatures						
1419	The ability to establish, apply and manage fees.	Fees for membership and counseling for people under 60 years of age						
1420	The ability to register and have electronic client signatures available. Interface with new registration program, MySenior Center.							
1421	The ability for **Case Management functionality:**							
1422	The ability to manage and track and easily store referral information.							
1423	The ability to electronically store case management--incident reports, clinical referrals, utilization review meetings-files.							
1424	The ability for functionality to manage Adult Day Care Center activities.							
1425	The ability to interface with Easter Seals of South Florida (third party managed program).	As requested						
1426	The ability for **Activity Registration functionality:**	Create mobile app for center						
1427	The ability to manage single and tiered registrations (i.e. one or multiple household members).							
1428	* Membership management functionality (online and in-person)	Member can register and pay for classes, as well as edit basic information such as address, phone number, email						
1429	* Member / registrant interactive web portal and kiosks	Would prefer a mobile app for this function						
1430	* Touch screen kiosks	Members to scan an ID card instead of manual sign-ins						
1431	* Interactive events calendar							
1432	* Online and kiosk registration							
1433	* Auto-registration for classes for a specified amount of time							
1434	* Accept fees and dues payments							
1435	The ability to support various payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)							
1436	The ability to adjust fees.							
1437	* Electronic forms and reports							
1438	The ability to generate rosters (with contact information) from registration information.							

1439	The ability to generate customized / default robo-calls to groups and class registrants.								
1440	The ability to establish residency and age requirement thresholds.								
1441	The ability to manage and track food service programs:								
1442	* Interface with Meals on Wheels (contracted with / managed by to provide their own staff, resources, food, transportation, etc.)								
1443	* Onsite cafeteria services								
1444	The ability for Facility Management Administration functionality to track lease and rental payments.	Housing currently uses program called Rent Manager. Satisfied with this program at this time							
1445	* Senior Citizen Apartments (City-owned / operated)								
1446	* Medical Care Clinic (City-owned / operated)								
1447	The ability for reporting and audit capabilities:								
1448	* Custom and standard reports								
1449	* Electronic forms and reports								
1450	* Automated report submission to agencies and third parties								
1451	* Federal, State, and County compliant regulatory reports: (ADRC, DOEA, CIRTS, EHEAP, etc.)								
1452	* Monthly CIRTS Report (monthly count of members, services, etc. for Aging Disability Resource Center (ADRC))								
1453	* Volunteer Report (monthly compliance report of compiled volunteer hours for ADRC and Broward County)								
1454	* EHEAP (Emergency Home Energy Assistance Program) Report (monthly crisis assistance report of funds expended to supply crisis payments to members for ADRC)								
1455	* Weekly Cash Deposit Report (money collected for services report to City Finance Department)	Deposits vary, not weekly							
1456	* Grant Disbursement Report (monthly report to ADRC and Accounts Payable (AP)								
1457	* Revenue Report (monthly report to identify money received from services)								
1458	* Audit traceability for daily attendance / information compliance with Department of Elderly Affairs (DOEA)								
1459	* Compliance with Department of Elder Affairs - State of Florida Client Information & Registration Tracking System (CIRTS)								
1460	* Provide secure database for Community Services specific data:								
1461	* Client information								
1462	* Registration data								
1463	* Provide remote / keyless access to services and center(s):								
1464	* RFID / barcode key tags (member location scan)								
1465	* Employee / volunteer scanner								
1466	* Remote system access and monitoring								
1467	**Document Management System (DMS)** (digital filing system and contract repository):								
1468	* Role-based permissions to restrict edit / use of data								
1469	* Provide creation, collection, storage, archive and retrieval of documentation								
1470	* Accept various documentation via electronic upload, email, hardcopy, etc.								
1471	* Provide revision controls with history tracking								
1472	* Provide electronic document workflow management to other departments (review, approvals, etc.)								
1473	* Support paperless processes								
1474	The ability to provide advanced **Payroll module integration:**								
1475	* Integration with Pay Check Flex (third party)								
1476	* Facility Contract Services contractor payment method								
1477	* Centralized payroll management for Community Services employees								
1478	The ability to interface with Public Services Department for streamlined financial dataflow.								

	Parks & Recreation							
1479	The ability to provide Parks & Recreation Administration functionality.	Civic Rec						
1480	The ability for activity registration functionality.	Civic Rec						
1481	The ability to manage single and tiered registrations (i.e. one or multiple household members).	Civic Rec						
1482	* Interactive web portal and kiosks:	Civic Rec						
1483	* On-Line payment functionality	Civic Rec						
1484	* Touch screen kiosks	Civic Rec						
1485	* Interactive events calendar	Civic Rec						
1486	* Online and kiosk registration	Civic Rec						
1487	* Event ticket purchasing	Civic Rec						
1488	* Rentals and facility reservations	Senior center facility rented for activities / CivicREc						
1489	* Accept fees and dues payments	Civic Rec						
1490	* Electronic forms and reports	Civic Rec						
1491	* Electronic / hardcopy receipt of permits & waivers	Civic Rec						
1492	The ability to support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)	Civic Rec						
1493	The ability to integrate with various banks for immediate reconciliation of checks with accounts.	Civic Rec						
1494	The ability to generate rosters (with contact information) from registration information.	Civic Rec						
1495	The ability to generate customized / default robo-calls to groups and class registrants:	Civic Rec						
1496	* Cancellations	Civic Rec						
1497	* Reminders	Civic Rec						
1498	* Confirmations	Civic Rec						
1499	* Changes	Civic Rec						
1500	* Create automated notifications / prompts	Civic Rec						
1501	* Establish residency and age requirement thresholds	Civic Rec						
1502	**Membership Management** functionality:	Civic Rec						
1503	* Membership information management (online and in-person)	Civic Rec						
1504	* Membership billing	Civic Rec						
1505	* Member interactive web portal and kiosks:	Civic Rec						
1506	* Touch screen kiosks	Civic Rec						
1507	* Accept fees and dues payments	Civic Rec						
1508	* Personalized member dashboards:	Civic Rec						
1509	* Personalized member calendars	Civic Rec						
1510	* Secure messaging	Civic Rec						
1511	* Reservation tools	Civic Rec						
1512	* Payment tools	Civic Rec						
1513	* Missing forms / waivers	Civic Rec						
1514	* Automated prompts / notifications (i.e. upcoming reservation)	Civic Rec						
1515	* Electronic forms and reports	Civic Rec						
1516	The ability to support membership identification (RFID key tag, barcoded card, magnetic swipe, punch card, etc.)	Civic Rec						
1517	**Facility Management** functionality:	Civic Rec						
1518	The ability to manage facility rental requests and reservations (campsites, fields, etc.)	Civic Rec						
1519	* Web-based and in-person reservation booking tools	Civic Rec						

1520	* Map / Grid-based tools	Civic Rec						
1521	* Establish waiver & permit requirement prompts	Civic Rec						
1522	* Electronic waiver & permit forms for completion	Civic Rec						
1523	* Establish reservation minimum-maximum thresholds (i.e. camping reservations must be 1-4 nights only).	Civic Rec						
1524	The ability to create and support an interactive master calendar with real-time updates (i.e. volleyball courts blocked out every Saturday for league practice).	Civic Rec						
1525	* Provide reservation over or double booking logic / rules	Civic Rec						
1526	* Create recurring bookings / reservations	Civic Rec						
1527	* **Reporting and Audit** capabilities**:**	Civic Rec						
1528	* Custom and standard reports	Civic Rec						
1529	* Electronic forms and reports	Civic Rec						
1530	* Extract costs from work orders for tracking and reporting	Civic Rec						
1531	* Automated report submission to agencies and third parties	Civic Rec						
1532	* Centralized (City) **Document Management System (DMS)** (digital filing system and contract repository):	OnBase						
1533	* Role-based permissions to restrict access and edit of data / files	OnBase						
1534	* Create, collect, store, index, archive and retrieval of documentation	OnBase						
1535	* Advanced keyword search capability	OnBase						
1536	The ability to provide automated document **workflow management** to and from other departments (routing, review, approvals, etc.):	This is the only function that I am not sure OnBase provides						
1537	* Contracts	OnBase						
1538	* Grants	OnBase						
1539	* Facility Use Agreements	OnBase						
1540	* Insurance documents	OnBase						
1541	* Board of Directors (BOD)	OnBase						
1542	* Tax Forms	OnBase						
1543	* By-laws	OnBase						
1544	* Rosters	OnBase						
1545	* Accident, Incident and Injury Reports	OnBase						
1546	* Background Checks	OnBase						
1547	* Invoices & Purchase Orders	OnBase						
1548	* Pool Licenses	OnBase						
1549	* Resident Surveys	OnBase						
1550	* Risk Files	OnBase						
1551	* Cash Reports (Golf Daily)	OnBase						
1552	* Employee Documents (Application, Resume, Change of Employee Information, Position Control, Evaluations, Disciplinary Action Form, Change of Status (COS), Vacation Request, Timecards, etc.)	OnBase						
1553	* Safety Supervisor Report	OnBase						
1554	* Support paperless processes	OnBase						
1555	* Electronic signature capability	OnBase						
1556	The ability to scan documents into the system via **Optical Character Recognition (OCR)** functionality.	OnBase						
1557	* Provide **secure database** for Parks & Recreation specific data	Civic Rec						
1558	* Membership data	Civic Rec						
1559	* Client information	Civic Rec						

1560	* Credentials	Civic Rec						
1561	* Leases	Civic Rec						
1562	* Drivers Licenses	Civic Rec						
1563	* Address data	Civic Rec						
1564	**Customer Account Management** functionality:	Civic Rec						
1565	The ability to capture and manage customer / member information:	Civic Rec						
1566	* Demographics	Civic Rec						
1567	* Emergency contacts	Civic Rec						
1568	* Duplicate contact / data entry	Civic Rec						
1569	* Notification preferences	Civic Rec						
1570	* Balances, credits and payment history	Civic Rec						
1571	* Registration / activity history	Civic Rec						
1572	**Email marketing** functionality:	Civic Rec						
1573	The ability to create customized e/mailing lists based on historical (i.e. registration, participation, interest, etc.)	Civic Rec						
1574	* Custom message creation	Civic Rec						
1575	* Attach documentation (i.e. forms, photos, roster, class flyer, etc.)	Civic Rec						

Please complete the information below for each ERP Software package that your company offers

General Company & Software Overview	Response
Company Name	Skyward, Inc.
Ownership of company	Jim and Jean King, Julie King, Jennifer Rudnick, Jerry King
Estimated Annual Revenue	$76,839,000
Sales Representative Contact Information (phone, email, address)	Scott Hansen - 800.236.7274 ext. 1375
Name of software package proposed	Skyward Student Management System 2.0
Most recent version of software package proposed	10.2b
Version recommended	10.2b
Platform of software proposed (.NET, SQL, etc.)	.NET - Skyward uses the Progress OpenEdge 10 64-bit Enterprise RDBMS database with full SQL access to common tools such as SQL Reporting Services, Excel, Crystal Reports, and virtually any product that utilizes an ODBC/JDBC connection.
General Cost Per User	$15.00 per student
Deployment Options (SaaS/Host/On-Premise)	SaaS
Key Differentiating Factors	Product Functionality and Performance - in Tennessee's recent evaluation of vendors for preferred statewide status, Skyward ranked #1 in all categories (Input, Output, Ease of Use, Implementation, Technical Solution, Additional Features). Implementation and Training - Skyward's methodology and staffing model ensure a smooth transition into the new product, from the initial consultation through the go-live date. Many of our customers have raved at the ease with which they were able to migrate their data and implement the solution compared to previous experiences they have had. Ongoing Support - Skyward offers unprecedented support for its product and is constantly improving functionality based on customer feedback at no additional charge to you. We are always here to help, as evidenced by our 99% retention rate.
Approximate number of organizations using most recent version of software	2,000

Approximate number of organizations using any version of software	2,000	
Maximum number of users currently supported for any single client	Skyward services school district with as few as 50 users to district with over 200,000 users. We are confident that our SIS solution will meet the needs of the City of Pembroke Pines for years to come.	
Overview of customer software support	Skyward offers ongoing support via phone, email, or Live Chat. Automated help options are available in the context of what a user is doing at the time. Tutorials are used extensively to provide a visual walk-through of new features, and our Knowledgebase is available through the support portal. Our customer service representatives are held to a high standard, and have to undergo a rigorous, 4-level qualification program before being certified as a product expert. Many of our system updates are based on end user Requests for Enhancements, and we have a documented prioritization model depending on the critical nature of the request.	
Policy on code ownership and on-going maintenance	Source code is held in escrow with Iron Mountain escrow services.	Skyward updates its software with Full Releases 3 times a year, Addenda include time-sensitive or critical programming modifications that can not wait for a Release, such as state reporting or W2/1099 requirements - these are released several times per month. RMAs are small fixes or specific conversions that are released as needed. All updates can be applied by district personal and release notes/tutorials are provided for all major releases and addenda. We will provide support for the current and one prior release.
Approximate number of software updates per year	Skyward updates its software with full releases 3 times a year.	

Industry	Sample Clients in Each Industry (Where Applicable)
K-12 Student Information Systems, and School Business Systems	Skyward has provided references per attachment K, we recommend you reach out to these districts as they can attest to the ease of their Skyward implementation and on-going support for the solution.

Language	Language Supported? (Y/N)
English	**Yes**
Skyward uses Google translator to allow portals to be translated into any language supported by Google translation services.	

Module	Description of Functionality (I.e. part of core ERP, 3rd-party bolt-on, not available, etc.)
Student Core	From Offie& administration, classroom tools, Family Engagement, to student services, Skyward has all the tools you need for a better experience.
Fee Tracking	Track and follow-up on all fees due. This includes online payment integration with a variety of 3rd party payment processors, so your families can refill their students lunch accounts or pay those lost textbook fees through family access.

Food Service	When you automate your food service management with Skyward's Food Service, you will give your cafeteria operations a powerful tool. Our Food Service feature helps you monitor costs and improve efficiency, while providing families with up-to-date information on their account through Family Access. • Parents can enter applications for free and reduced lunches online and can process direct certification from your state. • Confidential information for free and reduced candidates is protected through security features. • Menu items, menu types (easily handles special meals) and multiple price levels are allowed for staff, kitchen personnel, students and visitors. • Accepts online credit card payments (via a 3rd party processor).
New Student Online Enrollment	New and returning students can save a trip to the office, Add your own custom enrollment forms, registarars review, update and process applications, reduce paper, phone calls and workload. Easy for parents to use, personalized workflow and requirements.

Special Education	Manage IEPs, Section 504 and gifted/talented. Easy-to-read graphs and charts. Case workers can communicate with teachers and parents. Notification of upcoming evaluation or expiration.
Textbook tracking	School-level distribution and tracking options. Budget for resources and forecast replacement needs. Differentiate between books and devices that remain in the classromm or go with the student. Match students to supply. Automatically create charges for lost of damaged resources and late returns.
Skylert/School Messenger (additional fee may apply)	Send school notifications, send emergency, attendance, and other alerts via text, voice, email and social media.

Implementation Approach	Response
Overview of implementation services	Skyward has implemented and refined its "SMOOTH" implementation methodology, which focuses on the following six-step process: Strategize, Migrate Data, Open Communication, Oversight, Training, and Help. In order to accomplish project goals, Skyward uses its Resource Management System (RMS) to schedule all vendor resources for training, installations, and conversions. RMS is also used to track and resolve project and support issues. SmartStart consultation helps to manage any risk involved and support business needs and processes.
Preferred implementation partners and their contact information	Skyward completes all implementation services, we do not use any 3rd party.
Methodology for implementing software	Skyward has implemented and refined its "SMOOTH" implementation methodology, which focuses on the following six-step process: Strategize, Migrate Data, Open Communication, Oversight, Training, and Help. In order to accomplish project goals, Skyward uses its Resource Management System (RMS) to schedule all vendor resources for training, installations, and conversions. RMS is also used to track and resolve project and support issues. SmartStart consultation helps to manage any risk involved and support business needs and processes.
Average software-license to implementation cost ratio	$15.00 - $15.84 per student
Average implementation time (months) for 0-100 users	9 Months
Average implementation time (months) for 100-250 users	9 Months
Average implementation time (months) for 250-500 users	9 Months
Average implementation time (months) for 500-1000 users	9 Months
Average implementation time (months) for 1000+ users	9 Months
Percent of implementations completed on time	99% - There are times where the district makes a decision to hold back on implementation of a module or two.

Percent of typical cost overruns in the implementation phase	5% - Overruns usually occur if the districts decides to purchase additional conversions or training, outside of the original scope of the proposed project.

The City of Pembroke Pines

Electronic Response to
RFQ #TS-17-04-A

Scott Hansen
Industry Specialist

Due February 20, 2018 @ 1:00 pm

SKYWARD®

Title Page

RFQ # TS-17-04-A ERP System Software and Implementation

Skyward, Inc.:

February 20, 2018

Scott Hansen – Industry Specialist

800.236.7274 ext. 1375

scotth@skwyard.com

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SKYWARD®

FEBRUARY 16, 2018

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FL 33025

RE: RFQ #TS-17-04-A

To the The City of Pembroke Pines Evaluation Committee:

We appreciate the opportunity to participate in your RFP process for an ERP System Software and Implementation. Skyward is responding solely to the SIS portion contained within this RFP. Skyward's approach is based on the three pillars of **better experiences, future-ready flexibility,** and **preemptive support**. We don't just want to be the people who give you flashy new technology; we want to be the driving force behind a more productive, collaborative, and successful learning environment.

How is this accomplished? The answer is simple: It starts and stops with the human element. Software is just one part of the puzzle. Features and functionality are nice, but this project will ultimately hinge on the comfort level, engagement, and buy-in of your stakeholders. That's where you will notice the Skyward difference.

Scott Hansen will be your primary contact for any questions or concerns related to this RFP. You can reach him via e-mail at Scotth@skyward.com, or at the following address and phone number:

Skyward, Inc.
2601 Skyward Drive
Stevens Point, WI 54482
Phone: 715.341.9406

Again, thank you for your consideration of Skyward in this evaluation. We are currently working with over 2000 school districts throughout the world (*45 of which are in Florida*) and we are honored to share what a better experience could look like for The City of Pembroke Pines. Please feel free to call us at any time should you require additional information or assistance throughout this process.

Sincerely,

Ray Ackerlund
Chief Marketing Officer

Skyward, Inc. • 2601 Skyward Drive • Stevens Point, Wisconsin 54482 • 800-236-7274 • www.skyward.com

Executive Summary

A better SIS experience is about moving beyond "the way we've always done it." It's about your culture, strategy, and technology all working together toward a common purpose. It's about you becoming the driving force behind the tools you use to do your job. Work smarter, engage more, and empower everyone with Skyward's Student Management Suite.

The Skyward Approach – Three Pillars

1 A Better Experience

Five years from now, it won't matter which vendor scored higher on your evaluation rubric. The only thing you'll care about is whether your administrators, staff, parents, and students see your SIS as an obstacle to overcome or a boon to your learning environment. Skyward's all-encompassing commitment to UX at every single touchpoint is at the heart of everything we do.

2 Future-Ready Flexibility

You need the freedom to dictate your own strategies and methodologies without being pigeonholed into whichever initiatives your technology will support. As you evaluate your options, consider which solution is most likely to keep up with what you'll need five years down the road, not just which one checks the most boxes on your wish list at this moment. With Skyward, our stability has never gotten in the way of our ability to help districts prepare for what's coming next.

3 Preemptive Support

In this space, it's common for support to be evaluated based on how quickly a vendor picks up the phone or how long it takes for a typical service call to be resolved. Wouldn't it make more sense to ask which provider won't make you pick up the phone at all? Training, professional development, and just-in-time resources are the bedrock of what we call "preemptive support." With Skyward, everyone – not just your power users and system administrators – will have access to the resources they need to become more confident, capable, and self-sustaining. That means less troubleshooting for your IT team and more return on investment at every level of the organization.

The Skyward Difference begins and ends with the human element. We always start with the who, not the what. Our user-centric development model keeps us focused on how our technology can help you and your team be better at what you do, not on which new features a bunch of developers in a conference room are most excited about.

"A better experience" is not a flashy marketing pitch. It's the foundation of our culture, our mission, and our ongoing commitment to you.

Grow with Us

Skyward invites The City of Pembroke Pines to collaborate with us in our ongoing pursuit of what's next. We look forward to the prospect of helping you drive a more collaborative, productive, and successful learning environment.

I am confident this proposal offers the best opportunity for you to enjoy the benefits of a better SIS experience, and I know our team would welcome the opportunity to demonstrate our solution first-hand as the next step in your evaluation process.

Best regards,

Ray Ackerlund
Chief Marketing Officer

Financial Stability

Skyward, Inc., a privately held corporation, has worked exclusively in the K-12 market for over 30 years and has experienced steady growth.

To demonstrate our record of growth and stability, annual revenues have been provided below:

- 2012 Total Revenues $58,070,070
- 2013 Total Revenues $59,190,957
- 2014 Total Revenues $69,283,512
- 2015 Total Revenues $74,347,863
- 2016 Total Revenues $76,838,801

As a privately held company, Skyward does not provide its audited financial statements. However, our auditors have provided us with a compilation report that we may share with you to convey Skyward's financial stability. The report has been compiled from full-disclosure financial statements for the years ending December 31, 2016, 2015 and 2014.

Project Team - Skyward

Skyward will dedicate a team of highly specialized, expert personnel to oversee the various aspects of your implementation. We have identified a number of key roles in order to fulfill the requirements of this project, as shown below. Skyward affirms that any of its staff assigned to the The City of Pembroke Pines project will be properly educated, trained, qualified, certified, and experienced for the services they are asked to perform. Skyward will provide 2 project managers, 1 conversions programmer, 1 senior consultant and up to 5 trainers. At this time personnel cannot be dedicated, however once an agreement is reached between The City of Pembroke Pines and Skyward, members of the The City of Pembroke Pines implementation team will be selected at that time. In addition to the key personnel below we also have 2 additional Project management mangers with 12 supporting project management staff.

Key Personnel

Terry Anderson – Vice President of Corporate Operations

Tim King – Project Management Manager

Andy Lind – Vice President of Customer Service

Mike Bianco – Director of IT Services – Corporate Office

Amanda King – Project Management Project Team Manager

Staff Resumes

Terry Anderson

Vice President of Corporate Operations

Proposed Project Role

Implementation Team Lead

Summary of Experience

13years with Skyward
Involved in managing the training process for over 1400 Districts

Notable Implementations

Jordan School District, UT
Student Count – 82,000
Number of Entities – 100

Alpine School District, UT
Student Count – 80,000
Number of Entities – 75

Garland ISD, TX
Student Count – 58,000
Number of Entities – 68

Applicable Education and Professional Certifications

UW – Stevens Point, WI	Business Administration
UW – Madison, WI	Masters Certificate in Project Management

References

Mike Heaps – Jordan School District, UT
Phone – 801.567.8271
Email - michael.heaps@jordandistrict.org

Paul Lewis – Alpine School District, UT
Phone – 801.830.8735
Email - plewis@alpinedistrict.org

Jason Genovese – Garland ISD, TX
Phone – 214.701.0426
Email - jegenove@garlandisd.net

Tim King

Branch Manager – Dallas Office

Proposed Project Role

Project Manager

Summary of Experience

5 years of experience as Skyward Branch Manager
3 years of experience as Skyward Project Manager
4 years of experience as Manufacturing Plant Manager
10 years of experience as Manufacturing Production Manager

Notable Implementations

Peoria IL, Student and Finance Implementation
Student Count – 14,469
Number of Entities – 39

Grand Prairie ISD TX, Student and Finance Implementation
Student Count – 15,800
Number of Entities – 22

Allen ISD TX, Student and Finance Implementation
Student Count – 69,188
Number of Entities – 76

References

Sabina Trevino – Clear Creek ISD
IMS Coordinator
Phone - 281-284-0455
Email - strevino@ccisd.net

Butch Sloan – Garland ISD
Executive Director Data & Administrative Services
Phone - 972-487-3684
Email - LLSloan@garlandisd.net

Angela Willis – Grand Prairie ISD
Finance Main Contact
Phone - 972.237.5405
Email - angela.willis@gpisd.org

Andy Lind

Vice President of Customer Service

Proposed Project Role

Training Lead

Summary of Experience

23 years with Skyward
Involved in managing the training process for over 980 Districts over the past 10 years

Notable Implementations

Jordan School District, Utah
Student Count – 85,000
Number of Entities – 94

Canyons School District, Utah
Student Count – 33,528
Number of Entities – 20

Allen School District, Texas
Student Count – 19,505
Number of Entities – 24

Oshkosh School District, WI
Student Count – 10,008
Number of Entities – 23

Janesville School District
Student Count – 10,327
Number of Entities – 22

References

Michael Heaps – Jordan School District, UT
Phone - 801-567-8271
Email - michael.heaps@jordandisrict.org

Ike Isaacson – St. Cloud ISD #742, MN
Phone - 320-253-9333
Email - ike.isaacson@isd742.org

Mike Bianco

Director of IT Services – Corporate Office

Proposed Project Role

Technical Lead

Summary of Experience

15 years with Skyward
Involved in the installation and/or administration of over 1,000 LAN/WANs

Notable Implementations

Seminole County School District, FL
 Student Count – 66,000
 Number of Entities – 66

Alpine School District, UT
 Student Count –70,000
 Number of Entities – 81

St. Lucie County School District
 Student Count – 40,000
 Number of Entities – 47

Lake County District, FL
 Student Count -38,000
 Number of Entities – 54

Fort Bend ISD, TX
 Student Count – 70,000
 Number of entities - 76

References

Contact Name - District Jim Dunn, St. Lucie County, FL
Phone - 772-429-7561
Email - JAMES.Dunn@stlucieschools.org

Contact Name - District Paul Lewis, Alpine, UT
Phone - 801-830-8735
Email - plewis@alpinedistrict.org

Amanda King, PMP

Project Management – Team Manager

Proposed Project Role

Implementation Team Lead/Project Manager

Summary of Experience

12 years with Skyward/9 years in Project Management
Involved in managing the implementation process for over 80 Districts

Notable Implementations

Lake County Schools, FL
- Student Count – 42,000
- Number of Entities – 54

Marion County, FL
- Student Count – 42,500
- Number of Entities – 54

Shawnee Mission USD 512, KS
- Student Count – 27,000
- Number of Entities – 44

Applicable Education and Professional Certifications

Project Management Professional (PMP) | Project Management Institute	August 2016
Frank P. Saladis Certificate in Project Management |UW-Stevens Point	June 2016
Project Management Professional Workshop | Successful Projects	July 2016

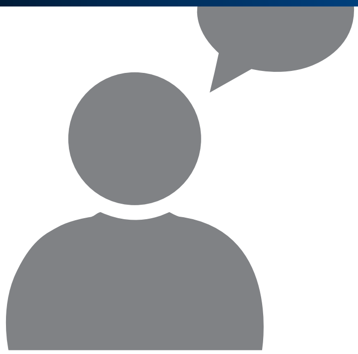
References

Rosalina Shoebrook – Shawnee Mission USD 512, KS
Phone - 913-993-8807
Email - rosalinashoebrook@smsd.org

Scott Hansen – Marion County Schools, FL
Phone - 352-671-7775
Email - scott.hansen@marion.k12.fl.us

Heather Hamilton – Lake County Schools, FL
Phone - 352-253-6700
Email - Hamiltonh@lake.k12.fl.us

Success Story



Florida School District Makes Communication a Priority to Stand Apart from the Competition

Seminole County Public Schools | Sanford, Florida
Enrollment: 67,808 | Schools: 71 | Implemented: 2010

Why do students, families, and employees choose one district over others when reviewing their options? While it may seem unusual, many school districts are applying some of the same principles Fortune 500 companies have used for years to market their soft drinks, cars, and sneakers. And few districts are doing it as effectively as Seminole County Public Schools (SCPS).

Located in central Florida, SCPS ranks first in the state for STEM education rates, and its SAT scores and graduation rates are both well above the national averages. Until just recently, however, SCPS's tech-driven culture and academic successes were not known by many people beyond the four walls of the district. Recognizing this, district leaders made the conscious decision to improve communication efforts or risk losing families and job candidates to neighboring districts.

> *"Skyward has ensured that our brand identity and processes remain front and center."*

SCPS hired communication officer Michael Lawrence, who served in a similar role for over five years for the city of Orlando. Lawrence's plan for raising SCPS's profile involved introducing many of the same marketing strategies he used in his previous job to position Orlando as a top destination for vacationers and business events.

"After assessing the district's needs, I emphasized the critical need to prioritize and strengthen the SCPS brand," said Lawrence. Knowing that a good brand was more than just a logo and a name, Lawrence determined the following three areas were essential to creating positive experiences for stakeholders and standing out from the competition long term:

Regular Engagement

SCPS's branding successes started with an emphasis on creating regular engagement with stakeholders through real-time communication and messaging. Skyward's Student Management Suite, the district's SIS, presented the perfect tool to accomplish this goal. Since students, staff and parents were already logging in to Skyward every day, SCPS was able to engage them in new ways by providing access to student fees, health records, and assignments.

"Through the many communication resources and tools at our disposal in Skyward, we've disseminated a variety of information to our families rapidly and in real-time as needed," said Lawrence. By using Skyward as more than a tool for managing and sharing student data, SCPS reinforced its identity as a future-ready district that prioritized communication and engagement.

SCPS also stressed a stronger social media presence, which has skyrocketed since 2013. The district's Facebook audience has increased from 250 likes to over 13,000 at the time of this article. Twitter, once an underutilized platform, is now at over 6,000 followers in the same timeframe. Additionally, SCPS has added Flickr, YouTube, Pinterest, Instagram, and a district mobile app to its toolbox to increase the reach of communication efforts.

Just as important, the district created a digital newsroom to capitalize on earned media placement when a student, teacher, or school received recognition. This has kept the district's many constituents up to date as SCPS's name and brand appear in local, state, and national media.

Success Story

Accessible Information

Wanting to be known as a tech-driven district, SCPS uses Skyward to reduce the number of digital silos stakeholders used to access information. From simplifying state reporting to consolidating processes in Family Access, a one-stop portal for parents and students, the district's efforts have given all stakeholders a more accessible online experience.

"Skyward's application approach means that all stakeholders in the organization are being communicated real-time information and engaging with features tailored to their needs," explained Lawrence.

Whether it's current or prospective families and teachers, SCPS's defining characteristics of innovation and accessibility are apparent and start the brand experience off on the right foot. Most recognizable are SCPS's digital media efforts. Created with the end-user in mind, SCPS's intuitive and mobile-friendly website sets the gold standard for other districts. Specifically, an "I Want To" feature personifies SCPS's website and directs users to the most popular destinations.

"Every individual may look for the same information differently," explained Lawrence. "Our goal is for visitors to find the information they are seeking within one or two clicks."

Consistent User Experience

To maximize SCPS's branding influence, the communication and technology departments teamed up to improve the district's consistency on all digital platforms. "In many ways, the two go hand-in-hand," said Lawrence. "The combination of our marketing strategies paired with the district's adoption of emerging technologies have created a unique online presence that is hard to find anywhere else."

SCPS put its name on all digital platforms ranging from its website to Skyward's Family Access. Rather than experiencing vendor brands, the two teams focused on what mattered most, which was the way stakeholders see the district.

To personalize the user experience even further, SCPS enhanced its workflows. Third-party products once required between the district's former SIS and parent portal were eliminated by Skyward. By improving workflows, SCPS's stakeholders will continue to encounter consistent experiences. "Skyward has ensured that our brand identity and processes remain front and center," explained Lawrence.

Additionally, digital signage delivery, e-communications, website development, social media archiving, and ADA compliance were improved to increase uniformity online and make connecting to the district effortless.

"SCPS branding and marketing efforts now reflect the same level of quality representative of the high-achieving district we are known for being," stated Lawrence.

While SCPS's branding has set the standard for school districts, the process didn't take place overnight. Districts looking to take the next step in their marketing initiatives will want to start with the same mentality SCPS applied.

"It's important to have a vision of what you want to accomplish with technology when it comes to branding and culture," stated Lawrence. "The vision must take into account the current culture and climate within the organization and set a well-defined goal of where you want to go with the new initiative."

"SCPS branding and marketing efforts now reflect the same level of quality representative of the high-achieving district we are known for being."

Attachment A

Skyward has completed Attachment A and submitted this electronically through the BidSync website.

Attachment N

Please complete the information below for each ERP Software package that your company offers

General Company & Software Overview	Response
Company Name	Skyward, Inc.
Ownership of company	Jim and Jean King, Julie King, Jennifer Rudnick, Jerry King
Estimated Annual Revenue	$76,839,000
Sales Representative Contact Information (phone, email, address)	Scott Hansen - 800.236.7274 ext. 1375
Name of software package proposed	Skyward Student Management System 2.0
Most recent version of software package proposed	10.2b
Version recommended	10.2b
Platform of software proposed (.NET, SQL, etc.)	.NET - Skyward uses the Progress OpenEdge 10 64-bit Enterprise RDBMS database with full SQL access to common tools such as SQL Reporting Services, Excel, Crystal Reports, and virtually any product that utilizes an ODBC/JDBC connection.
General Cost Per User	$15.00 per student
Deployment Options (SaaS/Host/On-Premise)	SaaS
Key Differentiating Factors	Product Functionality and Performance - in Tennessee's recent evaluation of vendors for preferred statewide status, Skyward ranked #1 in all categories (Input, Output, Ease of Use, Implementation, Technical Solution, Additional Features). Implementation and Training - Skyward's methodology and staffing model ensure a smooth transition into the new product, from the initial consultation through the go-live date. Many of our customers have raved at the ease with which they were able to migrate their data and implement the solution compared to previous experiences they have had. Ongoing Support - Skyward offers unprecedented support for its product and is constantly improving functionality based on customer feedback at no additional charge to you. We are always here to help, as evidenced by our 99% retention rate.
Approximate number of organizations using most recent version of software	2,000

Approximate number of organizations using any version of software	2,000	
Maximum number of users currently supported for any single client	Skyward services school district with as few as 50 users to district with over 200,000 users. We are confident that our SIS solution will meet the needs of the City of Pembroke Pines for years to come.	
Overview of customer software support	Skyward offers ongoing support via phone, email, or Live Chat. Automated help options are available in the context of what a user is doing at the time. Tutorials are used extensively to provide a visual walk-through of new features, and our Knowledgebase is available through the support portal. Our customer service representatives are held to a high standard, and have to undergo a rigorous, 4-level qualification program before being certified as a product expert. Many of our system updates are based on end user Requests for Enhancements, and we have a documented prioritization model depending on the critical nature of the request.	
Policy on code ownership and on-going maintenance	Source code is held in escrow with Iron Mountain escrow services.	Skyward updates its software with Full Releases 3 times a year, Addenda include time-sensitive or critical programming modifications that can not wait for a Release, such as state reporting or W2/1099 requirements - these are released several times per month. RMAs are small fixes or specific conversions that are released as needed. All updates can be applied by district personal and release notes/tutorials are provided for all major releases and addenda. We will provide support for the current and one prior release.
Approximate number of software updates per year	Skyward updates its software with full releases 3 times a year.	

Industry	Sample Clients in Each Industry (Where Applicable)
K-12 Student Information Systems, and School Business Systems	Skyward has provided references per attachment K, we recommend you reach out to these districts as they can attest to the ease of their Skyward implementation and on-going support for the solution.

Language	Language Supported? (Y/N)
English	**Yes**
Skyward uses Google translator to allow portals to be translated into any language supported by Google translation services.	

Module	**Description of Functionality** (I.e. part of core ERP, 3rd-party bolt-on, not available, etc.)
Student Core	From Offie& administration, classroom tools, Family Engagement, to student services, Skyward has all the tools you need for a better experience.
Fee Tracking	Track and follow-up on all fees due. This includes online payment integration with a variety of 3rd party payment processors, so your families can refill their students lunch accounts or pay those lost textbook fees through family access.

Food Service	When you automate your food service management with Skyward's Food Service, you will give your cafeteria operations a powerful tool. Our Food Service feature helps you monitor costs and improve efficiency, while providing families with up-to-date information on their account through Family Access. • Parents can enter applications for free and reduced lunches online and can process direct certification from your state. • Confidential information for free and reduced candidates is protected through security features. • Menu items, menu types (easily handles special meals) and multiple price levels are allowed for staff, kitchen personnel, students and visitors. • Accepts online credit card payments (via a 3rd party processor).
New Student Online Enrollment	New and returning students can save a trip to the office, Add your own custom enrollment forms, registarars review, update and process applications, reduce paper, phone calls and workload. Easy for parents to use, personalized workflow and requirements.

Special Education	Manage IEPs, Section 504 and gifted/talented. Easy-to-read graphs and charts. Case workers can communicate with teachers and parents. Notification of upcoming evaluation or expiration.
Textbook tracking	School-level distribution and tracking options. Budget for resources and forecast replacement needs. Differentiate between books and devices that remain in the classromm or go with the student. Match students to supply. Automatically create charges for lost of damaged resources and late returns.
Skylert/School Messenger (additional fee may apply)	Send school notifications, send emergency, attendance, and other alerts via text, voice, email and social media.

Implementation Approach	Response
Overview of implementation services	Skyward has implemented and refined its "SMOOTH" implementation methodology, which focuses on the following six-step process: Strategize, Migrate Data, Open Communication, Oversight, Training, and Help. In order to accomplish project goals, Skyward uses its Resource Management System (RMS) to schedule all vendor resources for training, installations, and conversions. RMS is also used to track and resolve project and support issues. SmartStart consultation helps to manage any risk involved and support business needs and processes.
Preferred implementation partners and their contact information	Skyward completes all implementation services, we do not use any 3rd party.
Methodology for implementing software	Skyward has implemented and refined its "SMOOTH" implementation methodology, which focuses on the following six-step process: Strategize, Migrate Data, Open Communication, Oversight, Training, and Help. In order to accomplish project goals, Skyward uses its Resource Management System (RMS) to schedule all vendor resources for training, installations, and conversions. RMS is also used to track and resolve project and support issues. SmartStart consultation helps to manage any risk involved and support business needs and processes.
Average software-license to implementation cost ratio	$15.00 - $15.84 per student
Average implementation time (months) for 0-100 users	9 Months
Average implementation time (months) for 100-250 users	9 Months
Average implementation time (months) for 250-500 users	9 Months
Average implementation time (months) for 500-1000 users	9 Months
Average implementation time (months) for 1000+ users	9 Months
Percent of implementations completed on time	99% - There are times where the district makes a decision to hold back on implementation of a module or two.

Percent of typical cost overruns in the implementation phase	5% - Overruns usually occur if the districts decides to purchase additional conversions or training, outside of the original scope of the proposed project.

Attachment O

Skyward has completed Attachment o and submitted this electronically through the BidSync website.

Functional Requirements

Functional Requirements*

Skyward is looking forward to the opportunity of working with the City of Pembroke Pines and providing an innovative Student Information System Solution. It all starts with a better experience and moving beyond “they way we’ve always done it.” It’s about your culture, strategy, and technology all working together toward a common purpose. It’s about you becoming the driving force behind the tools you use to do your job. Work smarter, engage more, and empower everyone with Skyward’s Student Management Suite.

*Skyward is responding solely to the SIS requirements set in this documentation.

Selection
X

Key Definitions:
Out of the Box: requires 'minimal configuration'
Configuration: requires 'heavy configuration'
Customization: change in source code of the system

[Insert Vendor Name]

ID	**Introduction**: For each of the functions or requirements shown below, please place a "x" in the column that best describes your software's level of functionality.		Supported 'out of the box' with minimal configuration	Supported but requires configuration of software.	Supported but requires customization of base software.	Supported but requires 3rd party/bolt on	Not supported or supported with limited functionality	Optional: Please add any comments or points that will help us understand your software's functions, features or unique approaches in this area.
	Legend:		**Out of the box**	**Configuration**	**Customization**	**3rd party/Bolt on**	**Limited/No support**	**Comments - Key Points**
ID	**Cross-Functional Requirements**	**Requirement Examples and Explanations**						
	System Functionality							
1	Ease of navigation capability – the ability to view all information on one screen, or navigate between modules with ease.							
2	The ability to provide role-based permissions and parameters by:							
3	* User							
4	* Group							
5	* Department							
6	* Fields							
7	The ability to attach documents, photos and notes to a system record.							
8	The ability to import data into the system from a spreadsheet.							
9	The ability to provide visibility of transactional history with audit trail capability.							
10	The ability to set up parent-child relationships.							
11	The ability to set up multi-site locations.							
12	The ability to cross reference items (i.e. fixed asset numbers, facilities, addresses, etc.)							
13	The ability to connect remotely to the ERP system.							
14	The ability to provide mobile capability (i.e. Phones, tablets, etc.)							
15	The ability to provide electronic signature functionality.							
	Work Flows, Notifications and Alerts							
16	The ability to provide workflow automation and management:							
17	* Workflow tracking							
18	* Workflow reporting							
19	* Audit trail capabilities							
20	* Set up tasks by group or individual							
21	* Set up workflows across multiple departments, groups and individuals							
22	* Establish points of approval and milestones							
23	* Generate alerts and notifications throughout workflows							
24	The ability to provide automated flags and notifications in the system.							
	Document Management							
25	The ability to provide and store documents in central document repository with revision control.							
26	The ability to generate a master list of all documents stored in the repository.							
27	The ability to import and export documents.							
28	The ability to tag specifics documents related to compliance for regulations, procedures and various authorities.							
	Queries, Reporting and Dashboards							
29	The ability to provide user friendly tools to view all data real time.							
30	The ability to create and display user defined dashboards and reports.							
31	The ability to extract reporting/queries into other formats: CSV, Excel, etc.							
32	The ability to do analytics, trend analysis and reporting.							
33	The ability to search using wildcard characters.							
34	The ability to handle multiple drop down selections.							
35	The ability to modify or create custom forms.							
	Web Portals and On-line Payments							
36	The ability to provide customer & vendor portals.							

37	The ability to support on-line payment functionality.							
38	The ability to support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)							
39	The ability to provide Integrated EDI tools and capabilities:							
40	* Security-based parameters compliant with Federal, State and County regulations							
	Public Services							
	Engineering							
41	The ability to provide Project Management capabilities:							
42	* Manage specialized Engineering projects	Can use MS Project						
43	* Remote access to document repository	Can access only through ethernet connection						
44	* Project lifecycle management	Can use MS Project						
45	* Scan / upload of plans to repository and system for use	Currently have scanning capability and can determine destination						
46	* Electronic plan reviews (if applicable)	Only have email or drop-box for receiving of plans						
47	* Task project work to relevant individual, team or contractor	Can use MS Project						
48	* Manage project workflows (approvals, milestones, routing and issues)	Can use MS Project						
49	The ability to upload photos and construction plans into system.	Currently have scanning capability and can determine destination						
50	The ability to integrate with Accounts Payable (AP) to invoice as needed (i.e. excess water usage, etc.)							
51	The ability to standardize interdepartmental data for consistency and integrity:							
52	* Standard permit numbering across all department							
53	The ability to track improvements for compliance requirements:							
54	* FEMA report	Have to manually enter into Excel spreadsheet						
55	The ability to provide a Vendor Portal for vendors to:							
56	* Receive Engineering requests via email, phone, etc.							
57	* View documentation							
58	* View status updates for work orders							
59	* Request approvals							
60	* Enter work order information (updates, issues, follow-up, etc.)							
61	The ability to utilize handheld / mobile devices in the field.							
	Facilities Maintenance							
62	The ability to interface with Procurement / Contracts & Financing Departments.							
63	The ability to monitor contract lifecycle:							
64	* Costs							
65	* Budget							
66	* Staff							
67	* Completion metrics							
68	* Renewals							
69	The ability to provide Work Order Management functionality.							
70	The ability to assign work order/service/maintenance requests to representatives in the field via automated work order queue.							
71	The ability to view, update work order request through mobile functionality.							
72	The ability to capture labor and job-costing data on work orders.							
73	The ability to capture and report on work order metrics and stats:							
74	* Retrieve Work Order history (open, outsourced, closed-out-by month, age, status, etc.)							
75	* Advanced Work Order reporting capabilities							
76	* Location site work was performed							
77	* Work Order requestor							
78	* Public Works department tasked to complete the order							
79	* Completed by which department, individual							
80	* Capture and track Work Order warranties							
81	The ability to provide detailed Bills of Labor (BOL).							
82	The ability to support work order/service/maintenance requests via various methods:							
83	* Phone							

84	* Email							
85	* Portal request							
86	* Mobile app							
87	The ability to support work order/service/maintenance requests for various types of maintenance operations:							
88	* Construction							
89	* Repairs							
90	* Other maintenance							
91	The ability to capture and track maintenance data:							
92	* Analyze and report on maintenance trends							
93	* Warranty information and notifications (expiration dates)							
94	* Work tasked, completed and in-progress							
95	The ability to view data through customizable dashboards and reports.							
96	The ability to provide estimating functionality:							
97	* Electronic and efficient job pricing tool							
98	* Capture and measure job productivity rates							
99	* Capture project team composition							
100	* Cost indexes							
101	* Capture labor and material costs							
102	* Profit and overhead rates							
103	The ability to provide work order functionality to manage landscape maintenance:							
104	* Scheduling							
105	* Cost-based job estimates							
106	* Convert an estimate to a job							
107	* Build project plans							
108	* Budgeting							
109	* Crew and department budgets							
110	* Equipment and material purchases							
111	* Customer Relations Management (CRM)							
112	* Capture initial contact, sales, services rendered, communications, and customer details.							
113	* Custom dashboards and reports							
	Utilities							
114	The ability to provide Utilities Management & Administration functionality.							
115	The ability to interface with utilities vendors to monitor and track issues with all plants and operations:	Rile, CH2M, WastePRO						
116	* Water (city-owned plant)	City oversees water and sewer plants (2) and CH2M operates the plants: billing, customer service, meter reading, etc.						
117	* Sewer (not-metered)	City oversees water and sewer plants (2) and CH2M operates the plants: billing, customer service, meter reading, etc.						
118	* Sanitation (only bill for vendor)	City bills for WastePRO (does not manage customer), collects payment and retains a franchise fee from WastePRO						
119	The ability to capture and track Utilities Maintenance:							
120	* Track orders, repairs or estimates	Currently via Neptune (meter-reading system)						
121	* Consumption level	Currently via Neptune (meter-reading system)						
122	* Amount consumed	Currently via Neptune (meter-reading system)						
123	* Meter problems/issues							
124	The ability to interface with citizen & vendor portals.							
125	The ability to provide electronic / automated forms on the Utilities section of the City website:	Will need to change requirements, specifically where Notary Public is required						
126	* New Account Request							
127	* Terminate Account Request							
128	* Utility Transfer							
129	* Utility Services Application							
130	* Hydrant / Construction Account Request							
131	* Pool Credit Request							

132	The ability to auto-populate forms and requests with existing customer / account data.							
133	The ability to provide integrated data between Permitting, Planning and Utilities Departments:							
134	* Track enterprise funds							
135	* Track monthly charges							
136	* Roll-off (temporarily)							
	Utilities - Billing							
137	The ability to provide billing functionality for commercial and residential accounts.							
138	The ability to capture, charge and report on fees:							
139	* Haul fees							
140	* Fees by volume							
141	* Monthly fees by classification							
142	* Reconnection fees							
143	* Calculate, generate, and track multi-tiered fees							
144	* Calculate fees based on a prorated schedule							
145	* Add additional charges as necessary							
146	* Utilize varied rates							
147	* Apply discounts (pricing adjustments)							
148	* Automate "irregular charges / fees" tracking, log and billing							
149	The ability to conduct a cost of service analysis.							
150	The ability to establish multiple pricing structures.							
151	The ability to support a complex billing structure with multi-tiers.							
152	The ability to submit adjustments to accounts and bills.							
153	The ability to perform auto-adjust to payment amount.							
154	The ability to provide electronic billing options:	Postage is $88,000 per year, currently 10,834 active accounts have opted for electronic bills. Of those 5,597 have opted for no paper bill.						
155	* Provide barcode scanning capability for bills (8x11 paper bills)							
156	* Provide link to pay bill	Last 12 months, 482,548 utility payments. 271,913 automated payments in some fashion, including payments made from web.						
157	* Provide electronic notifications of "bill availability, due date, or payment ready" via text / mobile app							
158	The ability to support exception, cycle billing and reporting:							
159	* Rebill (original read was inaccurate)							
160	* Final Bill (end of service)							
161	* Bill Calculation Summary							
162	* Billing by Summary							
163	* Departments Applied							
164	* Balance Due							
165	* Trial Balance Due							
166	* Department by Adjustment							
167	* End of Month Report (to Finance)							
168	* Analyze and report on trends							
169	* Show remaining amount due							
170	* Reflect credits on accounts							
171	* Submit bills to developers							
172	* Add notes to bills							
	Utilities - Payments							
173	The ability to provide efficient payment options / methods:							
174	* Self-service kiosk (payments, receipts, statements, etc.)							
175	* Support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)							
176	* Support third party payment options	Currently receiving a file and deposit each day from Fiserv(Check Free) - no charge. 87,149 payments last 12 months.						
177	* Conduct "void payments"							
178	* View, track and report on which payment method a customer utilized							

179	* Automate account payment updates and notifications	Prevent certain types of payments due to certain reasons: Returned payments, meter pulled, etc.						
180	* Payment made - do not allow system or field reps to shut off utility							
181	* Payment not made - allow system or field reps to shut off utility							
182	* Automated notifications to alert field rep that the account has been satisfied and the utility can be reconnected							
183	* Provide payment confirmations to customers							
	Utilities - Reporting							
184	The ability to generate reports for:							
185	* Roll-off Sanitation Activity Report	.CSV to WastePRO						
186	* No-read Report	Unreadable meters (in Neptune & FlexGen)						
187	* Problem Report	Running but needs repair (in Neptune & FlexGen)						
188	* Exception Report	Based on determined high/low thresholds (in Neptune & FlexGen)						
189	* High/Low Exception Report	In Anzio						
190	* No-read Report (Billing Clerk version)	In Anzio. Readings omitted by Billing Clerk						
191	* Non-Billable Customer	In Anzio. New customer data not entered						
192	* Rollover	LOWER CURRENT READING THAN PREVIOUS MONTH						
193	* Meter Change	In Anzio. Reading accurate but changes were made						
194	* Compliance Reporting							
195	* Account Activity Report	Actual, delinquent and lien account activities in a single report						
	Utilities - Metering							
196	The ability to track and report on utility meter history (i.e. water, sewer, sanitation, etc.)							
197	The ability to read and collect AMI meter data in real-time:							
198	* Require photographic evidence of stated daily meter readings.							
199	* Manage meter equipment (lids, boxes, meter change out's, etc.)	Ability to auto track electronically via a work order system that links to the billing system						
	Utilities - Backflow							
200	The ability to track Backflow Management:							
201	* Monitor and test residential "dual-check" valves	Monitor and track-dual checks do not need to be tested until 10 years						
202	* City and commercial accounts							
203	* Each location must be tracked, tested and certified							
204	* Electronic process to manage Backflow Management Work Orders							
205	* Track all backflow management:							
206	* Know which meter the reading is from							
207	* Meter location							
208	* Meter testing							
209	* Meter install / birthdate							
	Utilities - Work Orders							
210	The ability to issue and manage work orders.							
211	The ability to receive Utilities requests via various methods:	To store and integrate with a utility billing system						
212	* Phone							
213	* Email							
214	* Portal request							
215	* Mobile app							
216	The ability to assign service requests to representatives in the field via automated work order queue.							
217	The ability to assign work orders to other departments for review, inspections or requests.	Engineering, Facilities, etc.						
218	The ability to push notifications to field representatives.							
219	The ability for mobile / tablet functionality for field representatives and meter readers.							
220	The ability for automated workflow management.							
221	The ability to interface with Geographic Information System (GIS) for data retrieval, mapping, route definition and assignment functionality.	Automate the route structure set up via GIS						

222	* Display stats: meter health, status, location, history, etc.							
223	The ability to provide routing functionality (work orders, maintenance, etc.)							
224	The ability to integrate with social media and apps for community communications / announcements.							
	Procurement & Contracts							
225	The ability to support a centralized **Procurement** process**:**							
226	The ability to categorize approvals based on thresholds, exemptions, policy compliance.							
227	* Support flexible workflows based on thresholds and policies							
228	* Allow PO flexibility based on tasks, projects needs, policy requirements, across fiscal years - matching PO to contracts.							
229	* Provide multiple approval levels for Procurement thresholds							
230	The ability to integrate with a 3rd party E-procurement system.							
231	The ability to provide Procurement reporting capabilities:							
232	* Advanced forecasting and reporting capabilities:							
233	* Contract Templates							
234	* Solicitation Templates							
235	* Purchasing Matrix							
236	* PO Change Order Forms							
237	* Asset Forms							
238	* Requisition Checklist Form							
239	* Vendor Forms							
240	* Contract Database Report							
241	* Asset Transfer / Disposal Forms							
242	* Retrieve and extract reports / historical data to build and schedule forecasted orders							
243	* Build forecasted scenarios based on selected criteria							
244	The ability to capture and report on Procurement Solicitation Analytics:							
245	* Electronically capture Procurement Solicitation details (purpose, specs, account coding, background, budget, funding, permit requirements, etc.)							
246	The ability to log and maintain open-source / collaborative Procurement database to:							
247	* Allow team / collaborative edits and updates							
248	* Prioritize							
249	* Branch from allocated budget							
250	* Submit to Commissions							
251	* Create package templates to ensure vendor compliance							
252	* Tracking							
253	* Historical							
254	* Tandem tracking of simultaneous contracts (CLM module functionality)							
255	* Task assignment							
256	* Calendars for forecasting							
257	The ability to provide automated workflow management for Purchase Order (PO):							
258	* Electronic routing							
259	* PO workflow tracking / traceability							
260	* Electronic signature / approval							
261	* PO requisition creation							
262	The ability to provide automated and robust EDI interface:							
263	* Security-based parameters compliant with Federal, State and County regulations							
264	The ability to interface with P-Card solutions:							
265	* Receive P-Card batch payment requests							

266	The ability to support and manage RFQ (request for qualifications) process.							
267	The ability to support and manage RFP (request for proposal)process in systems.							
268	The ability to establish stages in the Confirmation process:							
269	* Track price list inconsistencies							
270	* Confirmation of rate acceptance or rejection							
271	* Accept electronic vendor PO confirmations							
272	The ability to automate PO process to increase accountability and efficiency:							
273	* Auto-generate PO's							
274	* Convert requisition to PO							
275	* Set PO thresholds							
276	* Receive against a PO							
277	* View status of PO's, payments, outstanding PO's, etc.							
278	* Support an authorized signature list with automated PO approval thresholds / limits							
279	The ability to integrate with Fleet Maintenance process (Fleet Management System - FMS):							
280	* The ability to track vehicle details, titles, VINs, accidents, work orders, maintenance, previous owners, etc. in a single system / source							
281	* Prevent duplicate entries							
282	* Integrate with dealer / vendor repair systems							
283	* Capture/integrate with body work vendors for status updates, location, repair list, payment options, etc.							
284	* Integrate with vehicle GPS tracking (internal or external)							
285	* Track all user changes/versions for traceability purposes							
286	The ability to support Surplus Auction process (Fixed Assets - FA):							
287	* Provide surplus capabilities via **Inventory Management System (IMS) module**							
288	* Label each asset with its Asset Number for bulk work order/ component identification							
289	* Implement internal asset offering to City departments before auction/disposals occur							
290	* Electronic signatures for expedited processes							
291	The ability to provide paperless executions of process / project tasks.							
292	The ability to establish organizational minimum-buy thresholds with violation alerts.							
293	The ability to delegate electronic approval authority.							
294	The ability to provide automated and intelligent replenishment triggers.							
295	The ability to set advanced lead-times by item and / or supplier with on / off functionality.							
296	The ability to automate system updates to vendor data / part numbers.							
297	The ability to a tie replenishments to the primary vendor.							
298	The ability to push documents to responsible department/parties.							
299	The ability to assign approver by department, by report, etc.							
300	The ability to match an invoice to a responsible department.							
301	The ability to provide electronic forms and reports.							
302	The ability to support invoice payment in the system.							
303	The ability to capture detailed line items.							
304	The ability to flag vendors as "inactive" or "active".							
305	The ability to flag vendors that are not "current".							
306	The ability to allow vendors to submit requests for accounts.							
307	The ability to provide auto-matching functionality for data inconsistencies.							
	Procurement & Contracts - Bid Management							
308	The ability to provide functionality for Bid Management.	Currently in BidSync						
309	The ability to create on-line drafts and templates for use in drafting new online bids and quote requests.	Currently in BidSync						

310	The ability publish bid solicitations and RFQ on portal / website or e-mail notifications to vendors.	Currently in BidSync						
311	The ability to upload and attach bid files (various formats) to create bid package.	Currently in BidSync						
312	The ability to capture basic solicitation info (bidder name, address, contact info, bid bond, bid surety, participation goals, status, etc.)	Currently in BidSync						
313	The ability to receive vendor bid responses electronically with supporting documents attached.	Currently in BidSync						
314	The ability to electronically route vendor bid submissions to Procurement/Contracts.	Currently in BidSync						
315	The ability to create a subcontract from a bid.	Currently in BidSync						
316	The ability to view bid statuses and bid response progress.	Currently in BidSync						
317	The ability to generate bid evaluation / comparison / analysis / based on established criteria.	Analysis matrix or dashboard						
318	Populate a PO form with the tabulation results above.							
319	The ability to enable a separate notes field for City bid analysis results (notation of resolution of bid exceptions, etc.)							
320	The ability to export solicitation information to a contract file upon user status change to 'awarded'.							
321	The ability to gather and maintain history of all solicitation and purchasing activity by:	(e.g., requisitions, bid/quotes, vendor record changes, and receiver information).						
322	* Awards							
323	* Dollar amounts							
324	* Vendor							
325	* Buyer							
326	* Commodity							
327	Track vendor solicitation activity by:							
328	* Vendor request for bid packet							
329	* Vendor response history							
330	* Past awards							
331	* Commodity code							
332	* New vendors							
	Procurement & Contracts - Contract Management							
333	The ability to create and manage vendor contracts:							
334	* Compliance with County, State and Federal regulations							
335	* Manage contracted and agreed-upon pricing structures							
336	* Manage non-profit grants							
337	* Contract health and compliance reviews / audits							
338	* Track contract milestones							
339	* Track and report on warranties and dates of interest / action needed							
340	* Intuitive alerts and reminders - due dates, renewals, etc.							
341	* Secure and accessible contract / document repository							
342	* Security-based parameters for restricted access							
343	* House contract docs for electronic document use in prepopulating fields on contracts							
344	* Parse selectable data out from web-based forms for collective display of vendor responses							
345	* Extract higher level data/pertinent data to eliminate inefficient package reviews							
346	* Advanced reporting and analysis capabilities							
347	* Draft contracts							
348	* Custom and standard templates							
349	* Electronic workflows and approvals							
350	* Contract release / negotiation							
351	* Notice to Proceed & Intent to Award & City Affidavit & RFP/RFQ forms must be provided							
	Procurement & Contracts - Vendor Management							
352	The ability to provide Vendor Management functionality.							

353	The ability to support and manage orders to an Approved Vendor List (AVL):							
354	* Integration with AP for verification that the Vendor does not have any conflict of interest with City employees							
355	* Maintain multiple suppliers of the same item by AVL							
356	The ability to manage create and manage Vendor Master:							
357	* Data validation							
358	* Data governance							
359	* Streamlined data maintenance / management							
360	* Data analytics							
361	* Data reporting							
362	* Stratification by revenue, department, region, etc.							
363	* Create, track, and convert prospects / bids to vendors in the system							
364	* Categorize vendors in the system:							
365	* Vendor / supplier hierarchies and classifications							
366	* Categorize Vendor Masters by the plant they service							
367	* Provide intelligent vendor / product substitutions							
368	* Automated and recurring order placement with suppliers / vendors							
369	* Automate the receipt of orders into the system - based on vendor approvals:							
370	* Automated order scan / upload							
371	* Read and review receipt, system routing and document-save based on vendor approvals							
372	* Order receipt, system routing and document-save based on vendor approvals							
373	* Automated system routing and document-save based on vendor approvals							
374	* Automated order document "save"							
375	* Maintain Commodity Codes in the system:							
376	* Produce a list of potential vendors/bidders who provide the requested commodities based on a (NIGP, NAICS, etc.) commodity coding capability							
377	The ability to support credit checks.							
378	The ability to support enterprise accounts.							
379	The ability to streamline data transfers and communications per City / Department strategy.							
380	* Provide Vendor Portal capabilities							
381	* Provide bid/vendor portal for bid / proposal / award status, submission, help, etc.							
382	* Establish business rules around vendor compliance							
383	* Penalize vendors for failure to comply with Vendor Portal regulations / adherence quality checks							
384	* Restrict the Vendor-facing portals by variable criterion							
385	* Provide security parameters for Vendor Portal restrictions							
386	* View documentation							
387	* Upload documentation							
388	* View status updates							
389	The ability to provide automated EDI tools:							
390	* Security-based parameters compliant with Federal, State and County regulations							
391	The ability to provide Vendor Analysis functionality:							
392	* Vendor performance analysis							
393	* Cost-benefit analysis							
394	* Vendor-to-Vendor analysis							
395	The ability to create vendor profiles/accounts that can reconcile/integrate with Anzio/payroll systems to verify vendor relationships with city/state employees for business/work to progress.							
	Finance & Accounting							
	General							

396	The ability to provide advanced organizational structure in the system build out:							
397	* Hierarchies							
398	* Levels / Departments							
399	* Divisions							
400	* Comply with State of Florida uniform account coding	Needs flexibility for account coding (currently 8) - 8 minimum						
401	* Support unique and flexible department structures for advanced allocation purposes							
402	The ability to provide advanced integration with all departments.							
403	The ability to integrate with various banks:							
404	* Report on data pulled from bank information							
405	* Support ACH & electronic payments							
406	* Support checks & wire transfers							
407	* Check / compare live information to bank statements							
408	* Perform automated bank statement reconciliations							
409	* Automate variance flags (reconciliations / statements)							
410	* Download bank statements							
411	The ability to track expenses by events.							
412	The ability to break out project funds.							
	Accounts Payable							
413	The ability to reconcile user-based roles and permissions based on system conflicts.							
414	The ability to scan invoices into the system via Optical Character Recognition (OCR) functionality.							
415	The ability to apply business rules to retain invoice status as pending to continue work order processing ahead of receipt of payment.							
416	The ability to establish workflows between Accounts Payable Vendor Management:							
417	* Accommodates EDI interface with vendors and suppliers							
418	* Scan and upload W-9 and attach to vendor account							
419	* Support multiple variance threshold amounts per vendor							
420	* Reassign vendors to various pay groups							
421	* Provide prepayment functionality to pay vendors							
422	* Conduct an open search of full vendor history							
423	* Provide miscellaneous vendor options							
424	* Set up vendor classes							
425	* Lookup vendors by address, phone, etc.							
426	* Enter vendor terms							
427	* Set up multiple addresses by vendor to send remittance							
428	The ability to activate and deactivate accounts within a vendor ID:							
429	* Add notes to accounts / profiles							
430	The ability to automate notifications for vendor payment that are past due.							
431	The ability to provide security parameters for W-9 data storage for IRS compliance.							
432	The ability to manipulate data as needed (invoices, accrual, etc.)							
433	The ability to change dates of pay runs.							
434	The ability to run Trial Balance Reports to perform reconciliations.							
435	The ability to separate customer payments by invoice.							
436	The ability to validate name and address with tax ID number or employee ID number.							
437	The ability to set up mailing addresses for businesses.							
438	The ability to set up separate billing address and mailing address in accounts.							
439	The ability to print checks.							

440	The ability to print customer account number in memo line.							
441	The ability to send checks by invoice.							
442	The ability to match invoices to Purchase Orders (PO):							
443	* Perform reconciliations against payment issues versus PO							
444	* Enter vendor credit memos without originating from a PO							
445	The ability to support tandem approvals for PO's and payments.							
446	The ability to process travel expenses.	Currently this is a somewhat manual process forms and supporting documents are hand delivered to Accounts Payable for processing						
447	* View expenses by cost center down to employee							
448	* Book expenses by cost center							
449	The ability to provide advanced Cash Flow Analysis and Forecasting functionality:							
450	* Automated alerts and notifications (insufficient cash flow in bank account)							
451	* Historical views for forecasting and budgeting							
452	* Report on weekly check registers to notify treasury before printing checks							
453	* Query search available to Departments	Departments are able to search by each element (date, check number, vendor name etc.)						
454	The ability to provide advanced capabilities to upload files into the system for:							
455	* Electronic signature approval							
456	* Adjustments							
457	* PDF files, scanned images, emails							
458	The ability to export 1099 documentation for various data updates.							
459	The ability to create automated flags, alerts or notifications:							
460	* By individual if 1099 is required							
461	* Sales taxes exceeding established thresholds	Flag when sales tax is included on the invoice - prevent payment of sales tax						
462	* Duplicate entries that have been paid							
463	* If tax information is missing for vendor accounts							
464	* Non-reported IRS items that do not need to be reported							
465	* If use-tax needs to be calculated							
466	* Automate the calculation of use taxes							
467	* Calculate sum of use tax for state remittance							
468	* Payments for EFT							
469	The ability to provide multiple statuses for invoices, payments, etc. (hold, pending verification, etc.)							
470	The ability to support Government Accounting Standards Board (GASB) compliance and regulations.							
471	The ability to link PO to requisitions and invoices with various levels of drill-down capabilities, etc.							
472	The ability to conduct 3-way matching (PO/Invoice/Receipt).							
473	The ability for all departments to be able to enter their own payable information.							
474	The ability to conduct both check and ACH print / send functionality.							
475	The ability to provide drill-down capabilities to fund/account balance level at the AP/Invoice payment process.							
476	The ability to set controls preventing duplicate payments (current state – mandatory to keep).							
	General Ledger & Journal Entries (JE)							
477	The ability to effectively map between departments.							
478	The ability to provide parent-child relationships for mapping departments to finances for reporting purposes.							
479	Tracks chart-of-accounts structure changes (e.g. departmental changes) from fiscal year to fiscal year.							
480	The ability to enable account roll-ups.							
481	The ability to view accounts by Department, division, or other types of organizational subcomponents.							
482	The ability to accept both standard and recurring journal entries, both as to amount and account.							
483	The ability to attach a description to individual line items for reference purposes.							

484	The ability to enter unlimited journal entries for multiple agencies and funds under one journal header.							
485	The ability to provide for budget control by checking available funds before posting.							
486	The ability to provide automated approval workflow for Journal Entries (JE).							
487	The ability to establish multiple Journal Entry (JE) classifications.	(i.e. Actual, budget and GASB, forecasting, personnel, position control, etc.)						
488	The ability to transfer budgets between various accounts via journal entries (budget adjustment functionality).							
489	The ability to automate Journal Entries (JE).							
490	The ability to check for funding and post entry if in balance.	Journal entries in which there is not sufficient funds in a particular account will not post even though it may be approved. Journal entries cannot be saved as complete if both debits and credits are not balanced						
491	The ability to post to 15 periods.							
492	The ability to auto-allocate Journal Entries (JE).							
493	The ability to edit recurring Journal Entries (JE).							
494	The ability to provide an output report of Journal Entries (JE).							
495	The ability to attach documentation to Journal Entries (JE).							
496	The ability to provide real-time data access across all accounts.							
497	The ability to reverse Journal Entries (JE).							
498	The ability to upload Journal Entries (JE).							
499	The ability to provide Journal Entry (JE) audit trail, historical tracking & reporting.							
	Accounts Receivable							
500	The ability to capture Point-of-Sales (POS) sales in the system.							
501	The ability to enter changes to multiple customer accounts.							
502	The ability to assign parent-child relationships (multi-tier accounts under one customer account).							
503	The ability to establish multiple account codes under 1 invoice.							
504	The ability to generate statements via scheduled email or adhoc basis.							
505	The ability to generate automated invoice and payment notifications to originating departments.							
506	The ability to generate automate past due notices to originating departments.							
507	The ability to store AR invoices via a document repository.							
508	The ability to provide various methods of AR invoice delivery.							
509	The ability to integrate with third party for credit card processing/statements/invoices.							
510	The ability to consolidate to a single merchant account.							
511	The ability to attach documents to corresponding customer accounts.							
512	The ability to provide credit collections functionality:							
513	* Provide an integrated dispute log for advanced tracking, reporting, follow-up, notifications, etc.							
514	The ability to provide NSF integration to scan checks against offenders tracked by the program.							
515	The ability to create and apply credit memos in RentManager.	Define Rent Manager and define Smart Stream						
516	The ability to interface with SmartStream for auto-generated documentation (security deposit release, etc.)							
517	The ability to provide multiple statuses for invoices, payments, etc. (hold, pending verification, etc.)							
518	The ability to track vendor balances (30-day and 60-day balances) and is sent to Collections after 90-days.							
519	The ability for invoices to be fully integrated with Cashiering – need seamless data flow of payments through to AR.							
520	The ability to generate a GL for receivables.							
521	The ability to provide bar code capabilities.							
522	The ability to apply payments to a specific invoice rather than the balance of the account.							
523	The ability to retain Uniform Account Coding compliance in the system / processes.							
524	The ability to reconcile bank payment file with Red Light Camera (RLC) files to validate payments with fines.							
	Liens							
525	The ability to query and report on identified liens (utilities, housing, special items).							
526	The ability to setup onetime and recurring lien customers.							

527	The ability to provide custom and standard reports:							
528	* Credit Balance Status and Reports							
529	* Lien Search Report							
530	The ability to provide online calculations (by date) of lien interest and billing charges based on current and previous rate tables.							
531	The ability to automate the deduction of lien amounts from payments to vendors.							
532	The ability to display pending lien requests.							
533	The ability to integrate with financial system to automate payment posting.							
534	The ability to integrate with other departments to provide organizational lien oversight and management (Utilities, etc.)							
	Fixed Assets							
535	The ability to provide a **Fixed Asset (FA) Management module** to:							
536	* Enter and track FA information							
537	* Tag assets as "FA"							
538	* Set up parent-child relationships							
539	* Provide inventory tracking of FA via IMS module							
540	* Provide barcoding capability							
541	* Run a FA ledger							
542	* Provide automated system thresholds for the entry of new assets							
543	* Post monthly FA's							
544	* Provide straight line depreciation (according to schedule and reporting / tracking purposes)							
545	* Run monthly depreciations							
546	The ability to maintain an Approved Vendor List (AVL).							
547	The ability to support disaster recovery processes / tracking.							
548	The ability to provide a robust **Fleet Management System (FMS)**:	Currently handled by public services - Fleet management section						
549	**Asset Management:**							
550	* Maintain strong fleet details (i.e. VIN, vehicle specifications, damages, insurance claims and policies, work orders, maintenance history, previous owners, cost, expenses, etc.)							
551	* Fleet valuation and condition reporting capabilities							
552	* Fleet RFID / barcoding capability							
553	* Attach images to FA for optimized inventory tracking and reporting							
554	* Fleet data integrity logic needed to eliminate duplicate entries							
555	* Electronic City Master including All Companies List							
556	* Calculate vehicle life span based on depreciation , vehicle repair expenses incurred							
557	**Fuel Management:**							
558	* Capture and track vehicle fuel expenses							
559	* Complete chargebacks							
560	* Track fuel consumption to the source / asset (location, department, etc.)							
561	* Report fuel consumption to the State quarterly - State of Florida Department of Revenue							
562	* Automate generation of asset financial, tax and lifecycle forms and reports							
563	The ability to provide an Inventory Management System (IMS) module:							
564	* To track materials and inventory (i.e. inventoried, FA, decommissioned, etc.)							
565	* Provide inventory counts							
566	* Provide barcoding capabilities							
567	* Track item movement							
568	* Department ability to track their respective inventories							
569	The ability to provide flexible / customizable FA attributes.							
570	The ability to handle 30,000 +/- FA's (construction equipment, buses, etc.)							

571	The ability to apply invoices to a Fixed Asset (origination, details, history, document retention, etc.								
	Budgeting								
572	The ability to provide Budgeting functionality:								
573	* Monthly, Quarterly, Semi-Annual & Annual performance metrics								
574	* Access and adjust budgets								
575	* Store and report on budgetary historical								
576	* Retrieve current wage information by employee	Ability to retrieve all payroll data per employee as well pay plans. Facilitate retrieval of parameters/attributes to forecast vacant positions.							
577	* Input / populate wage information for salary forecasts	Facilitate custom logic on user defined groups such as hire date, DROP status, retirement status, etc.							
578	* Reclassify positions during the budget process	Separate systems to facilitate reclassifications: (a) in the current year budget and (b) in the proposed year during budget preparation.							
579	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)								
580	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)								
581	The ability to create budget (what if scenarios):								
582	* Support multiple budget scenarios / calculations	For example labor negotiations							
583	* Save scenarios as "budget versions"								
584	* Account for budget dependencies and relational data	For example Fund 504 revenues are dependent on Fund 1 expenses.							
585	The ability to measure and track budget performance against goals.								
586	The ability to retrieve historical budget forecasts.								
587	The ability to provide security and user-based restrictions for budget access.								
588	The ability to provide detailed traceability of budgets:								
589	* Track budget process and timestamps								
590	* Budget approval and revision controls								
591	The ability to provide advanced budget forecasting based on contracts, fiscal year budgets, commitments, etc.	For example Fund 504 revenues are dependent on Fund 1 expenses.							
592	The ability to link budgets to related departments, programs, etc.								
593	The ability to create customizable drill-down functionality.								
594	The ability to integrate with financial system.								
595	The ability to input budget / department narratives, performance measures, charts, etc. for accurate budget reporting and tracking.	Facilitate compilation of 600 Budget Book (comprised of text, tables, charts & graphs) for publication online.							
596	The ability to provide customizable dashboards / notifications by department (i.e. identifying pending invoices, authorizations waiting, action items, pending deadlines, budget requests for override, etc.)								
597	The ability to automate the creations of new accounts.								
598	The ability to provide budget spending/threshold limits (would flag/stop expense if it exceeds the budget).								
	Finance & Accounting - Financial Reporting								
599	The ability to provide **Financial Reporting** capabilities:								
600	* Full Financial Suite (custom and standard)								
601	* Audit Reports (new user, changes in user security)								
602	* Project Reports								
603	* Budget vs. Actuals								
604	* Revenue Reports & Statements								
605	* Revenue Statement (monthly)								
606	* Revenue-by-Fund Statement (monthly)								
607	* Aging Reports (AR & AP)								
608	* AR - invoice by customer ID or user defined object reports								
609	* AR - Monthly reconciliation report								
610	* General reconciliation reports								
611	* Pending invoice reports (AR & AP)								
612	* AR open PO report								

613	* AP monthly closing report							
614	* Invoice paid by vendor or account coding report							
615	* Expenditures Statement (monthly)							
616	* Lien Reports							
617	* Trial Balance & Fund Balance Sheet Reports							
618	* Sales Tax reporting							
619	* Utility Usage Reports (water/sewer)							
620	* Construction-in-Progress (CIP) report							
621	* Check Register Report / Federal Tax Report							
622	* Consolidated reporting by fund / month / year							
623	* Sub ledger Reports:							
624	* Payroll							
625	* Outstanding Purchase Orders (PO)							
626	* Account analysis / details							
627	* Asset Management report by location, gain and loss report, by fund, etc.							
628	* Schedule of Changes in Fixed Assets by (Division, Type, Function)							
629	* Fixed Asset Disposals							
630	* Asset addition report by year							
631	* 941 Quarterly Report (IRS required)							
632	* Direct Deposit File for bank upload							
633	* W2 forms, files and reports							
634	* City Report (CAFR)							
635	* State Report (AFR)							
636	* Monthly and Quarterly School Report							
637	* Year End Closing Reports (City and Schools)							
638	* Streamline report exports from the system to Excel (Ex. Aging Reports)							
639	* Federal and State compliant reporting (i.e. Federal, State, ACA, IRS, etc.)							
640	* Canned and adhoc report / query tool							
641	The ability to produce audit reports for:							
642	* FEMA (only for disaster management reimbursements):							
643	* IRS							
644	* State of Florida							
645	* Broward County School Board							
646	* FSU							
647	* Grant reporting:							
648	* Broward County							
649	* Florida state							
650	* Auditor General Report							
651	* DOT							
652	* HUD							
653	* DOJ							
654	* Broward County Attorney General (AG)							
655	The ability to provide advanced financial controls.							
656	The ability to provide project financial tracking.							
657	The ability to provide customizable fields.							

658	The ability to interface with various banks:							
659	* Enter / upload changes into the system for banks to provide information on							
660	* Receive detailed data from the banks							
661	* Upload transaction data into system							
662	The ability to provide flexibility (city and school) for alphanumeric coding (account, vendor, etc.) to allow for future growth/expansion.							
	Human Resources & Payroll							
	Human Resources							
663	The ability to support multiple levels of municipality structure / build-out (i.e. state, city, department, employee, assets, associated insurances, etc.).							
664	The ability to provide **Human Resources Information System functionality (HRIS)** to handle:							
665	* Employee actions:							
666	* Promotions							
667	* Demotions							
668	* Compensation management							
669	* Leave of Absence (LOA)							
670	* Transfers							
671	* New hire							
672	* Family & Medical Leave (FMLA)							
673	* Termination							
674	* Separation							
675	* Disciplinary actions							
676	* Performance Improvement Plans (PIP)							
677	The ability to provide **Talent Management System** (TMS) functionality:							
678	* Applicant tracking functionality							
679	* Electronic Employee Request Form (job requisition from department)							
680	* Automated workflows and electronic approvals							
681	* Online application process							
682	* Candidate background checks							
683	* Centralized applicant data and documentation							
684	* Applicant communication							
685	* Automated notifications / alerts							
686	* Convert applicant to candidate (i.e. hired / not hired, employee, etc.)							
687	* Robust and electronic employee onboarding							
688	* Track employee lifecycle (i.e. from application to retirement)							
689	* Standard reports (i.e. Aging, etc.)							
690	**Learning Management System (LMS):**							
691	* New hire onboarding and training							
692	* Create eLearning content							
693	* Mobile functionality for offsite learning							
694	* eConference capabilities (i.e. live audio, video, etc.)							
695	* Internal or external audience delivery							
696	* Monitor and assess attendance, performance, etc.							
697	* Knowledge retention program							
698	* Track & assign training							
699	**Employee Performance module:**							
700	* Automated workflows and electronic approvals							

701	* Generate electronic forms and reports:							
702	* Performance Review Status Report (work anniversaries and performance evaluations coming due annually)							
703	* Change of Status (COS) Form							
704	* Disciplinary Process Number Form							
705	* Performance Evaluation Form							
706	* Evaluation appeals process							
707	**Benefits Administration module:**							
708	* Online enrollment capability							
709	* Electronic enrollment forms (8+)							
710	* AFLAC							
711	* Life insurance (AD&D, Supplemental, STD, LTD, etc.)							
712	* Health insurance							
713	* Dental insurance							
714	* Vision insurance							
715	* FSA							
716	* Contributions							
717	* ICMA deferred compensation							
718	* Retirement plans							
719	* Retiree Health Insurance Group							
720	* Retiree Benefits Program							
721	* Benefit payments for retiree health and life insurance							
722	* Interface with Retiree Health Insurance Group							
723	* Support active and passive enrollment processes (i.e. must acknowledge and if no action, benefits will continue as currently selected)							
724	* Electronic enrollment form submission (to HR)							
725	* Interface with external third party for benefits package / booklet preparation (M&M)							
726	* New Hire Enrollment Program							
727	* Retirement events							
728	* Advanced benefits reporting capabilities:							
729	* Federal and State compliance / regulatory reports							
730	* Interface with various benefits carriers:							
731	* Electronic election forms							
732	* Benefits booklets							
733	* Electronic report submissions							
734	The ability to provide benefits workflow automation and management:							
735	* Restrict workflow options according to data-of-hire (DOH)							
736	* Restrict workflow options according to contract / job code							
737	The ability to support unique employee codes and related exceptions:							
738	* Establish age thresholds (retiree not of age must pay health and life insurance rates until age requirement is met)							
739	* Accept various forms of retiree benefits payment: check, electronic, etc.							
740	The ability to replace current state employee benefits / claims administration software.							
741	The ability to integrate with employee badges.	Integrated with the time clock						
	Payroll Administration							
742	The ability to provide **payroll administration and scheduling** to handle:							
743	* Support multiple, complex Payroll plans (6+)	Plans are different for some areas like teachers (watered down & non-watered down rates visible on database screen), fire fighters, etc.						
744	* Built-in business logic							

745	* Automate checks and balances of payroll checks							
746	* Update personnel data & changes in real-time in the system							
747	* Support various pay rates in a single day of work	Example: teacher also works day care, paid for day care and teacher wage						
748	* Process multiple checks for a single employee							
749	* Automate payouts to terminated / separated employees							
750	* Calculate and recover overpayments made to employees							
751	* Role-based permissions to restrict edit / use of payroll data							
752	* Cross-check paycheck numbers to suspended or reissued checks							
753	* Maintain employee payroll history for pay periods, quarterly, and calendar year earnings for an established amount of time							
754	* Print checks							
755	The ability to interface with various time punching systems throughout city:							
756	* Unique Teacher timekeeping							
757	* Unique Public Safety timekeeping							
758	* Fire Department							
759	* Police Department							
760	* Code Compliance							
761	The ability to provide workflow approval management for efficient routing in the approval chain.							
762	The ability to interface with a central document repository with security and permissions control and also include:							
763	* Document workflow management							
764	* Electronic document traceability							
765	* Audit trail log							
766	* Version control							
767	* Timestamps							
768	* Approvals (electronic and manual)							
769	* Compliant database for:							
770	* Retirees							
771	* Personally Identifiable Information (PII)							
772	* Digitized files (17+ years of migrated / hard copy documents)							
773	* Pay history							
774	* Original capture documents							
775	The ability to support special pay codes.							
776	The ability to support and process various payroll deductions:							
777	* Prioritize deductions							
778	* Process payroll deduction reversals							
779	* Establish deduction code thresholds per employee							
780	* Differentiate between various deduction types:							
781	* Pre-tax and after-tax							
782	* Mandatory and voluntary							
783	* Automate calculations of earnings subject to deductions (mandatory and voluntary):							
784	* Retirement							
785	* Contributions							
786	* Deferred compensation							
787	The ability to provide calculator for end users and various payroll scenarios:							
788	* Net-pay calculator for deduction scenarios							
789	* W-4 calculator							
790	The ability to schedule and run payroll cycles as needed:							

791	* On and off								
792	* Recurring								
793	* Adhoc / one-off (i.e. termination payout, corrections, underpayment, etc.)								
794	* Special payouts:								
795	* Charter school summer payouts (7)								
796	* Excess pension for retirees (Fire & Police) via monthly 1099-R payout								
797	* Payroll accrual account periods (split-payroll)								
798	* Accrual payouts								
799	* Void & receive / partial void								
800	The ability to simulate payroll (in the production environment) without generating actual payroll transactions:								
801	* Option to generate payroll transaction(s) from payroll simulation								
802	* Generate "fall-out" report								
803	The ability to identify earning type (i.e. percentage, rate, hours, etc.)								
804	The ability to provide an HRIS integrated Employee Portal for self-service:								
805	* Must be in accordance with Florida state regulations								
806	* Real-time salary / hourly pay rate updates								
807	* Real-time withholding, deduction and allotment updates (i.e. federal, etc.)								
808	* Direct deposit changes								
809	* Pay statement and W-2 retrieval								
810	* Electronic forms for completion and online submission								
811	* Employee history								
812	* Secondary portal access for beneficiaries to access retirement and benefits information								
813	The ability to automate Federal Insurance Contributions Act (FICA) tax withholdings and exemptions:								
814	* Calculate pre-FICA allowable deductions (i.e. health insurance contributions, cafeteria plan contributions, wages over Social Security limit, before-tax retirement plans, etc.)								
815	The ability to automate tax recalculations for tax-exempt deductions not taken due to insufficient funds available in employee paycheck.								
816	The ability to process checks outside of the batch process to offset underpayments and overpayments made in error.								
817	The ability to apply and manage garnishment requirements:								
818	* Manage multiple garnishments per employee								
819	* Prioritize garnishment deductions (i.e. child support, unpaid debts, etc.)								
820	* Garnishment formulas to calculate disposable earnings								
821	* Apply garnishments and identified payroll calculation of earnings								
822	* Deduction / goal amount threshold tracking								
823	* Automated notifications to notify of garnishment beginning, ending, dates, and deducted amounts								
824	* Track garnishment history (i.e. payee, balances, case / docket number, etc.)								
825	The ability to generate and electronically submit a Positive Pay File to bank(s) each pay period (with checks issued and corresponding check numbers).								
826	The ability to generate and electronically submit payroll and direct deposit file to bank(s).								
827	The ability to perform automated pay adjustments to reflect employee events (i.e. promotion, awards, etc.).								
828	The ability to auto-adjust employee year-to-date (YTD) wages, taxes, or deductions to comply with IRS regulations.								
829	The ability to perform retroactive payroll adjustments:	Commonly done when union contracts are ratified							
830	* On a single or mass basis								
831	* With unique parameters								
832	* Apply various tax methods / withholdings								
833	* Within specified timelines								
834	* For employees with multiple positions / department titles								
835	* Adjust retroactive compensation in accordance with FLSA regulations								

836	* Link retroactive compensation back to original earnings type / code (i.e. overtime, shift, holiday, etc.)							
837	* Calculate tax-exempt earnings							
838	* Send retroactive payment to employee in accordance to their pay status (i.e. active, unpaid, FMLA, retired, terminated, etc.)							
839	* Auto-adjust deductions and earnings post retroactive payment							
840	The ability to comply with state and federal reporting requirements - quarterly, annually, etc.							
841	The ability to generate advanced payroll reports:							
842	* Payroll register							
843	* Employee Exception Report							
844	* Pre & Post Payroll Duplication Data Report							
845	* Rejected Transaction Report							
846	* Employee Earnings Statement / W-2 Report							
847	* Retirement System Report	FRS Report - the ability to move wages from incorrect period to the correct period. Between June and July rates change - retros teacher contract - moving earning from incorrect month to correct month - currently done in the over ride screen						
848	* To-date Tax Report (user-defined timeframe)							
849	* Payroll Deduction Form Report (Deductions by code)							
850	The ability to submit all reports electronically to county, state and federal agencies.							
851	The ability to interface with the County, state and federal agencies financial systems.							
852	The ability to provide Payroll process governance at multiple levels of employee data:							
853	* Union agreements							
854	* Earning codes							
855	* Pay level							
856	* Tier							
857	* Flexibility to align with dynamic agreements (change every two years)							
858	The ability to support unique employee object codes.							
859	The ability to create and edit various job positions for employee assignments:	HR creates the properties for the object codes. Payroll creates the position in Position Control. Payroll can create a PERMANENT position and also a TEMP Position linked to a permanent.						
860	* Permanent							
861	* Temporary							
862	* Needs to link to the permanent position without affecting the account (i.e. substitute teacher)							
863	* Summer positions and programs							
864	The ability to support unique employee object codes:							
865	* Move employee into a vacancy without creating an additional vacancy							
866	* Employee's benefits, level, pay, etc. follows their assignment(s)							
867	* Override position or vacancy build-out							
868	* Add, edit or delete positions based on budgets (i.e. close of fiscal year budget)							
869	The ability to support the collection and preparation of various tax documents:							
870	* Form 941							
871	* 945							
872	* Form 1099's							
873	* W-2							
874	* Unemployment							
875	* EEO							
876	The ability to interface with various benefits carriers (i.e. Cobra, etc.)							
877	The ability to calculate various accrual methods for benefits.	ACCRUALS: 1) They are separated by dates earned due to union contracts. We call them bins and we currently have 3 different bins. For example Bin #1 is pensionable (F & P) and is 100% paid out. Bin #2 & Bin #3 have different parameters 2) Yrly accrual amounts(sick & vacation) are different depending on CBA/employee type 3) Some accruals stop when a certain max is reached others are paid out at FYE if they exceed max. 4) We have accruals that expire if not used by a specific date {system zeros out automatically}						

878	The ability to track accrued PT hours with notifications to HR of eligible benefits.	FORM 1095-C: current system tracks PT hours and notifies HR when an employee is eligible for benefits. We provide a W-2 database file along with the UMR Health insurance file to 3rd party for form creation and filing. (3rd Party is Sky AC reporting) - Sky Insurance tech						
879	The ability to automate payments to various benefit vendors.	BENEFIT VENDOR PAYMENTS: Currently done manually. Deductions are compared to Invoice (AFLAC). Dental & Vision premiums are paid by deduction + employee direct payments (via checks/cash). - deductions and direct payment are combined and balanced against the general ledger - No invoice is received. Teachers/Gen/Police/Fire Dues payments (EFT or checks). Child Support payments EFT/checks directly to spouse not paid through SDU. (State Disbursement Unit - through expert pay on state website)						
880	The ability to automate F/F supplemental billing.	BILLING: F/F Supplemental quarterly billing is a manual process. Would like to know if we can automate? (Billing to the state - can this be automated)						
881	The ability to calculate imputed income rates.	IMPUTED INCOME: Manually calculated based on CBA (Collective Bargaining Agreement) due to differing health costs then entered in database. System does IN/OUT similar to GTL. -- Each bargaining unit has different insurance rates						
882	Form 1095-C (Creation)	Currently being handled by 3rd Party-SKY Ins Tech (Information files uploaded by Payroll to their site). They create the form and we print and mail.						
883	Workers' Comp Report to assist in the filing of Form SI-5 with the State (Self Insured) based on WC risk codes/linked to classifications.	Show wages and OT adjusted by reportable amounts						
884	DOE (Dept of Education) Reports for Schools	Three times a school year						
	Schools							
885	The ability to provide a **Student Information System (SIS) solution:**							
886	The ability to have 3 defined portals (students, parents and educator).		X					
887	Portal functionality should include the ability to/for:							
888	* Online registration and enrollment		X					
889	* Pay fees on-line (fee information and collection with alerts and notifications)		X			X		
890	* Volunteer hours can be logged and tracked			X				
891	* View and register for extracurricular activities and field trips			X				
892	* Access electronic forms, waivers and authorizations		X					
893	Student data and metrics tracking to include:							
894	* Attendance tracking		X					
895	* Grades and performance		X					
896	* Progression monitoring			X				Skyward would need additional information on what the district is looking for with this requirement.
897	* Disciplinary actions		X					
898	* Health records		X					
899	The ability to support the Response to Intervention (RTI) process, including reporting requirements and documentation management.	National process, approach to the early identification and support of students with learning and behavior needs	X					
900	The ability to track text books and other supplies.		X					
901	The ability for RFID/barcode tags for asset tracking.		X					Textbooks, E-Device Tracking
902	Special Education management functionality.		X					
903	The ability for built in logic for regulatory compliance in creating individual education programs (IEP).		X					
904	The ability to track transpiration for special needs students.	Route management capability	X					
905	The ability for the City to operate as a single "district with multiple schools.		X					
906	* Four different numerical school ID's		X					
907	* Directional naming convention (East, West, etc.)		X					
908	* Sponsored school (i.e. FSU elementary lab school by FSU Tallahassee by Leon County)			X				
909	The ability to interface with SmartChoice Lottery System.			X				Skybuild
910	The ability to integrate with iReady.	For charter school student selection.		X				Skybuild
911	The ability to integrate with Terms Database SIS.	No parent login allowed - JupiterED handles this for Terms DB SIS parents.		X				Skybuild
912	The ability to integrate with Focus Database SIS.	Parent login allowed - portal to grades, information, schedules, etc.		X				Skybuild
913	The ability to integrate Accelerated Reader (AR).			X				Skybuild
914	The ability to integrate ProCare.			X				Skybuild
915	The ability to integrate Special Education system.		X					Skyward has a full special education module

916	The ability to integrate with Broward County Assessment Program (BASIS):			X				
917	* Access to edit / update / delete student information			X				
918	* Required use for Primary student information only			X				
919	The ability to provide elementary after-care services functionality:							
920	* Scheduling and attendance			X				
921	* Rosters generated from registered students			X				
922	* Payment processing					X		
923	The ability to integrate with the **Fleet Management System (FMS):**	Have 49 buses currently managed by Transportation Authority						
924	* Metric collection and reporting						X	
925	* Track bus maintenance						X	
	Food Service							
926	The ability to interface with Chartwells.	Food service managed through Chartwell, currently no visibility or access to information		X				
927	The ability to view school lunch menu.		X					
928	The ability to link student food account to form of identification (school ID, personal number, etc.).		X					
929	The ability for administrators to view student accounts and payment information.	Are lunches paid, reduced rate, or free	X					
930	The ability to pay for lunches through mobile app or web portal.	Also allow prepayment	X			X		
931	The ability to provide functionality to accurately track volunteer hours and activity fee:							
932	* Charter school parents must volunteer "X" hours each school year:			X				
933	* Enter, track, monitor and report on volunteer hours completed			X				
	Charter Schools							
934	The ability to integrate/interface with SmartChoice Lottery System.			X				
935	The ability to integrate/interface with iReady.	For charter school student selection		X				
936	The ability to support lottery registration initiatives for City charter schools:							
937	* Student registration (online, in-person, etc.)						X	
938	* Random lottery drawing for selected students						X	
939	* Generate student waitlist						X	
940	* Electronic communications and notifications from the system		X					
	Public Safety							
	Fire Department							
941	The ability for **Timekeeping** functionality:							
942	* Digital or web-based interface							
943	* Input time and expenses							
944	The ability to providing Unique Public Safety timekeeping for:							
945	* Fire Department							
946	* Police Department							
947	* Code Compliance							
948	The ability to track work order assignments and hours logged against work completed:							
949	* Provide alternate pay / work codes (i.e. training, etc.)							
950	The ability to collect payments online for services rendered (i.e. ambulance).	Tourist on vacation in FL cannot pay once back home in Canada						
951	**Employee Performance module:**							
952	* Automated workflows and electronic approvals							
953	* Generate electronic forms and reports:							
954	* Performance Review Status Report (work anniversaries and performance evaluations coming due annually)							
955	* Change of Status (COS) Form							
956	* Disciplinary Process Number Form							
957	* Performance Evaluation Form	Currently in FDMS (Fire Department Management System - Fleet Maintenance & Management)						

958	* Evaluation appeals process							
959	The ability to link /with FD Performance Evaluations for life of employee:							
960	* Polygraph results							
961	* Background check							
962	* Physical results							
963	* Interview results							
964	* Employee ranking, selection and evaluation scores							
965	The ability to capture, track and calculate a specifically formulated ranking system:							
966	* MESH scores + interview evaluations + recommendations = ranking	Ranking for new hires						
967	* Maintain in the system							
968	The ability to integrate with (or replace) Firehouse (by Xerox) records management:							
969	* Manage staffing, scheduling, fleet and public education							
970	* CPR and certifications							
971	* Class rosters							
972	* Hydrant locations							
973	* Records							
974	* Time-off requests							
975	The ability to comply with FEMA requirement to report every fire apparatus:	State provided system - reported out quarterly						
976	* Integration with National Fire Incident Reporting System (NFIRS)	Currently in Firehouse (reporting requirements send report - one way report)						
977	The ability to integrate with SIREN EMS Reporting System for rescue, medical services and calls.							
978	The ability to integrate with (or replace) Tri Tech EMS Transport Billing Software:							
979	* Extract EMS Transport Expenses from SIREN							
980	* Aggregate data, bills and insurance							
981	**Logistics Management** functionality:	220+ FD employees.						
982	* Integrate with (or replace) Teecom (current third party)							
983	* Track and manage equipment and supplies							
984	* Sourcing and procurement							
985	* Fleet management and maintenance							
986	* Interface with contracted dealerships for data management							
987	* Work Order management							
988	* Submission via intranet							
989	* Facilities maintenance							
990	The ability for Budgeting functionality:							
991	* Tailored to Fire Department budgeting needs and restrictions:							
992	* Fully integrated							
993	* Built-in compliance logic (City guidelines and requirements for budgets / finance)							
994	* Robust budget and transactional controls							
995	* Electronic budget workflow with approvals							
996	* Semi-annual & annual performance metrics							
997	* Access and adjust budgets							
998	* Store and report on budgetary historical							
999	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)							
1000	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)							
1001	* Account for budget dependencies and relational data							
1002	* Track, monitor and report on each FD unit's:							
1003	* Budget							

1004	* Funds							
1005	* Spend (throughout the year)							
1006	* Aggregate budget details							
1007	* Retrieve current wage information by employee							
1008	* Input / populate wage information for salary forecasts							
1009	* Provide budget scenarios (i.e. actual v. estimated)							
1010	* Support multiple budget scenarios / calculations							
1011	* Save scenarios as "budget versions"							
1012	The ability for Position Management functionality:	Currently in Premier One (Motorola implemented laptop system)						
1013	* Manage and track positions and time-spent in real-time							
1014	* Vacancies							
1015	* Contracted positions							
1016	* Electronic management functionality							
1017	* Secure database							
1018	* Integration with HRMS module							
1019	* Conduct position / budget scenarios and analysis							
1020	* Interface with NFIRS							
1021	* City integration for Computer Automated Dispatch (CAD)	i.e. 9-1-1 calls. Premier One system						
1022	The ability to integrate with (or replace) Mobile Eyes functionality:							
1023	* Site management							
1024	* New construction							
1025	* Inspections							
1026	* Fire prevention							
1027	The ability to track equipment movement (SCBAs & Radios) daily activity logs, scheduled activities.							
	Police Department							
1028	The ability for **Records Management and Evidence Control** capabilities and functionality:							
1029	* Logic-based							
1030	* Automated, electronic workflows							
1031	* Evidence inventory and asset control capabilities							
1032	* Advanced reporting and audit capabilities							
1033	* Submit required Crime Reports to the FBI via Uniformed Crime Reporting system							
1034	* Submitted to the FBI and Florida State Law Enforcement (FDLE) on a semi-annual and annual basis							
1035	* Manipulate and reformat various file extracts for use in other systems	File extract --> Reformat extracted file to UCR --> Submit UCR to FBI & FDLE. - One way report (M)						
1036	* Enforce data accuracy and integrity at point of entry							
1037	The ability to provide a **Learning Management System (LMS)**:	Currently in CTS - must maintain functionality						
1038	* Schedule training							
1039	* Compliance with County, State and Federal regulations							
1040	* Monitor, track and manage training by employee, title, division, department, etc.							
1041	* Automated alerts and email notifications (expiration date approaching, past-due, etc.)							
1042	* Online and remote course registration							
1043	* Supply training reports (participation rate, pass rate, certification rate, etc.)							
1044	The ability to require biometric authentication for system access.							
1045	The ability to utilize P-cards for Department purchases.							
1046	The ability to integrate with Geographic Information System (GIS) software to accurately:							
1047	* Route vehicles							
1048	* View pot holes							

1049	* Work Order location(s)							
1050	The ability to provide **Police Officer Scheduling System (POSS)** functionality:	Currently in JivaSoft. - (not targeted for replacement)						
1051	* Integration with system for security							
1052	* Manage schedules bi-weekly							
1053	* Flexible and customizable schedule build-out in the system:	Officers are on a 6-month schedule rotation						
1054	* Advanced coding for job, task, shift, leave, etc.							
1055	* Customizable dashboards:							
1056	* Personalized calendars for each dashboard							
1057	* Track and manage:							
1058	* Attendance							
1059	* Time off							
1060	* Shift trades							
1061	* Extra shifts							
1062	* Court appearances							
1063	* Training							
1064	* Call-out							
1065	* Zones							
1066	* Accrued time							
1067	* Establish system parameters to ensure adherence to scheduling and coding adjustments							
1068	* Business rules logic will restrict time from being entered that wasn't approved, scheduled or is not available at that time							
1069	The ability to provide **Timekeeping functionality:**							
1070	* Digital or web-based interface							
1071	* Seamless integration with Payroll module							
1072	* Advanced job /reason code tracking							
1073	* To obtain accurate forecasts, budgets, plans, analysis, etc.							
1074	* Advanced time and expense tracking							
1075	* Advanced flexibility (varied shifts, rotations, appearances, etc.)							
1076	* Unique Public Safety timekeeping:							
1077	* Fire Department							
1078	* Police Department							
1079	* Code Compliance							
1080	* Track work order assignments and hours logged against work completed							
1081	* Provide alternate pay / work codes (i.e. training, etc.)							
1082	The ability to replace Anzio.							
1083	The ability to provide **Budgeting functionality:**							
1084	* Tailored to Police Department budgeting needs and restrictions.	360+ PD employees.						
1085	* Fully integrated							
1086	* Built-in compliance logic (City guidelines and requirements for budgets / finance							
1087	* Robust budget and transactional controls							
1088	* Electronic budget workflow with approvals	Must be approved by Police Chief and Asst. Police Chief						
1089	* Semi-annual & annual performance metrics							
1090	* Access and adjust budgets							
1091	* Store and report on budgetary historical							
1092	* View past budgets against current or forecasted budgets (i.e. budget distinction in the system)							
1093	* Establish system tolerances by budget allocation (i.e. by position, department, etc.)							
1094	* Account for budget dependencies and relational data							

1095	The ability to drill down by specific department and manage budget at department level.							
1096	* Budget variances	PD currently tracks budget variances internally						
1097	* Funds							
1098	* Spend (throughout the year)							
1099	* Aggregate budget details							
1100	* Retrieve current wage information by employee							
1101	* Input / populate wage information for salary forecasts							
1102	* Provide budget scenarios (i.e. actual v. estimated)							
1103	* Support multiple budget scenarios / calculations							
1104	* Save scenarios as "budget versions"							
1105	The ability to model budgets for each PD unit:							
1106	* Tracking, monitoring and reporting integration							
1107	* Classify / identify each PD unit's mod budget requests							
1108	The ability to provide **Position Management** functionality:							
1109	* Manage and track positions in real-time							
1110	* Vacancies							
1111	* Contracted positions							
1112	* Electronic management functionality							
1113	* Secure database							
1114	* Integration with HRMS module							
1115	* Conduct position / budget scenarios and analysis							
1116	The ability to provide **Logistics Management** functionality:							
1117	* Track and manage equipment and supplies							
1118	* Sourcing and procurement							
1119	* Fleet management and maintenance							
1120	* Interface with contracted dealerships for data management							
1121	* Work Order management							
1122	* Submission via intranet	Managed by Public Services but tracked by PD.						
1123	* Facilities maintenance	3 locations - HQ and training facilities						
1124	The ability to integrate with LiveScan Company to submit / receive biometric data.	Fingerprinting, background check (NCIC & FCIC).						
1125	The ability to integrate with other departments to process and report on background checks for positions with the City: camps, parks, classes, sports, etc.							
1126	The ability to track and maintain VECHS details, status, club relationships in the system for reference.	Will be background checked, fingerprinted and assigned a VECHS number for results submission. -- refer back to notes VECHS meaning						
1127	* Report on who was checked, passed, paid, scanned or rejected							
1128	The ability to provide Crime Trend Analysis functionality.	Via NC4 - archives in COMPLY.						
1129	The ability to integrate with (or replace) **Power DMS:**	Web-bases (SaaS). - Document Management System						
1130	* Create and store internal PD policies							
1131	* Procedures							
1132	* Code Compliance							
1133	* General orders							
1134	* Employee acknowledgements							
1135	* Compliance and regulation governance for PD							
	Code Compliance							
1136	The ability to provide application for logging city-wide information:							
1137	* Web-based and mobile application							
1138	* Receive & log complaints							
1139	* Track complaints and statuses							

1140	The ability to create alerts for new calls, update status, additional work scheduled etc.							
1141	The ability to automate inspector assignments to complaints.							
1142	The ability to set follow-ups based on inspection types.							
1143	The ability to produce warning tickets and affidavits:							
1144	* Automatically setup ticket / affidavit follow-ups							
1145	The ability to provide mobile functionality for field employees.							
1146	The ability to access City Clerk's office to interact / link with Geographic Information System (GIS) data.							
1147	The ability to convert all historical COMPLY data into a usable digital format.	Case history: 1989-May 2010 (2010 to present stored in InkForce). -- REWORD requirement The ability to convert all historical case date from the dos based						
1148	The ability to interface with American Legal Publishing for Code of Ordinance updates.	www.amlegal.com						
1149	The ability to integrate with Geographic Information System (GIS) software.							
1150	The ability to interface with the Broward County Property Appraiser's office (BCPA).	Interface via InkForce. - direct interface instead of TAB						
1151	The ability to interface with the Buildings Department to obtain:	Interface via InkForce. - direct interface instead of TAB						
1152	* Applications	Interface via InkForce. - direct interface instead of TAB						
1153	* Building permits	Interface via InkForce. - direct interface instead of TAB						
1154	* Plans	Interface via InkForce. - direct interface instead of TAB						
1155	* Images	Interface via InkForce. - direct interface instead of TAB						
1156	* Requests and approvals	Interface via InkForce. - direct interface instead of TAB						
1157	The ability to interface with the Utilities department to retrieve tenant, water and power information.	link to Anzio						
1158	The ability to interface with the Cashiering Department to obtain collections information.	link to Anzio						
1159	The ability to interface with (or replace) current systems:	link to Anzio						
1160	* InkForce:							
1161	* Reports:							
1162	* Open/Closed Violations							
1163	* Productivity	Case concentration						
1164	* Complaints	Monthly report						
1165	* Cases-by-Month							
1166	* Fines							
1167	* Hearings	Schedule hearings, hearing information, historical hearings, etc.						
1168	* Re-inspections	Re-inspection Log and Complaints Log						
1169	* SmartReceivables	Invoicing for yards maintained by the City						
1170	* PM-AM	False alarms for Police response.						
1171	* GovQA	Public request for records						
1172	* CTS							
1173	* InkForce							
1174	The ability to link fines to related case via a single screen for ease of navigation.	i.e. (Dropdown / table that interfaces with backend data)						
1175	The ability to automate the assignment of cases to Officers by zone.							
1176	The ability to track all open / active violations in a specific geographic area vis GIS analysis capabilities.							
	Building							
1177	The ability to support various permit types:							
1178	* Assign associated fees to specific permit types							
1179	* Override assigned fees							
1180	* Set up checklists for each permit type							
1181	* Scan the application documents by permit type for archiving							
1182	The ability to provide automated workflow management to push information to relevant departments.	Currently push emails to applicants						
1183	The ability to complete and submit licensing applications online and attach required documentation.							
1184	* Enter business licenses on the dates of issue	Referring to the contractors license/insurance						

1185	* Issue business license renewals at various times	Referring to the contractors license/insurance						
1186	The ability to flag licenses when the renewal data approaches Automate renewal date flags.							
1187	The ability to provide **Building Permit Tracking** functionality:							
1188	* For above-ground / vertical requests:							
1189	* Renovation permits							
1190	* Construction permits							
1191	* Commercial & Residential permits							
1192	* Web-based / portal permit application & review processes (in-person submissions allowed as needed)	Large permits require large plan rolls and thus in person submission/application						
1193	* Allow applicants to views sign-offs, review applications, and check requirements online							
1194	* Allow applicants to resubmit rejected applications with updated documentation							
1195	**Permit Application Review process:**							
1196	The ability for electronic review of application details, digital documents and building plans.							
1197	* Electronic and online approval or rejection							
1198	* Produce Permit Cards upon application approval							
1199	* Collect permit fees (On-Line payment)							
1200	* Update application / permit file with permit fees collected or resubmission(s) of rejected applications							
1201	**Inspection scheduling functionality:**							
1202	* Online inspection scheduling (phone requests allowed as needed)							
1203	* Automated notifications of scheduled inspections to designated inspector	Assume to designated inspector, text cut off						
1204	* Generate Inspection Report (roster) of pending inspections							
1205	* Mobile / tablet functionality for inspectors							
1206	* Electronic Inspection Form completed via tablet							
1207	* Automated inspection results updates in the system							
1208	The ability to electronically support Certificate of Occupancy (CO) process to:							
1209	* Integrate with the Fire Department (FD)							
1210	* Conduct **Electronic Plan Reviews** of Temporary Certificate of Occupancy (TCO) request (against planning, zoning and fire requirements and compliance)	Small permit electronic plan review currently available. 4th qtr. 2017 will have full electronic plan review						
1211	* Submit electronic TCO inspection requests to FD							
1212	* Apply unique barcode to building plans for traceability	Currently have, found it wasn't a useful feature and no longer utilized						
1213	* Provide parent-child relationships from main permit to all related subsequent / component permits for traceability							
1214	* Automate TCO inspection results (pass / fail) in the system							
1215	* Automate system triggers:							
1216	* TCO inspection pass triggers CO generation							
1217	* Electronic CO and TCO document upload and storage (for the life of the building)							
1218	* Enter unlimited comments / notes							
1219	The ability to provide a Google Earth module / integration.	Utilizes GIS, not GE						
1220	The ability to provide Code Enforcement functionality.							
1221	The ability to provide advanced reporting capabilities to:							
1222	* Extract data into Word / Excel formats for manipulation							
1223	* Comply with BORA governance	BORA is Rules and appeals stands for Board of Rules and appeals						
1224	* Comply with BDP Rules or Appeals							
1225	The ability to produce specific reports:							
1226	* Fees Activity Report (monthly submittal to BORA)							
1227	* Clerk Report							
1228	* Number of applications created by named clerks for given period of time							
1229	* Certificate of Occupancy (CO) Report							
1230	* Inspection Report							

1231	* Process ID							
1232	* Permit ID							
1233	* Job address							
1234	* Date							
1235	* Monetary value							
1236	* Strap number							
1237	* Subdivision location	GIS map w/directions						
1238	* Building Permit Report							
1239	* Permit Type (residential and commercial)							
1240	* Volume of permit types							
1241	* Monetary value of monthly permits extended							
1242	* Render Report							
1243	* Letters sent to owners / contractors 150+ days past permit inspection deadlines							
1244	* Inspections / Plan Review Report							
1245	* Inspection type (fire, mechanical, plumbing, structural, zoning, electrical, engineering, etc.)							
1246	* Name of inspector							
1247	* Volume of monthly inspections							
1248	The ability to provide a document repository:							
1249	* Store information indefinitely							
1250	The ability to flag and automate invoice generation / reconciliation to other counties for taxes/fees owed to the city.							
	Planning & Economic Development							
1251	The ability to build business licenses by class codes.							
1252	The ability to provide electronic checklists for external agency / authority approvals.							
1253	The ability to provide a relational database for automated data population.							
1254	The ability to schedule/assign setup meetings.	Microsoft Outlook used						
1255	The ability to provide **Project Management** functionality:							
1256	* Track "time against a project"							
1257	The ability to provide Citizen & Vendor Portals:							
1258	* Complete various permits and applications	i.e. (Tree Removal Application ($10 fee) and evaluations with Arborists)						
1259	* Upload supporting documentation via citizens portal							
1260	* Applicant scheduling tools for preplanning meetings							
1261	* Application "save" functionality							
1262	* File appeals online							
1263	* Visibility of business licenses for applicants	Currently under Anzio, need improved query						
1264	* Checklists with built-in notifications							
1265	* Register various types of licenses							
1266	The ability to provide a uniform identification numbering system:							
1267	* Building permits	Third Party vendor CGA						
1268	* Customer ID							
1269	The ability to electronically manage land division and plat review tasks:							
1270	* Identify & track plat reviews by type and requirements	Would require coordination with Broward County						
1271	* Submit plat reviews online							
1272	* Store plat history by address							
1273	The ability to provide automated **Workflow Management:**							
1274	* Intradepartmental routing, review, approval and retention	DRC subject to Florida Law						
1275	The ability to provide **Payment Management** functionality:							

1276	The ability to interface with Accounts Receivable (AR) for streamlined payment collections and match to the appropriate accounts.							
1277	* Embedded account-routing logic							
1278	* Support payment kiosk(s)	Allow for kiosk payment to post directly to account and system						
1279	* Apply business rules to payments collected outside of the system							
1280	* Payment oversight and approval							
1281	The ability to integrate/interface with the Contracts /Grants module.	Coordination with CRA or grantors needed						
1282	The ability to electronically manage and control distribution of grant funds to third party contractors.							
1283	* Track draws	Currently provided under Finance						
1284	* Track payments	Currently provided under Finance						
1285	* Search by individual application	Currently provided under Finance						
1286	* Track non-profit grants							
1287	* Track loans and threshold levels							
1288	The ability to interface with American Legal Publishing for Code of Ordinance updates.	During Staff DRC review process						
1289	The ability to integrate with 3rd party P-card provider.	Essential to streamline certain purchases						
1290	The ability to conduct and retain records for electronic reviews, approvals and submissions of plans and applications.	For Development regulations, Via Granicus Legistar currently						
1291	The ability to require process policy adherence for quality assurance.	Need third parties to scan documentation						
1292	The ability to integrate/interface with the Geographic Information System (GIS):	Via ESRI currently						
1293	* To conduct land / zoning analysis							
1294	* For GIS reporting							
1295	* Integration with other departments for shared GIS initiatives (i.e. Code Compliance)							
1296	The ability to interface / integrate with CRA system: community redevelopment associates 3rd party vendor.	Via CoStar and Opposites currently (third parties)						
1297	* Electronic forms	HUD coordination						
1298	* Online payment processing	Subject to HUD rules and accounting review practices						
1299	The ability to record various inspections and results:	Inspections done by City as well as third parties						
1300	* Courtesy inspections							
1301	* Mobile functionality							
1302	The ability to provide automated triggers / notifications:							
1303	* Permit / application status							
1304	* Zoning / Landscaping interactivity reviews							
1305	The ability to integrate with LBTR via automated workflows.							
1306	The ability to provide advanced, automated external communications.							
1307	The ability to streamline dataflow to and from systems and integrations.	i.e. (ESRI, GIS, InkForce, Granicus, Onbase (Hyland), etc. (or for any replacement system)						
	City Clerk's Office							
1308	The ability to provide an **Electronic Filing System (EFS):**							
1309	* Centralized document repository							
1310	* Secure document filing							
1311	* Full-text use of filed documents (search, tags, keywords)							
1312	The ability to provide advanced reporting capabilities:							
1313	* Campaign Treasury Report (CTR)							
1314	The ability to enforce candidate self-service functionality:							
1315	* Online / portal access:							
1316	* Complete electronic forms							
1317	* Submit forms / requests electronically via EFS capabilities							
1318	* Automated workflow / routing (to and from City Clerk)	Monthly campaign update requirement						
1319	The ability to provide electronic document reporting functionality.	Onbase (Hyland) use currently						
1320	The ability to provide streamlined public sector agenda production functionality:	Granicus Legistar use currently						
1321	* Create legislative file by department	Granicus Legistar use currently						
1322	* Auto-generate file ID (one file per agenda item)	Granicus Legistar use currently						
1323	* Auto-generate cover sheet	Granicus Legistar use currently						
1324	* Attach associated PDF exhibits	Granicus Legistar use currently						

1325	* Automate compilation and generation of Agenda File (Draft & Finalized)	Manual in Word currently						
1326	* Automate creation of final Agenda Book from review edits	Manual hardcopy print and assembly (5 copies)						
1327	* Publish finalized Agendas online	Via Insight (Granicus Legistar website/calendar)						
1328	The ability to provide public records tracking system and functionality:	WebQA (GovQA) use currently						
1329	* Receive requests via email, phone, in-person, etc.	WebQA (GovQA) use currently						
1330	* Handle internal (Police Department) and external requests	WebQA (GovQA) use currently						
1331	* Capture records request information:	WebQA (GovQA) use currently						
1332	* Email address of request	WebQA (GovQA) use currently						
1333	* Type of request	WebQA (GovQA) use currently						
1334	* Specific request details	WebQA (GovQA) use currently						
1335	* Date of request	WebQA (GovQA) use currently						
1336	* Tracking number of request	WebQA (GovQA) use currently						
1337	* Department(s) assigned to request	WebQA (GovQA) use currently						
1338	* Targeted / due date of request response	WebQA (GovQA) use currently						
1339	* Generate user-friendly notification (email) to assigned department of records request and details	Email look & details are confusing - WebQA (GovQA) use currently						
1340	* Attach electronic documents to records request link	WebQA (GovQA) use currently						
1341	* Calculate cost of request	WebQA (GovQA) use currently						
1342	* Auto-generate invoice to requestor (billing functionality)	WebQA (GovQA) use currently						
1343	* Edit request status (open, closed, under review, etc.)	WebQA (GovQA) use currently						
1344	The ability to capture and report on various passport details:	Via spreadsheet currently						
1345	* Generated by the Federal government	Via spreadsheet currently						
1346	* Passport admin fees	Via spreadsheet currently						
1347	* Metrics / volume measurements	Via spreadsheet currently						
1348	The ability to provide Public Sector Document Management System (DMS) functionality:	Onbase (Hyland) use currently						
1349	* Scan final / signed documents	Onbase (Hyland) use currently						
1350	* Advanced text / query search tool	Onbase (Hyland) use currently						
1351	* Security-based user restrictions	Onbase (Hyland) use currently						
1352	* Departmental access to corresponding / authorized document storage sections	Onbase (Hyland) use currently						
1353	* Automated notifications (records retention)	Onbase (Hyland) use currently						
1354	The ability to interface with American Legal Publishing for Code of Ordinance updates.	www.amlegal.com						
1355	The ability to support the Contract Awards process:							
1356	* Integration with Procurement / Contracts Department							
1357	* Provide Contract Award package templates (7+)							
1358	* Attach electronic documents to Contract Awards package							
1359	* Automated Contract Award workflow management	i.e. (City Clerk forwards the award package to Risk Compliance per insurance requirements, City Clerk forwards to Legal and City Manager for review)						
1360	* Automate system upload of approved Contract Award package							
1361	* Electronic communications from the system	Contract sent to vendor and Procurement from the system						
1362	* Automate generation of Performance Bond request / notification with bank	i.e. (If mistakes were made - placed into escrow)						
1363	* Automate execution of a "Notice to Proceed"	To vendor awarded contract						
	City Clerk - Cashiering & Local Business Tax Receipt (LBTR)							
1364	The ability to collect and process payments for:							
1365	* Water bill							
1366	* Tree Removal bill							
1367	* Lien Searches							
1368	* Garage Sale permits							
1369	* Local Business Tax Receipts (LBTR)	ANZIO CURRENTLY						
1370	* Code Violations	INK FORCE CURRENTLY						
1371	The ability to accept various payment methods:							
1372	* Cash							
1373	* Check	Via Check Processing System currently						
1374	* Credit Card							
1375	* ACH	Via on-line payment currently						
1376	* Debit Card							
1377	* Deposit Monies:	Dunbar courier						

1378	* Automate upload to bank	One bank account						
1379	* Automate the recording of payments received and monies collected	Via Anzio currently						
1380	The ability to reconcile collected versus deposited monies.	Dunbar courier						
1381	The ability to provide Cashiering reporting capabilities:							
1382	* Transactions							
1383	* Amounts paid and received	LBTR Anzio Stat report						
1384	* Fiscal year activity	LBTR Anzio Stat report						
1385	* Accounts for budgeting							
1386	* Review application data and enter into system							
1387	The ability to automate LBTR processes for seamless integration with City Departments.							
1388	* Edit and / or delete LBTR's as needed							
1389	* Automate generation of daily inspection roster							
1390	The ability to provide LBTR reporting capabilities:							
1391	* Close Year-End:							
1392	* Run Final Report							
1393	* Close Accounts							
1394	* Zoning Report							
1395	* Unrendered Report							
1396	* Interface with Code Compliance and Zoning Departments							
1397	The ability to create / utilized zones that differentiate businesses into geographies.							
1398	The ability to provide a universal interface with each department to compile zone data for efficient data updates.							
	City Clerk - Licensing							
1399	The ability to process various license applications and calculate fees.							
1400	The ability to accommodate an unlimited number of user defined licensing categories.	i.e. (Commercial, home-based, food truck, events, solicitations, charities & commercial etc.)						
1401	The ability to attach electronic documents (e.g. scanned images) to applications.							
1402	The ability for system to maintain a history of license renewals to auto generate renewals letters.							
1403	The ability to Identify non-renewable license types and automatically removes these upon expiration from active license list.							
1404	The ability to route certain licenses through multiple departments for approval (Different licenses may need different routing processes).	i.e. (Approve business license with Code Enforcement and Fire & Building Departments)						
1405	The ability to routes certain licenses through multiple departments as notification (approval not required).							
1406	The ability to schedule and track completion of inspection.	i.e. (Fire inspection is required)						
1407	The ability to issue license upon approval of inspection.							
1408	The ability to automatically assign license numbers.							
	Community Services							
1409	The ability to provide a Transportation Management System functionality (TMS).	Trans Dept. currently uses EasyRides Software. It has limited capabilities. Would benefit from system that does more and provide access to Finance Dept.						
1410	The ability to Interface with City / Community bus services system:	Share information with Finance Dept. regarding fuel consumption, repair and maintenance, vehicle inventory and necessary grant reporting						
1411	* Bus and transport schedules	share with public via mobile app						
1412	* Bus and transport stops	share with public via mobile app						
1413	The ability for Real-time communications and automated / triggered notifications.	share with public via mobile app						
1414	* Provide routing / mapping functionality	Ability to check mileage, traffic patterns in order to create new routes. Ability to see population and growth to assess need						
1415	* Pickup locations	When picking up passengers in residential setting we would want a robo call to advise them of driver arrival. For community bus service, ability for a mobile app to be available to the public						
1416	* Activity routing							
1417	The ability to provide Community Services Administration functionality.							
1418	The ability to provide functionality to manage Social Services.	Please be advised that this center receives several grants that require physical (electronic not acceptable) signatures						
1419	The ability to establish, apply and manage fees.	Fees for membership and counseling for people under 60 years of age						
1420	The ability to register and have electronic client signatures available. Interface with new registration program, MySenior Center.							
1421	The ability for **Case Management functionality:**							
1422	The ability to manage and track and easily store referral information.							
1423	The ability to electronically store case management--incident reports, clinical referrals, utilization review meetings-files.							
1424	The ability for functionality to manage Adult Day Care Center activities.							
1425	The ability to interface with Easter Seals of South Florida (third party managed program).	As requested						
1426	The ability for **Activity Registration functionality:**	Create mobile app for center						

1427	The ability to manage single and tiered registrations (i.e. one or multiple household members).								
1428	* Membership management functionality (online and in-person)	Member can register and pay for classes, as well as edit basic information such as address, phone number, email							
1429	* Member / registrant interactive web portal and kiosks	Would prefer a mobile app for this function							
1430	* Touch screen kiosks	Members to scan an ID card instead of manual sign-ins							
1431	* Interactive events calendar								
1432	* Online and kiosk registration								
1433	* Auto-registration for classes for a specified amount of time								
1434	* Accept fees and dues payments								
1435	The ability to support various payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)								
1436	The ability to adjust fees.								
1437	* Electronic forms and reports								
1438	The ability to generate rosters (with contact information) from registration information.								
1439	The ability to generate customized / default robo-calls to groups and class registrants.								
1440	The ability to establish residency and age requirement thresholds.								
1441	The ability to manage and track food service programs:								
1442	* Interface with Meals on Wheels (contracted with / managed by to provide their own staff, resources, food, transportation, etc.)								
1443	* Onsite cafeteria services								
1444	The ability for Facility Management Administration functionality to track lease and rental payments.	Housing currently uses program called Rent Manager. Satisfied with this program at this time							
1445	* Senior Citizen Apartments (City-owned / operated)								
1446	* Medical Care Clinic (City-owned / operated)								
1447	The ability for reporting and audit capabilities:								
1448	* Custom and standard reports								
1449	* Electronic forms and reports								
1450	* Automated report submission to agencies and third parties								
1451	* Federal, State, and County compliant regulatory reports: (ADRC, DOEA, CIRTS, EHEAP, etc.)								
1452	* Monthly CIRTS Report (monthly count of members, services, etc. for Aging Disability Resource Center (ADRC))								
1453	* Volunteer Report (monthly compliance report of compiled volunteer hours for ADRC and Broward County)								
1454	* EHEAP (Emergency Home Energy Assistance Program) Report (monthly crisis assistance report of funds expended to supply crisis payments to members for ADRC)								
1455	* Weekly Cash Deposit Report (money collected for services report to City Finance Department)	Deposits vary, not weekly							
1456	* Grant Disbursement Report (monthly report to ADRC and Accounts Payable (AP)								
1457	* Revenue Report (monthly report to identify money received from services)								
1458	* Audit traceability for daily attendance / information compliance with Department of Elderly Affairs (DOEA)								
1459	* Compliance with Department of Elder Affairs - State of Florida Client Information & Registration Tracking System (CIRTS)								
1460	* Provide secure database for Community Services specific data:								
1461	* Client information								
1462	* Registration data								
1463	* Provide remote / keyless access to services and center(s):								
1464	* RFID / barcode key tags (member location scan)								
1465	* Employee / volunteer scanner								
1466	* Remote system access and monitoring								
1467	**Document Management System (DMS)** (digital filing system and contract repository):								

1468	* Role-based permissions to restrict edit / use of data							
1469	* Provide creation, collection, storage, archive and retrieval of documentation							
1470	* Accept various documentation via electronic upload, email, hardcopy, etc.							
1471	* Provide revision controls with history tracking							
1472	* Provide electronic document workflow management to other departments (review, approvals, etc.)							
1473	* Support paperless processes							
1474	The ability to provide advanced **Payroll module integration:**							
1475	* Integration with Pay Check Flex (third party)							
1476	* Facility Contract Services contractor payment method							
1477	* Centralized payroll management for Community Services employees							
1478	The ability to interface with Public Services Department for streamlined financial dataflow.							
	Parks & Recreation							
1479	The ability to provide Parks & Recreation Administration functionality.	Civic Rec						
1480	The ability for activity registration functionality.	Civic Rec						
1481	The ability to manage single and tiered registrations (i.e. one or multiple household members).	Civic Rec						
1482	* Interactive web portal and kiosks:	Civic Rec						
1483	* On-Line payment functionality	Civic Rec						
1484	* Touch screen kiosks	Civic Rec						
1485	* Interactive events calendar	Civic Rec						
1486	* Online and kiosk registration	Civic Rec						
1487	* Event ticket purchasing	Civic Rec						
1488	* Rentals and facility reservations	Senior center facility rented for activities / CivicREc						
1489	* Accept fees and dues payments	Civic Rec						
1490	* Electronic forms and reports	Civic Rec						
1491	* Electronic / hardcopy receipt of permits & waivers	Civic Rec						
1492	The ability to support Omni-payment methods (i.e. credit card, check, auto-draft, debit, e-check, etc.)	Civic Rec						
1493	The ability to integrate with various banks for immediate reconciliation of checks with accounts.	Civic Rec						
1494	The ability to generate rosters (with contact information) from registration information.	Civic Rec						
1495	The ability to generate customized / default robo-calls to groups and class registrants:	Civic Rec						
1496	* Cancellations	Civic Rec						
1497	* Reminders	Civic Rec						
1498	* Confirmations	Civic Rec						
1499	* Changes	Civic Rec						
1500	* Create automated notifications / prompts	Civic Rec						
1501	* Establish residency and age requirement thresholds	Civic Rec						
1502	**Membership Management** functionality:	Civic Rec						
1503	* Membership information management (online and in-person)	Civic Rec						
1504	* Membership billing	Civic Rec						
1505	* Member interactive web portal and kiosks:	Civic Rec						
1506	* Touch screen kiosks	Civic Rec						
1507	* Accept fees and dues payments	Civic Rec						
1508	* Personalized member dashboards:	Civic Rec						
1509	* Personalized member calendars	Civic Rec						

1510	* Secure messaging	Civic Rec							
1511	* Reservation tools	Civic Rec							
1512	* Payment tools	Civic Rec							
1513	* Missing forms / waivers	Civic Rec							
1514	* Automated prompts / notifications (i.e. upcoming reservation)	Civic Rec							
1515	* Electronic forms and reports	Civic Rec							
1516	The ability to support membership identification (RFID key tag, barcoded card, magnetic swipe, punch card, etc.)	Civic Rec							
1517	**Facility Management** functionality:	Civic Rec							
1518	The ability to manage facility rental requests and reservations (campsites, fields, etc.)	Civic Rec							
1519	* Web-based and in-person reservation booking tools	Civic Rec							
1520	* Map / Grid-based tools	Civic Rec							
1521	* Establish waiver & permit requirement prompts	Civic Rec							
1522	* Electronic waiver & permit forms for completion	Civic Rec							
1523	* Establish reservation minimum-maximum thresholds (i.e. camping reservations must be 1-4 nights only).	Civic Rec							
1524	The ability to create and support an interactive master calendar with real-time updates (i.e. volleyball courts blocked out every Saturday for league practice).	Civic Rec							
1525	* Provide reservation over or double booking logic / rules	Civic Rec							
1526	* Create recurring bookings / reservations	Civic Rec							
1527	* **Reporting and Audit** capabilities**:**	Civic Rec							
1528	* Custom and standard reports	Civic Rec							
1529	* Electronic forms and reports	Civic Rec							
1530	* Extract costs from work orders for tracking and reporting	Civic Rec							
1531	* Automated report submission to agencies and third parties	Civic Rec							
1532	* Centralized (City) **Document Management System (DMS)** (digital filing system and contract repository):	OnBase							
1533	* Role-based permissions to restrict access and edit of data / files	OnBase							
1534	* Create, collect, store, index, archive and retrieval of documentation	OnBase							
1535	* Advanced keyword search capability	OnBase							
1536	The ability to provide automated document **workflow management** to and from other departments (routing, review, approvals, etc.):	This is the only function that I am not sure OnBase provides							
1537	* Contracts	OnBase							
1538	* Grants	OnBase							
1539	* Facility Use Agreements	OnBase							
1540	* Insurance documents	OnBase							
1541	* Board of Directors (BOD)	OnBase							
1542	* Tax Forms	OnBase							
1543	* By-laws	OnBase							
1544	* Rosters	OnBase							
1545	* Accident, Incident and Injury Reports	OnBase							
1546	* Background Checks	OnBase							
1547	* Invoices & Purchase Orders	OnBase							
1548	* Pool Licenses	OnBase							
1549	* Resident Surveys	OnBase							
1550	* Risk Files	OnBase							

1551	* Cash Reports (Golf Daily)	OnBase							
1552	* Employee Documents (Application, Resume, Change of Employee Information, Position Control, Evaluations, Disciplinary Action Form, Change of Status (COS), Vacation Request, Timecards, etc.)	OnBase							
1553	* Safety Supervisor Report	OnBase							
1554	* Support paperless processes	OnBase							
1555	* Electronic signature capability	OnBase							
1556	The ability to scan documents into the system via **Optical Character Recognition (OCR)** functionality.	OnBase							
1557	* Provide **secure database** for Parks & Recreation specific data	Civic Rec							
1558	* Membership data	Civic Rec							
1559	* Client information	Civic Rec							
1560	* Credentials	Civic Rec							
1561	* Leases	Civic Rec							
1562	* Drivers Licenses	Civic Rec							
1563	* Address data	Civic Rec							
1564	**Customer Account Management** functionality:	Civic Rec							
1565	The ability to capture and manage customer / member information:	Civic Rec							
1566	* Demographics	Civic Rec							
1567	* Emergency contacts	Civic Rec							
1568	* Duplicate contact / data entry	Civic Rec							
1569	* Notification preferences	Civic Rec							
1570	* Balances, credits and payment history	Civic Rec							
1571	* Registration / activity history	Civic Rec							
1572	**Email marketing** functionality:	Civic Rec							
1573	The ability to create customized e/mailing lists based on historical (i.e. registration, participation, interest, etc.)	Civic Rec							
1574	* Custom message creation	Civic Rec							
1575	* Attach documentation (i.e. forms, photos, roster, class flyer, etc.)	Civic Rec							

Previous Experience

References

Skyward completes on average, 134 implementations each year. Due to the privacy of our customers we are unable to list all contracts. The following clients are similar to the The City of Pembroke Pines in size and scope of implementation. We strongly recommend that you reach out to these contacts for more information regarding the ease of their Skyward implementation and ongoing support for the solution. We are confident that they can attest to multiple ways that Skyward has helped them achieve their goals. Skyward has completed attachment K and electronically signed this document via the BidSync website.

Seminole County Public Schools

400 E Lake Mary Blvd
Sanford, FL 32773-7127
Dr. Tim Harper – Chief Information Officer
407.320.0076
tim_harper@scps.k12.fl.us

Marion County Public Schools

512 SE 3rd Street
Ocala, FL 34471
Randy Taylor – Supervisor – Information Services and Software Development
352.671.7775
Randy.Taylor@marion.k12.fl.us

Lake County School District

814 W Bryan Street
Tavares, FL 32778
Creed Wheeler, PH.D – Executive Director of Information Technology
352.253.6700
wheelerc@lake.k12.fl.us

St. Luice Public Schools

4204 Okeechobee Rd
Fort Pierce, FL 34947-5414
James Dunn – ITS Application Development Manager
772-201-2689
JAMES.Dunn@stlucieschools.org

Northeast Florida Educational Consortium
3841 Reid St
Palatka, FL 32177-2509
Daniel Hornsby – Student Applications Software Coordinator
386.329.3893
HornsbyD@nefec.org

Required Documents

Skyward has completed all required documents, attachments, C, D, E, F, G, H, and L are completed and acknowledged electronically through the BidSync website. Skyward took an exception to attachment G, these exceptions can be found in tab 5, additional requirements.

(OFFICE USE ONLY) Vendor number:

Please complete this vendor information form entirely along with the IRS Form W-9, scan and upload it to the www.bidsync.com

Vendor Information Form

Operating Name (Payee)	Skyward, Inc.		
Legal Name (as filed with IRS)	Skyward, Inc.		
Remit-to Address (For Payments)	2601 Skyward Drive Stevens Point, WI 54482		
Remit-to Contact Name:	Scott Hansen	**Title:**	Industry Specialist
Email Address:	scotth@skyward.com		
Phone #:	800.236.7274	**Fax #**	715.341.1370
Order-from Address (For purchase orders)	2601 Skyward Drive Stevens Point, WI 54482		
Order-from Contact Name:	Brian Radzinski	**Title:**	Accounting Branch Manager
Email Address:	brianr@skyward.com		
Phone #:	800.236.7274	**Fax #**	715.341.1370
Return-to Address (For product returns)	n/a		
Return-to Contact Name		**Title:**	
Email Address:			
Phone #:		**Fax #**	
Payment Terms:			

Type of Business (please check one and provide Federal Tax identification or social security Number)

- ☐ **Corporation**
- ☐ **Sole Proprietorship/Individual**
- ☐ **Partnership**
- ☐ **Health Care Service Provider**
- ☒ **LLC – C (C corporation) – S (S corporation) – P (partnership)**
- ☐ **Other (Specify):**

Federal ID Number: 39-1471992

Social Security No.:

Name of Applicant / Signature [signature]

Title of Applicant Chief Marking Officer **Date** 2/15/18

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Skyward, Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
2601 Skyward Drive

Requester's name and address (optional)

6 City, state, and ZIP code
Stevens Point WI 54482

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
39 - 1471992

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Mary L Teeg Date ▶ 3/3/16

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at *www.irs.gov/fw9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Cat. No. 10231X Form **W-9** (Rev. 12-2014)

Additional Information

Deviations and Exceptions

The following Statement of Deviations has been completed by Skyward, Inc. ("Skyward") regarding the The City of Pembroke Pines RFQ #TS-17-04-A RFP ("the RFP"). The purpose of this statement is to provide details of deviations, comments, or suggestions relating to Skyward's response to the RFP. Should Skyward be selected as a finalist, the items listed below and any other material differences between the Skyward Standard Software Agreement and the RFP will be negotiated by the parties.

Section/Paragraph Referenced in the RFP	Deviation/Comment/Suggestion
Insurance Requirements; page 15-18	Additional Named Insured - Skyward's policy automatically includes customers if required by contract. A separate endorsement can be requested if necessary at the District's expense. Waiver of Subrogation - Skyward's General Liability policy includes a blanket endorsement for waiver of subrogation. Each additional policy will not have this waiver. Cancellation Notice - Skyward will follow the cancellation terms of the existing policy. Certificate of Insurance - Skyward will provide a certificate of insurance to the district as the selected vendor upon request. Cyber Liability - The policyholder's cyber insurance policy may address all of the requirements in some manner. Please note that there is no set of definition standards in cyber policies. Moreover, some terms that appear in different carriers' cyber policies refer to completely different coverages and intent. Skyward will agree to indemnify the City and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the City or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from: (i) any claim or action brought by any third party against the City claiming that any portion of the Skyward Products infringe on any third party intellectual property right; (ii) Skyward's gross negligence, willful misconduct or violation of law; or (iii) the release of personally identifiable information or other confidential information of the City to the extent directly caused by the negligence or willful misconduct of Skyward or its employees. All other claims or liabilities arising out of or related in any way to Skyward's performance under its agreement with the City shall be subject to the limitation of liability described in Skyward Standard Software License Agreement.
Attachment G	Skyward acts consistently with Wisconsin law with regard to domestic partnerships as well as federal law with respect to marriage and does not discriminate on the basis of sexual orientation with respect to marriage and spousal benefits and that Skyward will certify to that fact.

Page 23, General Terms & Conditions; section 3.26 Indemnification	Vendors Maximum Liability will be monies paid by customer to the vendor in the preceding 365 days.
Page 23-24, General Terms & Conditions; Section 3.27 Default Provision	Vendors Maximum Liability will be monies paid by customer to the vendor in the preceding 365 days.
Page 24, General Terms & Conditions, Section 3.28 Acceptance of Material	Vendor agrees in principle with the language. We request the right, if selected as a finalist, to negotiate actual payment terms based upon mutually agreed deliverables allowing additional protection of the Customers monies.
Attachment J, Contractual Services Agreement	If selected, the products and services to be provided by Skyward to the City will be subject to the terms and conditions of Skyward's Standard Software License Agreement.

Supplier: **Skyward, Inc.**

CONTACT INFORMATION FORM

IN ACCORDANCE WITH **"RFQ # TS-17-04-A"** titled **"ERP System Software and Implementation"** attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: **Skyward, Inc.**

STREET ADDRESS: **2601 Skyward Drive**

CITY, STATE & ZIP CODE: **Stevens Point, WI 54482**

PRIMARY CONTACT FOR THE PROJECT:

NAME: **Scott Hansen** TITLE: **Industry Specialist**

E-MAIL: **scotth@skyward.com**

TELEPHONE: **800.236.7274** FAX: **715.341.1370**

AUTHORIZED APPROVER:

NAME: **Ray Ackerlund** TITLE: **Chief Marketing Officer**

E-MAIL: **raya@skyward.com**

TELEPHONE: **800.236.7274** FAX: **715.341.1370**

SIGNATURE: **Ray Ackerlund**

B) Proposal Checklist

Did you scan and upload all of the required documents requested in section 1.4 of the bid package?	Yes ☑
Did you complete Attachment M "Functional Requirements (Summarized)" and upload the documents in Microsoft Excel format?	Yes ☑
Did you complete Attachment N "General Company & Software Overview" and upload the documents in Microsoft Excel format?	Yes ☑

Supplier: **Skyward, Inc.**

City of Pembroke Pines

Attachment C

NON-COLLUSIVE AFFIDAVIT

BIDDER is the **Chief Marketing Officer of Skyward, Inc.**,
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

Printed Name/Signature **Ray Ackerlund**

Title **Chief Marketing Officer**

Name of Company **Skyward, Inc**

Supplier: **Skyward, Inc.**

City of Pembroke Pines

Attachment D

SWORN STATEMENT
ON PUBLIC ENTITY CRIMES
UNDER FLORIDA STATUTES CHAPTER 287.133(3)(a).

1. This sworn statement is submitted **Skyward, Inc.** (name of entity submitting sworn statement) whose business address is **2601 Skyward Drive, Stevens Point, WI 54482** and (if applicable) its Federal Employer Identification Number (FEIN) is **39-1471992**. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: .)

2. My name is **Ray Ackerlund** and my
(Please print name of individual signing)

relationship to the entity named above is **Chief Marketing Officer**.

3. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that a "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime: or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Cityship by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

6. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any

natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

7. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

☑ A) Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ B) The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND **(Please indicate which additional statement applies.)**

☐ B1) There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B2) The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. **(Please attach a copy of the final order.)**

☐ B3) The person or affiliate has not been placed on the convicted vendor list. **(Please describe any action taken by or pending with the Department of General Services.)**

Ray Ackerlund	**Skyward, Inc**	**2.7.18**
Bidder's Name/Signature	Company	Date

Supplier: **Skyward, Inc.**

City of Pembroke Pines

Attachment E

LOCAL VENDOR PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

LOCAL PREFERENCE

The evaluation of competitive bids is subject to section 35.36 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the bid or proposal submission date stated in the solicitation. A local business shall be defined as:

1. "Local Pembroke Pines Vendor" shall mean a business entity which has maintained a permanent place of business with full-time employees within the City limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the City of Pembroke Pines.

OR;

2. "Local Broward County Vendor" shall mean or business entity which has maintained a permanent place of business with full-time employees within the Broward County limits for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from the Broward County or the city within Broward County where the business resides.

A preference of five percent (5%) of the total evaluation point, or five percent (5%) of the total price, shall be given to the **Local Pembroke Pines Vendor(s);** A preference of two and a half percent (2.5%) of the total evaluation point for local, or two and a half percent (2.5%) of the total price, shall be given to the **Local Broward County Vendor(s)**.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

LOCAL PREFERENCE CERTIFICATION:

☐ Place a check mark here only if affirming bidder meets requirements above as a Local Pembroke Pines Vendor. In addition, the business must attach a current business tax receipt from the City of Pembroke Pines along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

☐ Place a check mark here only if affirming bidder meets requirements above as a Local Broward County Vendor. In addition, the business must attach a current business tax receipt from the Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

☑ Place a check mark here only if affirming bidder does not meet the requirements above as a Local Vendor.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Local Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Local Vendor Preference based on their sub-contractors' qualifications.

COMPANY NAME: **Skyward, Inc.**

PRINTED NAME / AUTHORIZED SIGNATURE: **Ray Ackerlund**

Supplier: **Skyward, Inc.**

City of Pembroke Pines

Attachment F

VETERAN OWNED SMALL BUSINESS (VOSB) PREFERENCE CERTIFICATION

SECTION 1 GENERAL TERM

VETERAN OWNED SMALL BUSINESS (VOSB) PREFEREENCE

The evaluation of competitive bids is subject to section 35.37 of the City's Procurement Procedures which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to veteran owned small businesses. To satisfy this requirement, the vendor shall affirm in writing its compliance with the following objective criteria as of the bid or proposal submission date stated in the solicitation. A veteran owned small business shall be defined as:

1. "Veteran Owned Small Business" shall mean a business entity which has received a "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).

A preference of two and a half percent (2.5%) of the total evaluation point, or two and a half percent (2.5%) of the total price, shall be given to the **Veteran Owned Small Business (VOSB)**. This shall mean that if a **VOSB** submits a bid/quote that is within 2.5% of the lowest price submitted by any vendor, the **VOSB** shall have an option to submit another bid which is at least 1% lower than the lowest responsive bid/quote. If the **VOSB** submits a bid which is at least 1% lower than that lowest responsive bid/quote, then the award will go to the **VOSB**. If not, the award will be made to the vendor that submits the lowest responsive bid/quote. If the lowest responsive and responsible bidder IS a **"Local Pembroke Pines Vendor" (LPPV)** or a **"Local Broward County Vendor" (LBCV)** as established in Section 35.36 of the City's Code of Ordinances, entitled "Local Vendor Preference", then the award will be made to that vendor and no other bidders will be given an opportunity to submit additional bids as described herein.

If there is a **LPPV**, a **LBCV**, and a **VOSB** participating in the same bid solicitation and all three vendors qualify to submit a second bid, the **LPPV** will be given first option. If the **LPPV** cannot beat the lowest bid received by at least 1%, an opportunity will be given to the **LBCV**. If the **LBCV** cannot beat the lowest bid by at least 1%, an opportunity will be given to the **VOSB**. If the **VOSB** cannot beat the lowest bid by at least 1%, then the bid will be awarded to the lowest bidder.

If multiple **VOSBs** submit bids/quotes which are within 2.5% of the lowest bid/quote and there are no **LPPV** or **LBCV** as described in Section 35.36 of the City's Code of Ordinance, entitled "Local Vendor Preference", then all **VOSBs** will be asked to submit a **Best and Final Offer (BAFO)**. The award will be made to the **VOSB** submitting the lowest **BAFO** providing that that **BAFO** is at least 1% lower than the lowest bid/quote received in the original solicitation. If no **VOSB** can beat the lowest bid/quote by at least 1%, then the award will be made to the lowest responsive bidder.

COMPARISON OF QUALIFICATIONS

The preferences established in no way prohibit the right of the City to compare quality of supplies or services for purchase and to compare qualifications, character, responsibility and fitness of all persons, firms or corporations submitting bids or proposals. Further, the preference established in no way prohibit the right of the city from giving any other preference permitted by law instead of the preferences granted, nor prohibit the city to select the bid or proposal which is the most responsible and in the best interests of the city.

SECTION 2 AFFIRMATION

VETERAN OWNED SMALL BUSINESS (VOSB) PREFEREENCE CERTIFICATION:

☐ Place a check mark here only if affirming bidder meets requirements above as a Veteran Owned Small Business.
In addition, the bidder must attach the "Determination Letter" from the U.S. Dept. of Veteran Affairs Center.

☑ Place a check mark here only if affirming bidder does not meet the requirements above as a VOSB.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for VOSB Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for VOSB Preference based on their sub-contractors' qualifications.

COMPANY NAME: **Skyward, Inc.**

PRINTED NAME / AUTHORIZED SIGNATURE: **Ray Ackerlund**

Supplier: **Skyward, Inc.**

City of Pembroke Pines Attachment G

EQUAL BENEFITS CERTIFICATION FORM
FOR DOMESTIC PARTNERS AND ALL MARRIED COUPLES

Except where federal or state law mandates to the contrary, a Contractor awarded a Contract pursuant to a competitive solicitation shall provide benefits to Domestic Partners and spouses of its employees, irrespective of gender, on the same basis as it provides benefits to employees' spouses in traditional marriages.

The Contractor shall provide the City and/or the City Manager or his/her designee, access to its records for the purpose of audits and/or investigations to ascertain compliance with the provisions of this section, and upon request shall provide evidence that the Contractor is in compliance with the provisions of this section upon each new bid, contract renewal, or when the City Manager has received a complaint or has reason to believe the Contractor may not be in compliance with the provisions of this section. Records shall include but not be limited to providing the City and/or the City Manager or his/her designee with certified copies of the Contractor's records pertaining to its benefits policies and its employment policies and practices.

The Contractor must conspicuously make available to all employees and applicants for employment the following statement:

> **"During the performance of a contract with the City of Pembroke Pines, Florida, the Contractor will provide Equal Benefits to its employees with spouses, as defined by Section 35.39 of the City's Code of Ordinances, and its employees with Domestic Partners and all Married Couples".**

The posted statement must also include a City contact telephone number and email address which will be provided to each contractor when a covered contract is executed.

SECTION 1 DEFINITIONS

1. **Benefits** means the following plan, program or policy provided or offered by a contractor to its employees as part of the employer's total compensation package which may include but is not limited to sick leave, bereavement leave, family medical leave, and health benefits.

2. **Cash Equivalent** mean the amount of money paid to an employee with a domestic partner or spouse in lieu of providing benefits to the employee's domestic partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse from a traditional marriage.

3. **Covered Contract** means a contract between the City and a contractor awarded subsequent to the date when this section becomes effective valued at over $25,000 or the threshold amount required for competitive bids as required in section 35.18(A) of the Procurement Code.

4. **Domestic Partner** shall mean any two (2) adults of the same or different sex who have registered as domestic partners with a governmental body pursuant to state or local law authorizing such registration, or with an internal registry maintained by the employer of at least one of the domestic partners. A contractor may institute an internal registry to allow for the provision of equal benefits to employees with domestic partners who do not register their partnerships pursuant to a governmental body authorizing such registration, or who are

located in a jurisdiction where no such governmental domestic partnership registry exists. A contractor that institutes such registry shall not impose criteria for registration that are more stringent than those required for domestic partnership registration by the City of Pembroke Pines.

5. **Equal benefits** means the equality of benefits between employees with spouses and/or dependents of spouses and employees with domestic partners and/or dependents of domestic partners, and/or between spouses of employees and/or dependents of spouses and domestic partners of employees and/or dependents of domestic partners.

6. **Spouse** means one member of a married pair legally married under the laws of any state within the United States of America or any other jurisdiction under which such marriage is legally recognized, irrespective of gender.

7. **Traditional marriage** means a marriage between one man and one woman.

SECTION 2 CERTIFICATION OF CONTRACTOR

The firm providing a response, by virtue of the signature below, certifies that it is aware of the requirements of Section 35.39 “City Contractors providing Equal Benefits for Domestic Partners and all Married Couples” of the City’s Code of Ordinances, and certifies the following (**Check only one box below)**:

☐ **A.** Contractor currently complies with the requirements of this section; or

☐ **B.** Contractor will comply with the conditions of this section at the time of contract award; or

☑ **C.** Contractor will not comply with the conditions of this section at the time of contract award: or

☐ **D.** Contractor does not comply with the conditions of this section because of the following allowable exemption **(Check only one box below):**

☐ **1.** The Contractor does not provide benefits to employees' spouses in traditional marriages;

☐ **2.** The Contractor provides an employee the cash equivalent of benefits because the Contractor is unable to provide benefits to employees' Domestic Partners or spouses despite making reasonable efforts to provide them. To meet this exception, the Contractor shall provide a notarized affidavit that it has made reasonable efforts to provide such benefits. The affidavit shall state the efforts taken to provide such benefits and the amount of the cash equivalent. Cash equivalent means the amount of money paid to an employee with a Domestic Partner or spouse rather than providing benefits to the employee's Domestic Partner or spouse. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee's spouse;

☐ **3.** The Contractor is a religious organization, association, society, or any non-profit charitable or educational institution or organization operated supervised or controlled by or in conjunction with a religious organization, association, or society;

☐ **4.** The Contractor is a governmental agency;

The certification shall be signed by an authorized officer of the Contractor. Failure to provide such certification (by checking the appropriate boxes above along with completing the information below) shall result in a Contractor being deemed non-responsive.

COMPANY NAME: **Skyward, Inc.**

AUTHORIZED OFFICER NAME / SIGNATURE: **Ray Ackerlund**

Supplier: **Skyward, Inc.**

City of Pembroke Pines

Attachment H

PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

2601 Skyward Drive
Stevens Point, WI 54482

Contact Person's Name and Title: **Scott Hansen**

Contact Person's E-mail Address: **scotth@skyward.com**

PROPOSER'S Telephone and Fax Number: **800.236.7274 fax 715.341.1370**

PROPOSER'S License Number: **F06000000084**
(Please attach certificate of status, competency, and/or state registration.)

PROPOSER'S Federal Identification Number: **39-1471992**

Number of years your organization has been in business **38 years**

State the number of years your firm has been in business under your present business name **24**

State the number of years your firm has been in business in the work specific to this solicitation: **38**

Names and titles of all officers, partners or individuals doing business under trade name:
Skyward's Student Management System is fully developed, owned and support by Skyward, Inc., which is the sole source provider for all services and software licenses.

The business is a: Sole Proprietorship ☐ Partnership ☐ Corporation ☑

IF USING A FICTITIOUS NAME, SUBMIT EVIDENCE OF COMPLIANCE WITH FLORIDA FICTITIOUS NAME STATUTE. (ATTACH IN PROPOSER EXHIBIT SECTION)

Under what former name has your business operated? Include a description of the business. Failure to include such information shall be deemed to be intentional misrepresentation by the City and shall render the proposer RFP submittals non-responsive.

Jim King and Associates was established in 1980. School Administration Software, Inc., was incorporated in 1984. The name Skyward, Inc. was adopted in 1994.

At what address was that business located?
Corporate Head Quarters
2601 Skyward Drive
Stevens Point, WI 54482

Madison, WI
595 Science Drive, Suite B
Madison WI 53711

Illinois Branch
2205 East Empire St, Suite D
Bloomington IL 61704

Dallas/Fort Worth
104 Decker Court, Suite 250
Irving TX 75062

Name, address, and telephone number of surety company and agent who will provide the required bonds on this contract:
Skyward strongly recommends payment plan, based on a mutually agreeable milestones throughout the implementation. Any bond expenses must be paid by the customer.

Have you ever failed to complete work awarded to you. If so, when, where and why?
No

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?
No, Skyward is proposing a hosted solution using our exclusive hosting partner ISCorp. The customer must provide the minimum hardware requirements and bandwidth, as defined per our technical requirements.

Will you subcontract any part of this WORK? If so, give details including a list of each sub-contractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor (s).
Skyward completes all work for the scope of the SIS implementation. We have a fully staffed Project Management Team along with in house data migration programmers.

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.
Skyward has not been party to any litigation related to the software provided or related services.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).
None.

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (10) years. The list shall include all case names; case, arbitration or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.
None.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.
None.

Has the Proposer, its principals, officers or predecessor organization(s) been CONVICTED OF A Public Entity Crime, debarred or suspended from bidding by any government entity? If so, provide details.
No.

Are you an ☑ Original provider ☐ sales representative ☐ distributor, ☐ broker, ☐ manufacturer ☐ other, of the commodities/services proposed upon? If other than the original provider, explain below.
Skyward's Student Management System is fully developed, owned and support by Skyward, Inc., which is the sole source provider for all services and software licenses.

Have you ever been debarred or suspended from doing business with any governmental agency? If yes, please explain:
No

Describe the firm's local experience/nature of service with contracts of similar size and complexity, it the previous three (3) years:

With 38 years of K-12 experience, we aim to make everything easier on you and the people who count on you. We pride ourselves on creating a personalized solution for each of our clients based on the district's needs. We invite Pembroke Pines to explore the seamless option with Skyward and our SIS.

Skyward's approach to the Student Information System is based on, a better experience, future ready flexibility, and preemptive support. With the Skyward solution, you will receive the insight, personalization, and resources you need to work smarter and empower everyone. Below are a few notable districts who partner with Skyward and utilize our Student Information System Solution in Florida -

Alachua County Public Schools - Customer since 2017
Lake County Schools - Customer since 2013
Marion County Public Schools - Customer since 2013
Seminole County Public Schools - Customer since 2011
NEFEC (North East Florida Educational Consortium) - Customer since 2010
St. Lucie County School Board - Customer since 2009

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

Skyward, Inc.
(Company Name)
Ray Ackerlund
(Printed Name/Signature)

Supplier: **Skyward, Inc.**

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency: **Seminole County Public Schools**

Address: **400 E. Lake Mary Blvd**

City/State/Zip: **Sanford, FL 32773-7127**

Contact Name: **Dr. Tim Harper** Title: **Chief Information Officer**

E-Mail Address: **tim_harper@scps.k12.fl.us**

Telephone: **407.320.0076** Fax: **407-320-0285**

Project Information:

Name and location of the project: **Seminole County Public Schools Student Information System Implementation**

Nature of the firm's responsibility on the project: **Successfully migrate Seminole Public School system from legacy SIS to Skyward Student Management Suite. Provide implementation, installation and training for SIS solution.**

Project duration: **July 28, 2010 - August 2011** Completion (Anticipated) Date: **August 2011**

Size of project: **67,808 Students** Cost of project: **1,500,000.00**

Work for which staff was responsible: **Project Management, Implementation and State Reporting**

Contract Type: **5 year**

The results/deliverables of the project: **New Student Information System for Seminole County Public Schools.**

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency: **Marion County Public Schools**

Address: **512 SE 3rd Street**

City/State/Zip: **Ocala, FL 34471**

Contact Name: **Randy Taylor** Title: **Supervisor - Information Services and Software Development**

E-Mail Address: **Randy.Taylor@marion.k12.fl.us**

Telephone: **352-671-7775** Fax: **352-671-7735**

Project Information:

Name and location of the project: **Marion County Public Schools Student Information System**

Nature of the firm's responsibility on the project: **Successfully migrate Marion County Public School system from legacy SIS to Skyward Student Management Suite. Provide implementation, installation and training for SIS solution.**

Project duration: **August 28, 2014 - July 1, 2015** Completion (Anticipated) Date: **July 1, 2015**

Size of project: **43,150 Students** Cost of project: **1,290,741.00**

Work for which staff was responsible: **Data Migration and Application Setup**

Contract Type: **5 year**

The results/deliverables of the project: **New Student Information System for Marion County Public Schools.**

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency: **Lake County School District**

Address: **814 W Bryan Street**

City/State/Zip: **Tavares, FL 32778**

Contact Name: **Creed Wheeler, PH.D.** Title: **Executive Director of Information Technology**

E-Mail Address: **wheelerc@lake.k12.fl.us**

Telephone: **352.253.6700** Fax: **352-253-6503**

Project Information:

Name and location of the project: **Lake County Public Schools Finance and Student Information Systems Implementation**

Nature of the firm's responsibility on the project: **Successfully migrate Lake County Public School system from legacy SIS/ERP to Skyward Student/Business Management Suite. Provide implementation, installation and training for SIS/ERP solution.**

Project duration: **October 30, 2012 - July 1, 2014** Completion (Anticipated) Date: **July 1, 2014**

Size of project: **42,900** Cost of project: **2,900,000.00**

Work for which staff was responsible: **Executive Sponsor**

Contract Type: **5 Year**

The results/deliverables of the project: **New Student/ERP Information System for Lake County Public Schools.**

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency: **St. Lucie Public Schools**

Address: **4204 Okeechobee Rd.**

City/State/Zip: **Fort Pierce , FL 34947-5414**

Contact Name: **James Dunn** Title: **ITS Application Development Manager**

E-Mail Address: **JAMES.Dunn@stlucieschools.org**

Telephone: **(772) 201-2689** Fax: **772-429-3916**

Project Information:

Name and location of the project: **St Lucie Public Schools Finance and Student Information System Implementation**

Nature of the firm's responsibility on the project: **Successfully migrate St Lucie County Public School system from legacy SIS/ERP to Skyward Student/Business Management Suite. Provide implementation, installation and training for SIS/ERP solution.**

Project duration: **April 15, 2008 - August 2009** Completion (Anticipated) Date: **August 2009**

Size of project: **40,678** Cost of project: **3,098,520.00**

Work for which staff was responsible: **Data Migration and Application Setup**

Contract Type: **5 year**

The results/deliverables of the project: **New Student/ERP Information System for St Lucie County Public Schools.**

REFERENCES FORM

Provide specific examples of similar contracts. References should be should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. **This form should be duplicated for each reference and any additional information that would be helpful can be attached.**

Reference Contact Information:

Name of Firm, City, County or Agency: **Northeast Florida Educational Consortium**

Address: **3841 Reid St**

City/State/Zip: **Palatka, FL 32177-2509**

Contact Name: **Daniel Hornsby** Title: **Student Applications Software Coordinator**

E-Mail Address: **HornsbyD@nefec.org**

Telephone: **386-329-3893** Fax: **386-329-3684**

Project Information:

Name and location of the project: **Northeast Florida Education Consortium - Finance and Student Information System Implementation**

Nature of the firm's responsibility on the project: **Successfully migrate NEFEC consortium from legacy SIS/ERP to Skyward Student/Business Management Suite. Provide implementation, installation and training for SIS/ERP solution.**

Project duration: **6-30-2009** Completion (Anticipated) Date: **August 2010**

Size of project: **42,825** Cost of project: **3,100,000.00**

Work for which staff was responsible: **Data Migration and Application Setup**

Contract Type: **5 Year**

The results/deliverables of the project: **New Student/ERP Information System for NEFEC.**

Supplier: **Skyward, Inc.**

VENDOR DRUG-FREE WORKPLACE CERTIFICATION FORM

SECTION 1 GENERAL TERM

Preference may be given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows:

IDENTICAL TIE BIDS - Preference may be given to businesses with drug-free workplace programs. Whenever two or more bids that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drugfree workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after each conviction.

5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

SECTION 2 AFFIRMATION

☑ Place a check mark here only if affirming bidder **complies fully** with the above requirements for a Drug-Free Workplace.

☐ Place a check mark here only if affirming bidder **does not** meet the requirements for a Drug-Free Workplace.

Failure to complete this certification at this time (by checking either of the boxes above) shall render the vendor ineligible for Drug-Free Workplace Preference. This form must be completed by/for the proposer; the proposer WILL NOT qualify for Drug-Free Workplace Preference based on their sub-contractors' qualifications.

Ray Ackerlund	Ray Ackerlund	Skyward, Inc.
Authorized Signature	Authorized Signer Name	Company Name

Supplier: **Skyward, Inc.**

VENDOR QUESTIONNAIRE – COMPANY BACKGROUND

Vendor Name:	**Skyward, Inc**
Software Brand Name:	**Skyward Student Management System 2.0**
Software Version:	**10.2b**
Vendor is Prime Contractor? (Yes or No)	**Yes**

Question # 1	What are the key differentiators of your company and its proposed solution?
Answer	**Skyward's Three Pillar approach to a better experience, Future-ready flexibility and preemptive support are what set us apart in the K-12 industry. A better SIS experience is about moving beyond Ã Â Ã Â¢ Ã Â Ã Â Ã Â Ã Â the way weÃ Â Ã Â¢ Ã Â Ã Â Ã Â Ã Â ve always done it.Ã Â Ã Â¢ Ã Â Ã Â Ã Â Ã Â ItÃ Â Ã Â¢Ã Â Ã Â Ã Â Ã Â s about your culture, strategy, and technology all working together toward a common purpose. ItÃ Â Ã Â¢Ã Â Ã Â Ã Â Ã Â s about you becoming the driving force behind the tools you use to do your job. Work smarter, engage more, and empower everyone with SkywardÃ Â Ã Â¢Ã Â Ã Â Ã Â Ã Â s Student Management Suite.**

Question # 2	What awards has your company or proposed solution obtained that are relevant to this project?
Answer	**THE Journal Award - Silver, 2017 edteach digest - Cool Tool Award, 2016 District Administration top 100 products 2016 THE Journal Readers Choice Award - Gold 2016**

Question # 3	What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?
Answer	**“Crowdsourced review sites such as Capterra and G2Crowd feature a majority of favorable responses for Skyward software."**

Question # 4	What strategic alliance have you made to further strengthen your product and services?
Answer	**An exclusive Skyward partner, ISCorp provides world-class Private**

	Secure Cloud Services to more than 450 districts across the country and around the world. **Skyward provides a simple integration with Canvas and Schoology LMS. Skyward also partners with a number of other LMS providers.**

Question # 5	How do you guarantee the services provided by your company?
Answer	**Skyward guarantees the product will perform as responded in the RFP and Skyward documentation. If not- we will fix at no cost to the district. Also if the district goes with the Hosted delivery model, our SLA (Software License Agreement) provides monthly uptime guarantees. If these are not met, credits would be earned to offset future hosting expenditures.**

Question # 6	What are your near-term and long-term goals, and the strategies to reach these goals?
Answer	**Skyward has been providing a Better Experience, Future-Ready Flexibility, and Preemptive Support to over 2,000 K-12 clients in 20 states and multiple international locations since our entry into the market in 1981.** **We have worked with 47 districts in the state of Florida alone using our Student Management Suite and/or Business Management Suite (ERP).** **Skyward has the technical knowledge and industry background to keep current with the latest trends and advancements. We are confident that Skyward can support the implementation requirements of the City of Pembroke Pines Charter Schools.** **Finally, our commitment is to continue to enhance our products through User Experience research and continued customer interaction.**

Question # 7	What is your niche in the marketplace and your preferred customer size?
Answer	**Skyward focuses mainly on the K-12 market. We have no preferred customer size, as we provide services ranging from single schools to more than 900,000 students as part of a statewide solution in the state of Washington.**

Question # 8	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.):

Answer	**Our long-term, major R&D project reinvestment consists of approximately 4% of our annual revenue. However, Skyward is continually updating/modifying our software to satisfy customersÃ Â Ã Â¢Ã Â Ã Â Ã Â Ã Â needs. Our Programming-only expenditures consist of approximately 13% of our revenue. Additional expenditures influencing the development of the software come from customer contact through Customer Service, Quality Assurance, Sales and Administrative Staff.**

Question # 9	Please describe how the sales cycle is linked to the product development cycle.
Answer	**We are focused on empowering school district success with our award-winning product and services. To sustain this commitment a process to continually monitor emerging trends in the industry along with maintaining a synergistic relationship with our customers is crucial to ensure our customersÃ¢Â Â needs are met now and in the future. SkywardÃ¢Â Â s Product Management Group includes dedicated product managers for our product line based on product utilization within a school district environment. The role of the product manager is to guide the strategic direction of the product based on information gathered from customers, industry research, and contracted 3rd party research and consulting services. Product managers work directly with development teams, utilizing our User-Centered Development strategy to provide tactical direction of continuous product improvement to meet the needs of our customers. What does the User-Centered Development process look like?** **1. Identify/Validate User Needs** **ItÃ¢Â Â s tough to come up with a solution if we donÃ¢Â Â t fully understand the problem. We use this step to collect as much data as possible. Some of the methods we rely on include:** **Ã¢Â Â¢ Contextual interviews** **Ã¢Â Â¢ Diary studies** **Ã¢Â Â¢ Quantitative studies** **Ã¢Â Â¢ Affinity mapping** **Ã¢Â Â¢ Stakeholder interviews** **We know that Skyward has a significant role to play here, too. Since we are working with about 2,000 school districts, we are exposed to many different concepts and initiatives early in respective district adoptions. This insight enables us to begin moving forward with future-ready capabilities before the majority of our customer base is even aware of the need, keeping Skyward districts well ahead of the curve when wish list items turn to Ã¢Â Â must-haveÃ¢Â Â functionality.** **2. Brainstorm Possible Solutions** **Our developers may know the structure of our system better than anyone, but we canÃ¢Â Â t assume the first (or even the tenth) solution we envision is the best one for a given job. This phase is**

accompanied by:

Ã¢Â Â¢ Prototypes, wireframes, and sketches
Ã¢Â Â¢ Participatory design
Ã¢Â Â¢ Field studies
Ã¢Â Â¢ User task flow analysis
Ã¢Â Â¢ Design studio and card sorting activities

If step one is the Ã¢Â Â why,Ã¢Â Â step two is the Ã¢Â Â whatÃ¢Â Â of the UX process. In this line of work, we never like to assume anything, and direct user input during the conceptual design stage is a great way for us to ensure weÃ¢Â Â re pointing in the right direction before any development hours have been invested.

3. Optimize Design and Functionality
At this point, weÃ¢Â Â ve defined the objective, collaborated on design, and developed a working solution, but weÃ¢Â Â re not out of the woods yet. Optimization is the easiest step to overlook; after all, we worked together on the first two steps Ã¢Â Â shouldnÃ¢Â Â t that mean weÃ¢Â Â ve done our due diligence? Not always. Here are some of the ways we validate assumptions on previous efforts up to this point:

Ã¢Â Â¢ Usability testing
Ã¢Â Â¢ A/B testing
Ã¢Â Â¢ Beta testing

In the worst-case scenario, this stage might reveal a feature or functional area of the software in which the sum of the parts does not equal a better experience overall. In the rare event that such a scenario occurs, this is a good opportunity to go back to the drawing board with a clearer vision of what we need to accomplish.

More often, the takeaways from this stage will be the minor revisions necessary to push a project from a Ã¢Â Â functional modelÃ¢Â Â to a Ã¢Â Â successful, positive experience.Ã¢Â Â

4. Measure Impact
Once weÃ¢Â Â ve released a new feature, we want to make sure our expectations from the early phases of our user-centered design process have translated to the big stage. We track post-release data through various channels, with an eye on the following metrics to determine if a release was successful:

Ã¢Â Â¢ Track benchmark data/KPIs
Ã¢Â Â¢ # of service calls
Ã¢Â Â¢ # of known defects
Ã¢Â Â¢ Post-release user testing

	Ã¢Â Â¢ Track analytics or usage data **Our goal is for new enhancements or updates to increase usability and leave a better impression than any previous iteration. If the data tells a different story, weÃ¢Â Â ll know right away that more exploration is needed in that specific area.**

Question # 10	Please describe the your commitment to providing ERP system solutions for the public sector marketplace:
Answer	**Skyward is proposing our Student Management System for soley the SIS portion of this RFP. Skyward invites The City of Pembroke Pines to collaborate with us in our ongoing pursuit of what's next. We look forward to the prospect of helping you drive a more collaborative, productive, and successful learning environment.**

Question # 11	How many fully operational customer installations of the version proposed in this RFQ, currently in production, has the Vendor completed?
Answer	

Location	**Florida**	**Nationally**
Local Government		
Other Public Sector	**27**	**1257**
Other Non-Public Sector		
Overall:		

Question # 12	How many fully operational customer installations, in total, has the Vendor completed?
Answer	

Location	**Florida**	**Nationally**
Local Government		
Other Public Sector	**27**	**1257**
Other Non-Public Sector		
Overall:		

Question # 13	Do you currently have any outstanding significant (≥ $250,000) litigation with:
Answer	

	Yes	**No**
Existing or prospective customers?		**X**
Other businesses		**X**
Any U. S. government (Fedral, State, Local)?		**X**

	If yes, describe:

Question # 14	Please state the year the Vendor started in the business of selling the proposed solution to local governments:
Answer	**1980**

Question # 15	Where is the Vendor's closest support facility/sales office to Pembroke Pines, FL?
Answer	**Though we do not have a office in the state of Florida, Skyward does have Customer Consulting and Support Representatives who reside in the state of Florida, and are dedicated to support of the Student Management System. Skyward has two offices would would be of equal distance from Pembroke Pines -** **Bloomington Illinois** **2205 East Empire St, Suite D** **Bloomington IL 61704** **Dallas/Fort Worth Texas** **104 Decker Court, Suite 250** **Irving TX 75062**

Question # 16	Where is the Vendor's company headquarters?
Answer	**Stevens Point, WI**

Question # 17	Please list the Vendor's sales in the previous four years:
Answer	

Year	**Sales**
2017	**These numbers for 2017 are not yet available.**
2016	**$21,595.922**
2015	**$23,724,001**
2014	**$27,240135**

Question # 18	How many total employees does the Vendor have in each of the following categories:

Answer	**Area** / **Number**: Sales/Marketing **80**; Management/Administration **48**; Help Desk Staff **242**; Development Staff **176**; Other **38**; **Total** **584**

Area	**Number**
Sales/Marketing	**80**
Management/Administration	**48**
Help Desk Staff	**242**
Development Staff	**176**
Other	**38**
Total	**584**

Question # 19	What would be the Vendor's preferred comparably sized, site visit location?
Answer	**Okeechobee School District:** **700 SW 2nd Ave, Okeechobee , FL 34974** **Contact: Shawna May - Director of IT** **Email: shawna.may@okee.k12.fl.us** **Phone: 863-462-5704 EXT: 2017** **Desoto County School District, FL** **530 La Solona Ave, Arcadia , FL 34266-4911** **Contact: Christina Clemons - Associate Director of Information Services** **Email: christina.clemons@desotoschools.com** **Phone: 863-494-4222 EXT: 1302**