



City of Pembroke Pines ERP Software Demonstration Script

Contents

Demo Script Scoring Details.....	2
Section 1: System Introduction / Cross Functional.....	3
Section 2: Finance and Accounting.....	7
Section 3: Public Services (Engineering, Facilities Maintenance & Utilities)	16
Engineering	16
Construction Project Management	16
Facilities Maintenance	17
Utilities	18
Section 4: Procurement and Contracts.....	24
Section 5: Public Safety (Fire Dept., Police Dept. & Code Compliance).....	31
Fire Department	31
Police Department	34
Code Compliance	38
Section 6: Community Services.....	40
Section 7: Parks and Recreation	43
Section 8: City Clerk	45
Section 9: Buildings.....	50
Section 10: Planning and Economic Development	54
Section 11: Human Resources and Payroll	58
Section 12: Schools	63



Demo Script Scoring Details

Name: _____

Role or Title: _____

Department: _____

Dates of Demo: _____

Vendor: _____

Functional Score: how well the software meets the defined functional requirement.

4 = EXCELLENT; Functionality exceeds the expectations and provides productivity opportunities not previously considered.

3 = SATISFACTORY; Functionality meets the requirement.

2 = UNSATISFACTORY; Functionality was shown, but only partially meets the requirement.

1 = NOT SHOWN; Functionality was not demonstrated/ does not work or cannot be done in system.

Usability Score: how easy or cumbersome it is to accomplish functionality.

4 = HIGH EASE OF USE; Functionality is able to be achieved in a manner more effective and efficient than done today.

3 = USABLE; Functionality is able to be achieved in a manner that is comparable to today, in terms of effectiveness and efficiency.

2 = LOW EASE OF USE; Functionality is able to be achieved, but the system process was cumbersome or slow.

1 = NOT SHOWN; Functionality was not demonstrated/ very difficult to use



Section 12: Schools

The City of Pembroke Pines supports the operations of a number of schools. During this session emphasize how the city is set up in the system as a single district with multiple schools. Please demonstrate to us functionality in the system that will support Student Information System (SIS), Special education management functionality, Food Services, Accountability, Fleet management.

Integration of Programs

Also discuss the system's ability to integrate with:

- iReady
- Canvas
- Term Database SIS
- Focus Database SIS
- Pinnacle
- Jupiter Grades
- Smart Choice Lottery System (charter schools)
- ProCare
- Special Education system
- Food Service (ChartWells)
- Florida Direct Certification Reporting
- Broward County Assessment Program (BASIS)
- Integration with Smart choice lottery system including the following capabilities:
 - Student registration (online or in- person)
 - Random lottery drawing for selected students
 - Generate Student waitlist
 - Electronic communications and notifications in the system.

School Definition Setup

- Show a setup with four different numerical school ID'S
- Directional naming convention (East, West, etc.)
- Sponsored school (i.e. FSU elementary lab school Tallahassee by Leon County)



School Portals

Student Information System: show how the system can support or integrate with 4 defined portals one for students, one for parents, one for educator, and one for administrators.

Student Portal:

- Canvas Integration
- Course enrollment and re-enrollment
- Grades and Performance
- Two communication via: email, text, blast messaging

Parent Portal:

- Online payments with fee totals, alerts and notifications
- Logging and tracking of volunteer hours
- View and register for extracurricular activities and field trips
- Online registration and enrollment and re-enrollment
- Access electronic forms, waivers and authorizations
- Two communication via: email, text, blast messaging
- Access electronic forms, waivers and authorization

Educator Portal:

- Grades and Performance
- Reporting capabilities
- Course enrollment
- Attendance
- Two communication via: email, text, blast messaging
- In-service Hours and Certification Tracking
- Access electronic forms, waivers and authorization

Administration Portal:

- Grades and Performance
- Reporting capabilities
- Course enrollment
- Attendance
- Two communication via: email, text, blast messaging
- In-service Hours and Certification Tracking
- Access electronic forms, waivers and authorization



Student Metrics

Show us how the system can support the tracking of including:

- Attendance
- Grades and performance
- Progression monitoring
- Disciplinary actions
- Health records
- Volunteer Hours
- Fees
- Reduced and free lunch
- Demographics (Gender, Race, Ethnicity, household size and income)

Response to Intervention (RTI)

Schools are required to comply with a national process (Response to intervention (RTI)) which is intended to promote early identification and monitor progress of students with learning and behavior needs. This process requires certain reporting and document management functionality. Show the ability to store screening results for each learner, categorize learners who are identified as being “at risk” and attach notes and statistics in the system to enable measurement of success of the program.

- Student reporting
- Progress monitoring
- Data Integration
- Data input: notes and statistics

Communication

Demonstrate the systems capabilities for the various communication methods:

- Email capabilities
- Text messages
- Blast messages and announcements

Special Education Management

Schools are required to provide special education and these programs have some specific system requirements, take us through some scenarios to display system functionality supporting:

- Logic and regulatory compliance in creating individual education programs (IEP)
- Route management and tracking of transportation for special needs students
- Compatibility with programs such as Easy IEP



Care Services, Before and After School

Demonstrate how the system allows for scheduling and tracking of attendance, generates a roster from registered students and show processing of a payment for after school services.

- Differentiate regular school day from before and aftercare services

Asset tracking

Demonstrate RFID or barcode tracking that is supported by the system for the tracking assets.

Fleet management integration: Pembroke Pines schools are currently equipped with 49 buses which are managed by the Transportation Authority. Show how the system is able to integrate with the Fleet management System to collect and report metrics and track bus maintenance.

Food Service: The food services for schools are managed through Compass Group-Chartwells; show or explain how integration with this system can provide:

- Visibility to school lunch menus
- Linkage between student food account to student school ID/ personal number
- Student food account with visibility to account balances (Some lunches are provided free or at reduced rate)
- Enable payments and prepayments for lunches through a web portal

Additional Functionality:

- Entry tracking and monitoring of volunteer hours required and completed and activity fee (Charter school parents are required to volunteer "X" hours each school year).
- Generate Usernames and Passwords
- Uploading of documents by parents and administrators. For example, birth certificate, health forms, etc.
- Online payments with fee totals, alerts and notifications
- Access electronic forms, waivers and authorizations
- Integration with smart choice lottery system including the following capabilities.
 - Be able to accept a CSV file of New Enrollments, Re-enrollments and reassignments (aka transfers).
 - Or provide a lottery and enrollment system.
 - Student registration (online and in- person)
 - Random lottery drawing for selected students with ability to weight applications based on specific set of rules and the Schools' Charters. For example, Pembroke Pines residents are placed higher than non-pines-residents.
- Generate Student waitlist that meet the criteria as outlined in the school charters for example FSU has 96 categories.



- Have students flow through a feeder pattern starting at the 4 elementary schools à 3 middle à 1 high school.
- Handle new, re-assignments, and re-enrollments.
- Electronic communications and notifications in the system.

	Functionality	Usability
Overall		
Integration of Programs		
School Definition Setup		
School Portals		
Student Metrics		
Response to Intervention (RTI)		
Communication		
Special Education Management		
Care Services, Before and After School		
Asset Tracking		
Fleet Management Integration		
Food Service		
Additional Functionality		

What did you like most?



What did you like least?
