MONROE COUNTY
REQUEST FOR PROPOSALS
[RFP]

Technical Assistance to Add SAP Modules

Release Date: October 29, 2010

Response Deadline: January 14, 2011

Maggie Brooks
County Executive

Monroe County
Information Services
50 West Main Street
Rochester, NY 14614
monroecounty.gov

NO RESPONSE FORM

If you choose not to respond to this Request for Proposals, please fax this form back to MONROE COUNTY at your earliest convenience, to the attention of:

Kim DeLuca
Monroe County Office of Purchasing & Central Services
200 County Office Building
Rochester, NY 14614
Fax (585) 753-1104

RFP Technical Assistance to Add SAP Modules

Company: ______________________

Address: ______________________

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Contact: ______________________

Contact Phone: ______________________

Email: ______________________

Reason for No-Response: ______________________

Project capacity. ______________________

Cannot bid competitively. ______________________

Cannot meet delivery requirements. ______________________

Cannot meet specifications. ______________________

Do not want to do business with Monroe County. ______________________

*Other: ______________________

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Suggested changes to RFP ______________________

Specifications for next ______________________

Request for Proposals. ______________________

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*Other reasons for not responding might include insufficient time to respond, do not offer product or service, specifications too stringent, scope of work too small or large, unable to meet insurance requirements, cannot meet delivery or schedule requirements, etc

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SECTION 1 - INVITATION TO PARTICIPATE

1.1 Purpose

Monroe County is seeking a qualified vendor to implement an enterprise asset maintenance system using the County's licensed SAP ERP and BusinessObjects software. SAP ERP includes, but is not limited to, SAP Plant Maintenance (PM), SAP Asset Management (AM), and any other SAP ERP components that the respondent deems necessary. With respect to SAP BusinessObjects, the proposer has available Crystal Reports, Xcelsius, WebIntelligence, and BusinessObjects Enterprise.

The proposal should comply with the requirements defined in the **Functional Requirements Checklist** (Section 2.5.1). Prospective Respondents must offer a proposal that will meet the scope of services, qualifications and general description of work activities identified in this Request for Proposals (“RFP”).

In responding to this RFP, Respondents must follow the prescribed format as outlined in Section 3. By so doing, each Respondent will be providing the County comparable data submitted by other Respondents and, thus, be assured of fair and objective treatment in the County review and evaluation process.

1.2 RFP Coordinator; Issuing Office

This RFP is issued for the County. The RFP Coordinator, identified below, is the sole point of contact regarding this RFP from the date of distribution until the selection of the successful Respondent.

Kim DeLuca, Contract Management Coordinator
Monroe County Purchasing and Central Services
39 West Main Street
Room 200
Rochester, New York 14614
Phone: (585) 753-1137
Fax: (585) 753- 1104
Email: kdeluca@monroecounty.gov

Only those Respondents who have registered and received a copy of this RFP via the County website at www.monroecounty.gov/bids/rfps will receive addenda, if issued.

1.3 Presentation and Clarification of the County's Intentions

As a result of this RFP, the County intends to enter into a contract with the selected Respondent to supply the services described in Section 2. However, this intent does not commit the County to award a contract to any responding Respondent, or to pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any services. The County reserves the right, in its sole discretion, to (a) accept or reject in part or in its entirety any proposal received as a result of this RFP if it is in the best interest of the County to do so; (b) award one or more contracts to one or more qualified Respondents if necessary to achieve the objectives of this RFP and if it is in the best interest of the County to do so. Any award results may be extended to other County departments, as deemed appropriate, for a period of five [5] years.

1.4 Time Line

The schedule of events for this RFP is anticipated to proceed as follows:

- ♦ This RFP will be distributed on October 29, 2010.

- ♦ All requests for RFP clarification must be submitted in writing to the RFP Coordinator at the email address provided in Section 1 and received no later than 3:00 PM EST on November 12, 2010.

- ♦ All questions will be answered and documented in writing as an Addendum to the RFP, and posted on the County web site. These will be sent out to all Respondents who received the original RFP on or before December 3, 2010.

- ♦ Final RFP submissions must be received by 3:00 PM EST on January 14, 2010 at the address shown in Section 3.1. The right to withdraw will expire on this date and time.

1.5 An Overview of the Organization

The County is located in the Finger Lakes Region of New York State, where the Genesee River meets the south shore of Lake Ontario. The County has a population of over 735,000 residents. The County is comprised of 19 towns, 10 villages and the City of Rochester, the third largest city in New York State.

Monroe County government, with a workforce of approximately 4,600 full and part-time employees, has an annual operating budget close to $1 billion. County government provides a variety of services, including: public safety, health and human services, economic development, recreation, transportation and environmental services. The County also owns and operates the Greater Rochester International Airport and leases and operates the Seneca Park Zoo.

The County is a community of innovators on the cutting edge of scientific research and discovery; a community of entrepreneurs; home to some of the world's best-known brands and fastest growing companies; and, a community recognized for its leadership in arts, culture and higher education.

1.6 Departments of Transportation and Environmental Services Organizational Structure

The Department of Transportation ["DOT"], with 110 employees, operates and maintains 657 center lane miles of highways, 2000 bridges, 19,000+ signs and 650 signals, including all associated infrastructure within the County. DOT contracts with the neighboring towns for major and miscellaneous maintenance and capital projects, including snow and ice removal, road work, bridge and culvert replacements, etc. The Department of Transportation employs 110 full-time staff and 30 part-time across the following divisions:

Administration:
Capital highway projects planning, funding solicitation and coordination, policy and procedure development.

Bridge: Design, review, contract administration, inspections, operation, and maintenance of the bridge and culvert infrastructure in Monroe County.

Highway Operations:

Engineering, design, and review; contract administration; inspections, operation, and maintenance of the highway, signage, pavement markings and small culvert infrastructure in Monroe County.

Permits: Issuance and inspection, highway development design review, contractor compliance monitoring.

Transportation Engineering:

Traffic analysis, sign fabrication, highway permits, Traffic Signal Control Center, maintenance and construction, highway lighting and highway engineering: planning, design, and construction.

The Department of Environmental Service ["DES"], with 300 employees, operates and maintains 2 wastewater treatment plants, 75 pump stations and the sewer collection system for the Rochester and Gates-Ogden sewer districts. In addition DES operates and maintains a Household Hazardous waste facility and administers a recycling center. It also contains the County's engineering staff, fleet services, environmental laboratory, facilities management and geographic information system.

The Department of Environmental Services consists of the following divisions:

Pure Waters:

Maintains the wastewater treatment plants, pump stations and sewer collection system. Oversees GIS implementation, operation and applications development.

Solid Waste:

Operates the Millseat landfill, recycling center and transfer station.

Engineering:

Performs facilities management of County-owned buildings and capital planning, design and construction of County facilities and infrastructure.

Industrial Waste and Environmental Laboratory:

Issues permits, monitors and inspects industrial users of the sewer system, and operates the Hazardous Household Waste Collection Facility and Stormwater Management Program.

Fleet Services:

Maintains and repairs all licensed and unlicensed County-owned motor vehicles, construction and snow removal equipment, firefighting and other motor equipment, except for vehicles and equipment in the Sheriff's fleet.

1.7 Current State

DES and DOT utilize Hansen [version 7.7.312] for tracking:

- Assets
- Parcels
- Addresses
- Stockroom inventory
- Maintenance history
- Maintenance material usage
- Maintenance vehicle usage
- Personal material usage
- Street light “out of Service” status
- Service Request history
- Labor accounting

DES and DOT utilize ESRI’s ArcInfo and ArcView version 9.3.1. These GIS systems are integrated into Hansen using the GeoAdministrator and GEO Assistant extensions. It is planned that DES and DOT computers will be refreshed by the end of 2011, which will migrate them to ArcView and ArcInfo version 10.0.

Purchasing and payroll are tracked in SAP [version ERP 6.0, September, 2011]. Neither system represents all components of their respective projects. Staff combine information from all systems to complete the reporting requirements to various governmental entities. This is a cumbersome method that drains resources and is fraught with potential for errors.

1.8 Desired State

DES and DOT want to add the required functionality [see Section 2.5.1] to the County’s current SAP system to improve efficiencies and accuracy to their operations. It is the intent that all necessary data from Hansen and GIS will be converted and/or intergraded into SAP ERP with no customization.

SECTION 2 – DETAILED SCOPE OF WORK

2.1 Definitions and Scope Summary

ADT	Average Daily Traffic
ANSI	American National Standards Institute
BIN	Bridge Identification Number
GIS	Geographic Information System
PM	Preventative Maintenance
SIC	Standard Industrial Classification
SIN	Structure Identification Number

The project scope includes project planning, management, configuration, testing and implementation of the additional modules. The expected outcome is that all of our environments (Development, Quality and Production) are fully functional with no errors for the modules described in Section 2.5.1.

The project will also involve configuration and implementation of functionality available with the recommended modules using SAP best practices. Functionality identified will be assessed individually and may or may not be actualized depending on the feasibility of the modification within Monroe County's budget and time constraints. In addition to implementing the additional functionality in SAP, the awarded vendor will also be responsible for data conversion, conversion testing, and SAP user training.

2.2 Information Systems Environment

The County's SAP environment is currently run using an Oracle database on an AIX platform. Hardware and SAP Basis configuration are supported by IBM's Global Services Division. IBM Global Services Division provides hosting services for the County. It is implied that any consultants hired will work through the County's support team and IBM with any issues related to hardware and Basis configuration.

PC workstations are on a Local Area Network; PC software includes, but is not limited to windows 7 x 64, windows XP, Lotus Notes, Microsoft Office 2003 and Microsoft Office 2010.

2.2.1 Current ERP System Landscape & Hardware Configuration

The description below is the projected future state of the Monroe County landscape when the ERP upgrade begins. There might be some slight deviations from these values but the differences should not be significant. The anticipated go live timeframe of the ERP upgrade is September, 2011.

Layer	Specifications
Solutions Manager	P520, 8GB RAM, 100GB db size
Sandbox	P520, 10GB RAM, 218GB db size
Develop	P520, 10GB RAM, 135GB db size
Quality	P520, 16GB RAM, 167GB db size
Production	P520, 10GB RAM, 218GB db size

Respondents must advise the County regarding hardware sizing needs.

2.2.2 Sizing Information

	Count	Attributes (fields)
Asset Types	86	3
Assets	264,639	75-80
Addresses	263,667	38
Parcels	256,187	36
Inventory Items	9,008	n/a
# of users	196	n/a
# of work orders	~3,500 annually	

2.2.3 Software and Other Technical Statistics

Item	Release / Statistic
SAP ERP 6.0 Ehp. 4.0	Public Sector Solutions and HR Components
Hardware Configuration	IBM P520
Database	Oracle 11g
Unicode Compliant	Yes
Operating System	AIX 6.1

2.3 Data Conversion

For the purpose of determining the level of effort required for data conversion, respondents should assume that data from the following Hansen applications will need to be converted:

- Complex
- Customer Service
- GEO Administrator
- GEO Assistant
- GIS Assets
- GIS Customer Service
- GIS Land
- GIS Vwr Address/Parcel

2.3.1 Please describe, in narrative form, how the proposed solution supports conversion of data:

a. Describe which technology or concepts for migrating/converting data from legacy systems works best with the new system, and why.

b. The availability of information relating to proposed system's database schemas, architecture and other applicable information.

c. Proprietary or other software provider tools required to transform and/or scrub the data.

d. The methods and tools for dealing with "unclean" data not meeting the referential integrity of the proposed software.

e. The methods and tools for addressing "fall back" strategies in the event of data conversion failures.

f. The methods and tools for ensuring that all data is accounted for during conversion.

2.3.2 Existing Data Metrics

	Count	Attributes (fields)
Asset Types	86	3
Assets	264,639	75-80
Addresses	263,667	38
Parcels	256,187	36
Inventory Items	9,008	n/a

2.4 Current SAP Modules

The following lists the SAP modules that are in place at the County:

2.4.1 Financials

General Ledger Accounting (FI-GL) / Special Ledger
Chart of Accounts
Automatic and simultaneous posting of sub-ledger items in the appropriate general ledger accounts (reconciliation accounts)
Journal voucher processing
Park and Post abilities
General Ledger Account Analysis
Closing Operations
Reporting (Refer also to Funds Management for SPL Reporting)

Accounts Receivable
Centralized Customer Master Management
Billing Form (one format / different text based on department)
Invoices and Credit Memos Processing
Customer Payments
Cash Application
Short Payments
Overpayments
Customer Account Analysis
Customer Account Aging
Collections
Account Clearing
Correspondence with Customers

Accounts Receivable
Agency Cash Position/Receivables (if applicable)
Reporting

Treasury / Cash Management
Bank Account Management
Bank Master Data
Bank Deposit Slips
Check Management (Reversals, Voids, Reissues) - See AP
Electronic Bank Statement (key accounts)
Cash Management
Treasurer's fund for pooled cash
Daily inter-fund cash movements
Cash Journal – Cashier and Offsite Cash/Check Deposits
Cash and Liquidity Forecasting
Corporate Finance Management
Debt Service – (Short and Long Term) – Recording, Tracking and Reporting
Investments – Recording, Tracking and Reporting
Capital Interest Allocation
GASB34

Asset Accounting
Asset Master Record Management
Asset Classes
Asset Master Records
Assets Under Construction
Sub-Assets
Leased Assets
Leasehold improvement assets
Asset Acquisitions
External Acquisition with Vendor
Acquisition from Internal Activity (Donated Assets, Transfers In)
Acquisitions from Grant activities
Capitalization of Assets Under Construction
Asset Retirements and Transfers
Retirement with Revenue (Sale)
Retirement without Revenue (Scrapping, Donations)
Intra-fund Asset Transfers
Gain/Loss on Retirement
Physical Inventory of Assets
Depreciation
Depreciation Areas (Modified Accrual and Full Accrual)

Asset Accounting
Depreciation Method (Straight Line over Useful Life)
Planned/Unplanned Depreciation
Asset Reporting
Asset Explorer
Asset Activity Reports (Additions, Transfers, Retirements)
Asset History

Accounts Payable
Vendor Master Management
Invoices (P.O related and Direct Invoice Entry)
Credit Memos
Debit Memo
Vendor Account Analysis
Vendor Account Aging
Vendor Payments (Manual, Check, Wire Transfer, ACH)
Payment Proposal
Daily Payment Runs
Warrant Clearing
Account Clearing
1099 Processing

Controlling / Cost Accounting
Cost Centers
Cost Center Groups
Cost Center Hierarchies
Cost Elements (Revenue and Expense)
Allocations
Statistical Key figures
Statistical Key figure groups

Project Accounting / Capital Finance
Project Master Data Management
Project Definition Masters
Project Planning
Project Budgeting
Project Availability Control
Project Accounting (Encumbrances, Expenditures, Revenues, Journal Vouchers)
Application of Overhead Costs
Record labor costs
Project Closeout

Project Accounting / Capital Finance
Project Accrual (Year end)
Reporting

Grants Management
Grant Master Data Management
Sponsor Masters
Grant Masters
Sponsored Programs
Sponsored Classes
Grant Sponsored Budget
Grant Availability Control
Grant Accounting (Encumbrances, Expenditures, Cost Allocations, Revenues, Journal Vouchers)
Cost Sharing Rules
Record labor costs
Grant Billing
Receivables Tracking
Grant Closeout
Grant Accrual (Year end)
Reporting

Funds Management / Budget Control and Development
Funds Centers, Commitment Item and Funds Master Records
Period Based Encumbrance Tracking (PBET)
Budget Control System (BCS)
Multiple budget versions (base, adopted, augmentations, etc.)
Budget entry documents
Minimal budget Development capabilities
Budget Execution with active availability control
Year end Close Operations
Reporting

2.4.2 Procurement and Materials Management

Purchase Requisitions
Create, Change and Display Purchase Requisitions
Release (Approve) Purchase Requisitions
Assign Source to Purchase Requisitions
List Displays for Purchase Requisitions

Purchase Orders
Create, Change and Display Purchase Orders
Release (Approve) Purchase Orders
Transmission (Print or Fax) of Purchase Orders
Assign and Process Purchase Requisitions
List Displays for Purchase Orders

Request for Quotation
Create, Change and Display Request for Quote
Maintain Quotation
Display Quotation
Price Comparison List
Transmission (Print or Fax) of Request for Quote and Rejections
List Displays for Request for Quote

Goods Receipts
Post Goods Receipt for PO
Reverse Goods Receipt
Return Delivery
Change and Display Material Document
Print Receiving Document
Material Document List

Logistics Invoice Verification
Enter PO Related Invoice
Cancel Invoice Document
Park Invoice
Post Parked Invoice
Process Blocked Invoices (Quantity / Price variance)
Create, Change and Display Vendor Master

Material Masters
Create, Change and Display Material Master
Mass Maintenance of Material Master

Vendor Masters
Create, Change and Display Vendor Master
Mass Maintenance of Vendor Master

2.4.3 Human Resources and Payroll

Organizational Management
Create and maintain Organizational Units and their attributes
Create and maintain Jobs and attributes associated with them
Manage Job Families (where applicable)
Create and maintain Positions and their attributes
Assign employees to Positions (and Org Units)
Define and maintain hierarchical reporting relationships
Support Organizational Planning - dates, versions and statuses

Personnel Administration
Maintain Employee Basic Data
Maintain Employee Address Information
Support Personnel Actions
Maintain Organizational Assignment
(Job, Position assignment, Organization)
Maintain Employment Status
Maintain Employee Groupings
Maintain Seniority/Service related dates
Maintain Leave Entitlement and Balances
Maintain Basic Pay information
Maintain Employee Cost Allocations
Maintain Probation Information
Maintain Additional Employee Information

Benefits Administration
Plan enrollment (open enrollments, life events, new hire enrollment, etc.)
Termination of plan membership
COBRA eligibility, enrollment and maintenance
Monitor FMLA and LWOP employees
Maintain plan rates, rules and eligibility for both future and current benefit plans
Report employee, employer and total provider costs
Interface membership information and payroll data with benefit providers

Position Budgeting & Control
Create and maintain position attributes to enable effective budgeting
Create and maintain the necessary budget objects
Define and manage the budget for personnel expenditures
Determine the financing required for an employee on the basis of simulated payroll runs or default values

Position Budgeting & Control
Comparison to actual payroll postings
Availability check on the budget for personnel expenditure
Reporting

Payroll
Manage Gross to Net Payroll processing (regular, retroactive)
Maintain Base Salary and Hourly Rates
Define and Manage
Recurring Earnings
Additional Earnings
Recurring Deductions
Maintain Year to Date Amounts
Manage Federal and State Tax Rules
Manage W2 Information
Maintain Payroll Calendars
Automated posting of payroll results to SAP FI & CO
Off-cycle Payroll processing (On-demand Checks, Manual Checks, Reversals)
Ability to print checks and direct deposit advices
Manage 3rd party remittances (Regular, Benefits, Taxes, Garnishments)
Manage Garnishment Process
Manage Month end Accruals
Manage quarterly and year end processing (accumulations, tax forms, adjustments)

Time Management
Maintain Time and Attendance (Recording of time)
Manage Time Evaluations (Regular, Shift, Overtime, Premiums)
Manage Substitutions
Maintain Planned Work Schedule(s)
Maintain Absence and Attendance Quotas
Time Accounts and Leave Accruals
Maintain costing information

2.5 Instructions for completing Functional Requirements Check List:

The **Functional Requirements Checklist,** which follows, is formatted so that the vendor can respond to each individual requirement. The Functional Requirements checklist should be duplicated by the respondent and used as a questionnaire in response to its proposal. It is a requirement that the vendor's response be presented on those forms and that any exceptions to the individual specification are indicated and explained on a separate attachment labeled **"Exceptions to Specifications"**. All exceptions listed should be preceded by the corresponding section reference number.

The following numerical values should be used in response to each individual specification on the Functional Requirements Checklist.

Yes: Place a **"5"** in the response column if this is a standard feature of the SAP ERP system. No additional user programming is required and must use the standard reports in SAP. For this response, the County will assume that the specification is met by the package and will hold the vendor responsible for configuring that feature or function in its proposed package.

Part: Place a **"4"** in the response column if this is not a standard feature of the SAP ERP system but can be obtained by use of the supplied report writer/report painter or query tool.

Place a **"2"** in the response column if this is not a standard feature of the system but the vendor is willing to customize the software to include this feature. For this response, an explanation using the item number must be provided on the Exceptions to Specifications sheet including the cost of customization.

Place a **"1"** in the response column if the requirements are partially met. For this response, an explanation using the item number must be provided on the Exceptions to Specifications Sheet.

No: Place a **"0"** in the response column if this is not a standard feature of the SAP ERP system.

2.5.1Functional Requirements Checklist:

To request an electronic modifiable template of this checklist, submit an email request to the RFP Coordinator at kdeluca@monroecounty.gov.

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
1.	**Work Order System**		
1.1	**Work Requests**		
1.1.1	Ability to record large volumes of internal & external work requests.		
1.1.2	Ability to track response time from beginning to completion.		
1.1.3	Ability to set priority levels for various work assignments.		
1.1.4	Ability to link up through internal and external email.		
1.1.5	Ability to generate infinite combination of reports from the database plus some canned reports.		
1.1.6	Ability to create, archive and sort historical data.		
1.1.7	Ability to create and access citizen library and history by hot keys.		
1.1.8	Ability to sort work request by various fields and key words.		
1.1.9	Ability to link up to asset management system.		
1.1.10	Ability to password protect sensitive information.		
1.1.11	Ability to download data from Internet and the County's website.		
1.1.12	Ability to provide user defined fields for customization.		
1.1.13	Ability to customize interface.		
1.1.14	Ability to generate and print mass mailings, post cards, notices to the citizen library or other supplemental mailing list.		
1.1.15	Ability to import and export data to and from County's tax map database.		
1.1.16	Ability to be completely integrated within the Asset Management Modules.		
1.1.17	100% Windows7, 64bit compatible.		
1.1.18	Ability to sort work requests by work code and work task.		
1.2	**Work Orders**		
1.2.1	Ability to create work orders from the Work Request module.		
1.2.2	Ability to track work progress within various divisions.		
1.2.3	Ability to create and access detailed information on three key components of work, Equipment, Labor & Material by account number.		
1.2.4	Ability to create work orders from work requests, operations, and capital improvement programs generated with the asset management modules.		
1.2.5	Ability to show progress in graphical form, i.e. pert, Gantt charts, etc., customizable.		
1.2.6	Ability to flag past due work orders in the form of a reminder.		
1.2.7	The system must support dynamic menu displays of asset inspections, i.e. if a user is not authorized to view inspections the system will not include 'Work Orders' as a program menu item.		
1.2.8	The system must support multiple levels of dynamic menu displays, i.e. if a user is authorized to view some work orders, but not others, for instance work order histories, but not grouped work orders, only those valid work orders will be included in the 'Work Orders' program menu.		
1.2.9	The system must allow a crew to be specified when costing work orders. The system creates a cost entry for each employee, equipment nit and vehicle defined for the crew on the cost charge.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
1.2.10	The system must provide a complete life-to-date (i.e. installation-to-replacement) historical record of each sewer main or other assets. This historical record should consist primarily of the work orders issued on each sewer main or other assets. The system must include the following historical information on each work order: _ Date Initiated _ Time Initiated _ Source of Work Order _ Employee ID _ Activity _ Result _ Condition _ Problem _ Footage _ Date Completed _ Time Completed _ Work Order Number (Automatically Generated) _ Maintenance Type (e.g. Preventive, Unscheduled)		
1.2.11	The system must allow the user to specify the number of days and hours within an activity are due. When a work order is given a scheduled date, the specified interval is used to calculate the work order due date.		
1.2.12	The system must allow the user to specify whether or not performing the activity puts the asset being worked on "out of service."		
1.2.13	The system must allow the user to specify whether or not performing the activity could result in customers making service request calls.		
1.2.14	The system composes an activity definition of tasks instead of details. The equipment, labor, material, etc. details are attached to tasks. This must allow rapid definition of activities once all possible tasks have been defined.		
1.2.15	The system must allow for labor costing by crew.		
1.2.16	The system must allow for labor costing by job class.		
1.2.17	The system must allow for labor costing by crew type, along with flexibility to input multiple crew types.		
1.2.18	The system must allow for equipment costing by vehicle type.		
1.2.19	The system must allow for equipment costing by crew, or rentals.		
1.2.20	The system must allow the user to separately capture costs.		
1.2.21	The system must allow users to group maintenance projects together and capture costs both by work order and by group total.		
1.2.22	The system must allow users to assign down time as part of its activity definition and work code.		
1.2.23	The system must allow users to track vehicle costing by vehicle type.		
1.2.24	The system must allow users to track vehicle costing by vehicle ID.		
1.2.25	The system must allow users to track vehicle costing by crew.		
1.2.26	The system must allow users to assign vehicles for crew definitions.		
1.2.27	The system must have work routing capabilities.		
1.2.28	The system must include task-orientated activities.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
2.	**Labor Management**		
2.1	Ability to keep labor related data such as: _ Name, Address, Telephones, Emergency contacts _ Training records, Drug testing dates and notification _ Hire, Fire, Promotions, Rate, Benefits _ Commendations, evaluations _ Photo, Scanned attachments (Driver's license, etc.) _ Plus user defined fields		
3.	**Equipment Management**		
3.1	Ability to keep equipment related data such as: _ Name, Year, Make, Model, Serial Number _ Inventory Number, Bar Code compatible _ Vendor information, equipment rental _ Price, Rental rate, Operating cost, Lease rates _ Decommission date, Replacement date _ Maintenance scheduling and tracking, Maintenance history, Repairs _ Photo, Scanned attachments _ Plus user defined fields		
3.2	The system must support an open database architecture as part of its relational database management system (RDBMS) implementation.		
3.3	The system must support dynamic menu displays of asset inspections, i.e. if a user is not authorized to view inspections the system will not include 'Inventory Control' as a program menu item.		
3.4	The system must support multiple levels of dynamic menu displays, i.e. if a user is authorized to view some aspects of inventory control, but not others, for parts reservations but not parts requisitions, only those valid items will be included in the 'Inventory Control' program menu.		
3.5	The system must allow multiple contacts per manufacturer.		
3.6	The system must provide comprehensive details for all spare parts.		
3.7	The system must be able to generate purchase requisitions.		
3.8	The system must be able to allow for multiple warehouses with multiple locations within each warehouse location.		
3.9	The system must include a comprehensive bin management capability.		
3.10	The system must call for parts to be inventoried as "part kits."		
3.11	The system must include a parts reservation capability.		
3.12	The system must be able to value all inventory using average cost, Last In First Out (LIFO) and First In First Out (FIFO) methods.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		“x” = NOT Mandatory	Number Response
3.13	The following information must be tracked on each part (at a minimum): _ Part number _ Part description _ Part cost _ Carrying cost _ Ledger code _ Audit code _ Cost method _ Estimated annual usage _ Unit of issue _ Quantity per unit of issue _ Height measurements _ Quantity per height		
3.14	The system must be able to track the following information for each part: _ Parts on hand _ Parts available _ Parts reserved _ Parts partialed _ Parts in repair _ Parts on order _ Parts back ordered _ Maximum number of parts on hand		
3.15	The system must be able to track all part repairs.		
3.16	The system must be able to simply and easily account for part receipts, issues, transfers, returns, scrap and salvage items.		
3.17	The system must track key vendor for every part, including name, address, city, zip or postal code, telephone, fax, pager, mobile, and e-mail information, including a history of contractual information about each vendor’s performance.		
3.18	The system must have the ability to track cycle counts, dates, and next scheduled audits.		
4.	**Material Management**		
4.1	Ability to keep materials related data such as: quantity, unit cost, storage area, category, inventory depletion notification, FIFO, LIFO, vendor library and performance tracking, bar code compatible, PO generation and tracking, plus user defined fields.		
5.	**Bridge Inventory System**		
5.1	The system must be able to inventory bridges and culverts **Monroe County Bridge Inventory (MCBI).**		
5.2	In the Monroe County Bridge Inventory (MCBI), the system must have a straight database form that contains all the fields of the tables to which we can edit.		
5.3	On the **Main Menu Form,** the entire form and sub-forms must contain the following tables: Work Order, Inventory, Inspections, and Count Date. These tables must be related to the following: Labor Day, Labor Resources, Equipment Day, Equipment Resources, Material Day, Material Resources, Town Labor, Town Resources, Town Equipment, Town Equipment Resources, Town Material, and Town Resources.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
5.4	The system must contain a **Daily Report Entry Form** for entering information from the daily reports. The main menu form must include forms for each of the following categories: Labor, Equipment, Materials, Town Labor, Town Equipment, Town Materials, Work to Do, Work Accomplished, and Work Evaluation.		
5.5	The **Labor Form** should include fields for: project number, feature carried, feature crossed, SIN, actual start, and actual end. This Labor form must be able to calculate the following: equipment total, material total, labor total, overtime total, grand total, and county total.		
5.6	The system must be able to calculate the number of days actually spent on a project.		
5.7	The labor form must also have a table that contains the project number, report number, report date, employee number, hours worked, employee rate, total (rate x quantity), overtime quantity, overtime rate, overtime total, grand total (regular labor + overtime total), and the name of the employee.		
5.8	From the Labor Table, the user must be able to go to the resource number and get a **"look-up" form** which will insert the person's resource number, name, labor rate, and overtime rate, into the Labor Day Table.		
5.9	This form must be able to calculate the cost for each particular project.		
5.10	The **Equipment Form** must have a table that includes the following fields: project number, feature carried, feature crossed, and equipment total. There must be a "Equipment Day Table" within this form that contains the following fields: Project number, report number, quantity (hours/day), equipment resource number, equipment rate, total (quality x rate), and equipment description.		
5.11	While on the equipment page, the system must be able to go to the Equipment Day Table, in the equipment resource number field, and get a **"look-up" form** that is able to look up resource number, rate, and description. It should be able to place the field in the equipment day table.		
5.12	The **Material Form** must contain: project number, feature carried, feature crossed, and total materials. This form must also contain a "Material Day Table" which has fields for project number, report number, material resource number, quantity, quantity type, rate, total, and material description.		
5.13	The material form must have a **"look-up" form** that contains the resource number, description, rate and quantity type. This material form must be able to do searches using the form on either material resource number, description, or rate.		
5.14	There must be a **Town Labor Input** page that contains fields for: project number, feature carried, feature crossed, and town labor total. This form must also contain a "Town Labor Day Table" that contains the following fields: report number, town employee number, quantity, rate, total, and description.		
5.15	The system must be able to pull up a **"look-up" form** when in the "town employee number" field to find rate and description.		
5.16	There must be a **Town Equipment** page that contains fields for project number, feature carried, feature crossed, and town equipment total. This form must also contain a "Town Equipment Day Table" that contains the following fields: report number, town employee number, quantity, rate, total, and description.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
5.17	The system must be able to pull up a**"look-up" form** when in the "town equipment resource number" field to find rate and description.		
5.18	There must be a **Town Materials Form** that contains fields for project number, feture crried, feature crossed, and town material total. This form must also contain "Town Materials Day Table" that contains the following fields: report number, town material resource number, quantity, rate, total, and description.		
5.19	There must be a **Work To Do Form** that contains the following fields: project number, feature carried, update calculations automatically as new information is added into the feature crossed, estimated start, estimated end, maintenance priority, description, and work to do. The estimated start and estimated end priority description and "work to do" are fields that are taken from the work order table.		
5.20	There must be a **Work Accomplished Form** that contains the following fields: project number, feature carried, feature crossed, actual start, actual end, and the actual work accomplished.	x	
5.21	In the **Work Accomplished Field** (a memo field), the system must be able to search information in that field.	x	
5.22	There must be a **Work Evaluation Form** that contains the project number, feature carried, feature crossed, and evaluation.	x	
5.23	The system must contain an **Inspection Form** that contains the following fields: SIN, structure number, BIN, date of inspection, feature carried, feature crossed, observations, town, rating, work priority, maintenance priority 1, test, maintenance priority 2, test, maintenance priority 3, text, maintenance priority 3, and text.	x	
5.24	The system must contain a **Material Quantity Estimate Form** that contains the project number, SIN, and feature carried.	x	
5.25	Included in the Material Quantity Estimate Form must be asphalt top depth, width, and length in meters that can calculate how many metric tons of asphalt are needed for a project.	x	
5.26	Included in the Material Quantity Estimate Form must be asphalt binder depth, width, and length in meters that can calculate how many metric tons of binder are needed for a project.	x	
5.27	Included in the Material Quantity Estimate Form must be asphalt base depth, width, and length in meters that can calculate how many metric tons of base are needed for a project.	x	
5.28	Included in the Material Quantity Estimate Form must be membrane width and length in meters that can calculate how many square feet of membrane and how many rolls of membrane are needed for a project.	x	
5.29	Included in the Material Quantity Estimate Form must be tack coat length and width that can calculate the number of gallons of tack coat needed for waterproofing the project.	x	
5.30	Included in the Material Quantity Estimate Form must be fill material depth, length, and width that can calculate the number of metric tons of fill material are needed for the project.	x	
5.31	Included in the Material Quantity Estimate Form must be top soil depth, length, and width that can calculate the number of cubic meters of top soil needed for the project.	x	

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
5.32	The system must include a **Monroe County Bridge Inventory (MCBI) Form** that contains the following fields: feature carried, feature crossed, SIN, structure number, BIN, year built, superstructure, substructure, number of spans, town, mile point reference, mile point reference (in both feet and meters), NE property, NW property, SE property, SW property, nearest intersection 1, nearest intersection 2, posted, speed limit (in miles and kilometers), number of lanes, skew, and road orientation.		
5.33	The **MCBI Form** must also contain the following in feet and meters: span length, length of structure, width, right of way width, and rise.	x	
5.34	The system must include a **Personnel Form** which includes the following fields: last name, first name, home address, city, state, zip code, emergency contact, home phone number, emergency contact work phone number, employee work number, cellular phone number, pager number, and employee number.	x	
5.35	The system must contain a **Rolling Stock Form** that contains a list of all vehicles assigned to the bridge division. This form must include the following fields: bridge number, vehicle number, year of vehicle, make, model, current mileage, original cost, license number, individual vehicle is assigned to, department number, proposed year to be replace, proposed cost, and revenue source.	x	
5.36	The system must include a **Purchase Order Form** that includes the following fields: vendor number, vendor name, address 1, address 2, city, state, zip code + 4, phone number, and fax number.	x	
5.37	The **Purchase Order Form** should include a table with the following fields: origin code, line number, comity code, object, date of purchase order, purchase order number, description, quantity, unit price, and extension.	x	
5.38	The system must include a **Bridge Program Form** that contains the following fields: road name, bridge name, body of water, BIN, bridge source, previous 10 year costs, future 10 year costs, total project cost, year 1 of 7, year 2 of 7, year 3 of 7, year 4 of 7, year 5 of 7, year 6 of 7, year 7 of 7, and total cost (of 7 years).	x	
5.39	The system must include a **Culvert Program Form** that contains the following fields: road name, bridge name, body of water, BIN, bride source, previous 10 year costs, future 10 year costs, total project cost, year 1 of 7, year 2 of 7, year 3 of 7, year 4 of 7, year 5 of 7, year 6 of 7, year 7 of 7, and total cost (of 7 years).	x	
5.40	The system must include a **Capital Project Summary Form** that contains the following fields: road name, bridge name, body of water, BIN, bridge source, previous 10 year cost, future 10 year cost, total project cost, year 1 of 7, year 2 of 7, year 3 of 7, year 4 of 7, year 5 of 7, year 6 of 7, year 7 of 7, and total cost (of 7 years).	x	
5.41	The **Capital Project Summary Form** must also contain the following buttons: Insert, delete, next, previous, first, last, find, and print.	x	
5.42	The system must contain an **Estimate Form** that contains the following tables: Work order, inspections, and estimate.	x	
5.43	The tables in the **Estimate Form** must be linked to the following: Estimated labor, labor resources, estimated equipment, equipment resources, estimated materials, material resources, estimated town labor, town labor resources, estimated town equipment, town equipment resources, estimated town material, and town material resources.	x	

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
5.44	In the Estimate For, there must be a main menu containing the following fields: labor, equipment, material, town labor, town equipment, and town material.	x	
5.45	The **Labor Page Form** must contain fields for the following: project number, structure number, SIN, BIN, town, feature carried, feature crossed, estimated start, estimated end, crew leader, description of project.	x	
5.46	The labor page must also have a table containing the following fields: report number, employee number, quantity, rate, total, and person's name. This table should calculate town labor totals, project county estimated grand total, town estimated grand total, and total estimate of county and town.	x	
5.47	The **Equipment page** must contain fields for the following: project number, structure number, SIN, BIN, town, feature carried, feature crossed, estimated start, estimated end, crew leader, description of project.	x	
5.48	The equipment page must also have a table containing the following fields: report number, employee number, quantity, rate, total, and person's name. This table should calculate town equipment totals, project county estimated grand total, town estimated grand total, and total estimate of county and town.	x	
5.49	The **Materials page** must contain fields for the following: project number, structure number, SIN, BIN, town, feature carried, feature crossed, estimated start, estimated end, crew leader, description of project.	x	
5.50	The materials page must also have a table containing the following fields: report number, employee number, quantity, rate, total, and person's name. This table should calculate material totals, project county estimated grand total, town estimated grand total, and total estimate of county and town.	x	
5.51	The **Town Labor page** must contain fields for the following: project number, structure number, SIN, BIN, town, feature carried, feature crossed, estimated start, estimated end, crew leader, description of project.	x	
5.52	The town labor page must also have a table containing the following fields: report number, employee number, quantity, rate, total, and person's name. This table should calculate town labor totals, project county estimated grand total, town estimated grand total, and total estimate of county and town.	x	
5.53	The **Town Equipment page** must contain fields for the following: project number, structure number, SIN, BIN, town, feature carried, feature crossed, estimated start, estimated end, crew leader, description of project.	x	
5.54	The town equipment page must also have a table containing the following fields: report number, employee number, quantity, rate, total, and person's name. This table should calculate town equipment totals, project county estimated grand total, town estimated grand total, and total estimate of county and town.	x	
5.55	The **Town Materials page** must contain fields for the following: project number, structure number, SIN, BIN, town, feature carried, feature crossed, estimated start, estimated end, crew leader, description of project.	x	
5.56	The town materials page must also have a table containing the following fields: report number, employee number, quantity, rate, total, and person's name. This table should calculate town material totals, project county estimated grand total, town estimated grand total, and total estimate of county and town.	x	

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5.57	The system must contain a **Flag Table** with the following fields: IN, structure number, feature carried, feature crossed, flag number, supersedes, flag type, restrictions, flag description, posted date, date called in, who called, who received call, inspectors, date of notice, who notice was mailed to, work done, date responded, date of removal.		
5.58	The system must contain a **Hydraulics Table** that includes the following fields: SIN, BIN, feature carried, feature crossed, and hydraulic S gradient.	x	
5.59	The system must contain a **Tool Inventory Table** that contains the following fields: bridge number, description of tool, actual price, location of tool, issued date, inventory date, vendor, serial number, model number, manufacturer, quantity purchased, quantity remaining, asset number, category, remarks, inventoried by, and received by.	x	
5.60	The system must contain a **Work Order Form** that contains two parts: Work To Do and Work Log.	x	
5.61	The **Work To Do Form** must contain the following fields: project number, SIN, structure number, BIN, feature carried, feature crossed, town, estimated start date, estimated end date, description of project, maintenance priority, crew leader, work to do, actual start date, actual end date, and flag reference number.	x	
5.62	The **Work Log Form** must contain the following fields: SIN, structure number, BIN, feature carried, and feature crossed. This form must also include a table with the following fields: SIN, start, finish, description of work, and project number.	x	
6.	**Sign Inventory**		
6.1	All of the existing sign data entries must be converted over to SAP.		
6.2	All of the existing Hansen capabilities must be maintained by the SAP system.		
6.3	Must have the capability to tie in gis and gps data to each asset from a location standpoint.		
6.4	SAP service request/work order system must be designed specifically for public works operations, and provide us with comparable applications in other municipalities with reference contacts for our review and consideration.		
6.5	Must be able to process service requests and work orders for sign work, highway work, signal work, etc., similar to Hansen.		
6.6	Must be able to do the processes in at least the same # steps as Hansen or preferably less.		
6.7	Must be able to provide accurate reports of quantities of work completed, based on location, time frame, sign type, etc.		
6.8	Must be able to work with our pavement management system to receive data attributes similar to Hansen.		
6.9	Since SAP is our financial system already, we should be able to tie in real time cost data with inventory control.		
6.10	Must be customizable to fit our specific needs.		
6.11	Must have customer support at a reasonable rate for the foreseeable future.		
6.12	Customizable with user defined field (name and type).		
6.13	Seamless upload into ArcInfo/ArcView GIS.		
6.14	Track Maintenance history of each sign.		
6.15	Update asset database and material database without user needing to re-key data.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
7.	**Signal Inventory & Maintenance**		
7.1	Traffic signal inventory, including major components, head types, and maintenance records.		
7.2	Traffic sign inventory and maintenance records.		
7.3	County road inventory and maintenance records.		
7.4	Maintenance service requests and work orders.		
7.5	Various quality control & inventory reports.		
7.6	Annual inventory updates.		
7.7	Annual maintenance history.		
7.8	Individual maintenance summary reports, with costing.		
7.9	Labor, vehicle, and materials cost tracking.		
7.10	"On the fly" querying and reporting of query results.		
7.11	Ability to use third party software to customize reports (Crystal Reports, Jasper Reports, etc.).		
7.12	Automatic work order generation for annual projects and preventative maintenance.		
7.13	Wireless dispatching to road crews using text messaging.		
7.14	Automatic flagging of assets with work order quantities exceeding a predetermined threshold.		
7.15	Interactive GIS plotting and mapping of signal & sign inventories to enable easier identification of damaged assets.		
7.16	Automatic billing to third parties for insurance claims or maintenance on privately-owned assets.		
7.17	User-friendly reports and job tickets directly from SAP program, w/o having to use 3 or 4 software titles to produce a simple report.		
7.18	Integration of signals division's parts inventory for tracking and real-time assessment of parts on hand for re-ordering purposes.		
7.19	Internet forms that feed reported problems directly into the work order system.		
7.20	Paperwork reduction by having crews & foremen enter their inspection & maintenance results directly into system.		
7.21	Real-time data entry by all involved in any particular maintenance request or project to ease the paper processing workload currently handled by only 3 operators.		
8.	**Road Inventory System**		
8.1	The system must utilize standard pavement distress types as described in the *Distress Identification Manual for the Long-Term Pavement Performance Project* (Publication No. SHRP-P-338).		
8.2	The system must allow the user to selectively activate those distress types that he/she wishes to use for analysis.		
8.3	The system must allow the user to modify the weighting factors for each selected distress type.		
8.4	The system must have the ability to store pavement surface distress data from any of the following sources: _ Manual walking survey – sample unit method _ Manual walking survey – single rating _ Manual walking survey – multiple ratings _ Manual windshield survey – single rating _ Manual windshield survey – multiple ratings _ Semi-automated windshield survey _ Automated distress survey		
8.5	Provide link up to existing pavement management system.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
8.6	The system must be capable of storing extent and severity data for each selected distress type.		
8.7	The system must have the capability of calculating a surface condition index based on the stored surface distress data.		
8.8	The system must be capable of storing the latest distress inspection as well as all previous distress inspections so that eh user has access to past inspection data.		
8.9	The system must be capable of storing roughness data for each wheel path at multiple stations of each street segment, and calculating an average roughness value for each segment.		
8.10	The system must be capable of storing the latest roughness inspection data as well as all previous roughness inspection data.		
8.11	The system must be capable of storing a structural sufficiency index based on either Falling Weight Deflectometer (FWD) or Dynaflect deflection data.		
8.12	The system must require roughness or structural data, and should automatically utilize whatever combination of surface distress, roughness and structural data that is provided to the system.		
8.13	The system must be capable of calculating and overall condition index for each street segment.		
8.14	The system must include a family of pavement performance curves that can predict when the overall condition index will reach an unacceptable level for each segment. The unacceptable level must be user defined and must be allowed to vary by functional class and/or surface type.		
8.15	The system must allow the user to control how performance curves are selected based on traffic volume, thickness and sub-grade strength.		
8.16	The system must allow the user to modify the family of pavement performance curves through the system windows.		
8.17	The system must allow the user to define maintenance and rehabilitation activities and unit costs.		
8.18	The system must allow the user to define the increase in overall condition index that results from each rehabilitation activity.		
8.19	The system must allow the user to define the effect, in terms of surface distresses eliminated, of applying each maintenance activity.		
8.20	The system must allow the user to create custom maintenance decision models by defining the severity and extent of each distress type that causes a maintenance activity to be selected.		
8.21	The system must allow maintenance decision models to vary by functional class and surface type.		
8.22	The system must allow the user to create custom rehabilitation models based on user-defined factors and trigger values.		
8.23	The system must automatically generate all Yes/No combinations for the factors selected by the user in the rehabilitation decision models.		
8.24	The system must allow multiple rehabilitation activities to be selected for each Yes/No combination generated in the rehabilitation decision model. If multiple activities are specified, the system must automatically select the best activity on a benefit/cost basis.		
8.25	The system must allow rehabilitation decision models to vary by functional class and/or surface type.		

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8.26	The system must be capable of performing both maintenance (short-term, distress-based) analysis and rehabilitation (long-term, performance-based) analysis. Further, these two type of analysis must be allowed to run independently or simultaneously.		
8.27	The system must include a benefit/cost analysis for both maintenance and rehabilitation that will generate a priority list in order of benefit/cost. The benefit calculation must include traffic volume as a factor.		
8.28	The system must allow the user to define a five year budget scenario for maintenance and a ten year budget scenario for rehabilitation.		
8.29	The system must allow the user to define network subsets for analysis by querying the database.		
8.30	The system must include standard reporting of both condition data and results of maintenance and rehabilitation analyses, including a graphic report showing the performance curve for an individual street segment.		
8.31	The system must include a custom reporting tool so that users can create custom reports by accessing the system database. This reporting tool must have the ability to produce both tabular and graphic reports.		
8.32	The system must support an open database architecture as part of its relational database management system (RDBMS) implementation.		
8.33	The system must provide a physical inventory of all surface structures, including the following: _ Streets and Roads (Including Single, 2, 3, 4, 5, 6 lanes) _ Alleys _ Access Roads _ Bridges _ Circle _ Commercial Roads _ Campus Roads _ Dead Ends _ Driveways _ Frontage Roads _ Highways _ Loading Docks _ Parkways _ Park Roads _ Residential Street _ Surface Streets _ Tunnels		
8.34	The system must allow the user to enter a single street segment ID and have the system search for the next node or intersection to access information about the street inventory.		
8.35	The system must allow the user to enter either a partial street identified (ID) or partial street address to display a pop-up window of all street segments.		
8.36	The system must allow the user to access any street segment with a pop-up window, if no information is provided, simply by placing the active cursor in the street segment field.		
8.37	The system must allow the user to interactively scroll through any table pop-up window by using a mouse to tap an elevator bar. The elevator bar must display where any highlighted selection is located in comparison with the total number of entries in the Pop-up window. Also, the elevator bar must be able to scroll from top-to-bottom in a continuous manner, always displaying the elevator as part of the pop-up window.		

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8.38	The system must allow users to customize system codes that appear throughout the system, including code, description, activation date, and expiration date. Once added or modified, all codes and their descriptions must appear as context-sensitive pop-up windows throughout the vendor's application system. Key information to be user-defined include the following categories: _ Activity _ Appurtenances _ Area _ Condition _ Direction _ Divider Type _ Employee ID's _ Intersection Type _ Ownership _ Sign/Component Type _ Sign Material _ Sign Support Type _ Sign Type _ Space Type _ Species (Tree) _ Street Class _ Street Code _ Sub-Area/District _ Surface Type _ Unit of Measure		
8.39	The system must provide a consistently designed pop-up window to access all table codes and their descriptions. Using a mouse, users must be able to tap a button internal to the vendor's application software to activate a pop-up window.		
8.40	The system must display all pop-up table windows at a pr-designed location on a user's screen. By using a mouse, users must be able to drag existing display anywhere on the user's screen, white keeping the background screen displayed.		
8.41	The system must store the following information for each street segment, including: _ Street ID _ Number of Lanes _ From Street _ Length _ To Street _ Low Elevation _ Low Address _ High Elevation _ High Address _ Grade _ Area _ Functional Class _ Sub-area _ Speed Limit _ Council District _ Date Constructed _Maintenance District _ Inventory Date _ Surface Type _ Inventory By _ Surface Depth _ Design ADT _ Surface Width _ Measured ADT _ Base Type _ Date ADT Measured _ Base Depth _ Map Reference Number _ X, Y Coordinates _ Subgrade Strength _ Legislative District		
8.42	The system must be able to use a mouse to activate a context-sensitive pop-up window to display and access all user-defined tables, street segment numbers, and addresses.		
8.43	The system must have a pre-defined road connectivity that must allow the user to automatically display segment-to-segment or node-to-node segments. Access must be by mouse activated cursor that must allow a user to simply tap on previous or next button appearing on the computer screen. In the event of multiple node selections, the system must display all options available for selection.		
8.44	The system must allow for a flexible numbering scheme for street segments to facilitate the creation of work orders for consecutive street segments.		

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8.45	The system must allow the user to create custom data fields. At least 24 customizable fields must be available for every inventory (Street, Signs, Trees, Street Markings, etc.).		
8.46	The system must allow for a sufficient amount of textual comments for each street segment. The user must be able to use a mouse to activate a button to pop-up a comment box that can accept written comments of up to 600 characters.		
8.47	The system must be able to separately track scheduled and unscheduled work orders for the following activities: _ Bridge Inspection _ Bridge Maintenance _ Crack Repair _ Crack Sealing _ Clean Up Area _ Chemical Vegetation Control _ Ditch Cleaning _ Erosion Control _ Edge Repair _ Grass Mowing _ Gravel Laying _ Guide Post Marking _ Hazardous Wast Cleanup _ Inspections _ In-Place Repair _ Improve Texture _ Joint Repair _ Litter Removal _ Pothole Patching _ Pothole Filling _ Paving – Preparation _ Paving – Final _ Pavement Marking _ Remove and Replace _ Raised Pavement Marking _ Seal Coating _ Sidewalk Repair _ Sign Installation _ Sign Maintenance _ Sign Removal _ Snow Removal _ Steam Cleaning _ Street Sweeping _ Striping		
8.48	The system must display the most recent activity performed on a street segment, including activity type and date. When a new activity is added, the street history screen must automatically be updated.		
8.49	The system must provide a complete life-to-date (i.e. installation-to-replacement) historical record of each street segment. The system must include: _ Date Initiated _ Time Initiated _ Source of Work Order _ Employee ID _ Activity _ Result _ Condition _ Authorization _ Problem _ Hours _ Quantity _ Date Completed _ Time Completed _ Work Order Number (Automatically Generated) _ Maintenance Type (e.g. Preventive, Unscheduled)		
8.50	The system must generate both scheduled and unscheduled work orders.		
8.51	The system must be able to display or access any work activity, by street segment or work order number to update or close out a work order.		
8.52	The system must be able to record multiple labor costs, by job class, hourly rate type (i.e. regular, overtime, double time, holiday time, etc.) number of hours, and extended (i.e. calculated) cost.		
8.53	The system must be able to record multiple material or spare parts costs, part number, quantity, and extended (i.e. calculated) cost.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
8.54	The system must be able to record multiple equipment used (e.g. backhoe, truck, etc.) including equipment ID, hours used, and extended (i.e. calculated) cost.		
8.55	The system must be able to modify and update individual labor, material, and equipment cost line items, at any time.		
8.56	The system must allow the user to define scheduled maintenance activities either for individual street segments or by user-defined asset groupings.		
8.57	The system must be able to schedule and unlimited number of activities for each street segment or area including: _ Activity _ Authorization _ District _ Time Interval (1, 12, 24, etc.) _ Next Scheduled PM Date _ Re-Scheduling Assumption _ Time Period (Week, Month, Year)		
8.58	The system must allow the user to request or print any scheduled work order, by date.		
8.59	The system must be able to automatically reschedule a scheduled maintenance activity base on its original schedule date, time period, and frequency.		
8.60	The system must store and track all appurtenances, including the following: _ Billboards _ Bus Stops _ Crosswalks _ Drainage Grates _ Electrical Boxes _ Fences _ Fire Hydrants _ Landscaping _ Mail Delivery Boxes _ Phone Booths _ Parking Meters _ Shrubs _ Trees		
8.61	The system must allow various appurtenance components to be attached to street segment and intersection inventories, including manholes, catch and sewer mains. When entering data into one of the appurtenance components, the system must have the capability to link the appurtenance to a street segment or intersection by using a pop-up window. However, appurtenance components must not be required to be attached to either.		
8.62	The system must be able to store, access, and display videotaped street appurtenance images as a pop-up window, including moving video (AVI) images.		
8.63	The system must store and track all traffic signs, including the following: _ Bicycle Lane _ Car Pool Lane _ Detour _ Do Not Enter _ HDV Lane _ Stop _ Curve _ Keep Left _ Keep Right _ Lodging and Gas Next Exit _ Narrow Bridge _ No Left Turn _ No Right Turn _ No Littering _ No Parking _ No Passing _ No U Turn _ Not A Through Street _ Prepare To Stop _ Public Parking _ Reduce Speed _ Road Construction Ahead _ School Zone _ Speed Limit _ Yield		

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8.64	The system must provide a complete customer complaint reporting capability, including the ability to record the following: _ Customer Name _ Complaint History _ Address, City, Zip _ Phone Number _ Complaint Date _ Taken By _ Complaint Type _ Complaint Description		
8.65	The system must allow the user to separately capture costs via an “extra” category.		
8.66	The system must be capable of sharing the street inventory database seamlessly with pavement management system, without a custom interface.		
9.	**Sewer System**		
9.1	The vendor’s Sewer Module must be provided to help manage and control sanitary sewer networks, including force mains, combined sewers, and interceptors. This module must be fully integrated with all sewer assets, providing a history of all work activities, manhole inspection results, CCTV inspections, preventive maintenance, scheduling, and linkage to customer service requests, and including detail job cost, employee utilization, and third-party contractor’s work activities.		
9.2	The system must be capable of displaying a network schematic of all sewer-related assets, including treatment plant, pumping stations, manholes, service connections, and combined sewer inlets.		
9.3	The system must allow the user to enter either a partial manhole identifier (ID) or partial street address to display a pop-up window of all mainlines beginning with either manhole or street address.		
9.4	The System must allow the user to separately identify and track many types of main line including: _ Sanitary Sewer Mains _ Drainage Lines _ Combined Sewers _ Force Mains _ Flushers _ Overflow Lines _ Parallel Pipes _ Siphons _ Trunk Lines _ Interceptor Lines		
9.5	The system must allow the user to access any mainline or address with a pop-up window, if no information is provided. Simply by placing the active cursor in either the manhole or address field, the system must be able to display a selection of mainlines by either manhole ID or street address.		
9.6	The system must separately identify and track all known shapes of pipe including: _ Circular _ Oval _ Rectangular _ Rectangular Open Channel _ Semi-Elliptical _ Trapezoidal Open Channel		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
9.7	The system must allow users to customize system codes that appear throughout the system, including code, description, activation date, and expiration date. Once added or modified, all codes and their description must appear as context-sensitive pop-up windows throughout the vendor's application system. Key information to be user-defined include the following categories: _ Activity _ Address _ Alignment _ Area _ Authorization _ Complaint/Service Request _ Condition _ Crack _ Critical Rating _ Debris _ Employee ID _ Equipment _ Generic Class _ Grease _ Inflow/Infiltration _ Inlet Type _ Joint _ Lateral _ Leak Size _ Leak Type _ Line Location _ Maintenance Type _ Manhole Base Type _ Manhole Casting _ Manhole Frame Type _ Manhole Inspection _ Manhole Material _ Manhole Type _ Miscellaneous _ Pipe Condition _ Pipe Shape _ Pipe Type _ Priority _ Problem _ Project _ Responsibility _ Root Rating _ Safety Message _ SIC Code _ Source _ Structural Defects _ Surface Cover _ Task _ Tool		
9.8	The system must store the following information for each main line, including: _ Pipe Shape _ Width/Diameter _ Height _ Length _ Friction Factor _ Joint Type _Joint Length _ Upstream Depth _ Downstream Depth _ Pipe Type _ Location _ Upstream Address _ Downstream Address _Upstream/Downstream Qualifier _ Surface Cover _ Upstream/Downstream Elevation _ Slope (Calculated) _ Area and Sub-Area _ Construction Date _ As-Built Map Number _ Map Reference Number _ X,Y,Z Coordinates _ Design Flow _ Ground Water Level _ Measured Flow and Date Measured		
9.9	The system must be able to use a mouse to activate a context-sensitive pop-up window to display and access all user-defined tables, manhole numbers, and street addresses.		
9.10	The system must use a standard street address format, including separate fields for the following: _ Street Address Number _ Street Address Name _ Street Suffix (i.e. ST, DR, LN) _ Street Direction (i.e. N, NW, SE etc.)		
9.11	The system must allow the user to describe the line location using the code for the type of access and the condition of the access.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
9.12	The system must allow the user to designate any manhole as a node of the system. This must allow the system to maintain complete pipe connectivity, from furthest point of the system to treatment plant. As a result, node-to-node identifiers must be able to include the following: _ Manholes _ Catchbasin Manholes _ Sedimentation Manholes _ Trap Manholes _ Weir Manhole _ Flusher _ Dead End _ Detention Pond Inlet _ Detention Pond Outlet _ Head Wall/Open Inlet _ End Wall/Open Outlet _ Force Main Entry Point _ House Connection _ Lift Station _ Pump Station _ Treatment Plant		
9.13	The system must allow the user to easily display related information for the same sewer main. Using a mouse activated cursor, the user must be able to point-and-click to retrieve the following: _ History _ Detail Cost Information _ Scheduled Maintenance _ Stoppages _ Television Inspection Information _ Service Connection Information _ Smoke and Dye Flood Testing Results _ Manhole Inspection Information		
9.14	The system must allow for sufficient amount of textual comments for each sewer main. The user must be able to use a mouse to activate a button to pop-up a comment box that can accept written comments of up to 600 characters.		
9.15	The system must display the most recent completed activity performed on a sewer main, including activity type and date. When a new activity is added, the sewer main screen must automatically be updated.		
9.16	The system must generate scheduled and unscheduled work orders.		
9.17	The system must be able to display or access any work activity by sewer main address, component type, activity, project, work order number, or any combination thereof to update or close out a work order. The system must also be able to select work orders by a status of completed or incomplete within a specified date range.		
9.18	The system must be capable of accepting a detail breakdown of all costs relating to the construction, inspection, maintenance, operation, repair, and rehabilitation of sewer mains, including labor, material, and equipment costs.		
9.19	The system must be able to record multiple labor costs, by job class, hourly rate type (i.e. regular, overtime, double time, holiday time, etc.) number of hours, and extended (i.e. calculated) cost.		
9.20	The system must be able to record multiple material or spare parts costs, part number, quantity, and extended (i.e. calculated) cost.		
9.21	The system must be able to record multiple equipment used (e.g. backhoe, flusher truck, vactor, etc.) including equipment ID, hours used, and extended (i.e. calculated) cost.		
9.22	The system must be able to modify and update individual labor, material, and equipment cost line items, at any time.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
9.23	The system must be able to allow the user to display historical data in any format requested. Users must be able to select with a mouse the items to be displayed.		
9.24	The system must allow the user to define scheduled maintenance activities either for individual sewer mains or user-defined area.		
9.25	The system must be able to schedule an unlimited number of activities for each sewer main or area.		
9.26	The system must allow the user to request or print any scheduled work order, by date, component, activity, priority, area or facility.		
9.27	The system must be able to store multiple manhole inspections, by inspection date, including the following categories: _ Structural _ Condition Rating _ Hydraulic Rating		
9.28	The system must store the following detail information for each manhole, including: _ Location _ Manhole Depth _ Flow Depth _ Drop Manhole (Yes or No) _ Riser (Including Type, and Condition) _ Cone (Including Type, and Condition) _ Wall (Including Type, and Condition) _ Bench (Including Type, and Condition) _ Invert (Including Type, and Condition) _ Cover (Including Diameter, Type, and Condition) _ Pipe Into/Out of Manhole (Including Diameter, Direction, Type, and Condition)		
9.29	The system must automatically calculate a Structural Rating that is displayed for each Manhole Inspection.		
9.30	The system must separately store inflow and infiltration quantities for each manhole cover, ring, frame, cone, wall, bench, channel, and base. An unlimited number of hydraulic-related inspections must be stored and accessed by date.		
9.31	The system must allow the user to store, track, and report the following Inflow/Infiltration field tests: _ Condition Evaluation _ Surface Flood Dye Test _ Storm Flood Dye Test _ Sprinkler Dye Test _ Exfiltration Test _ Groundwater Infiltration		
9.32	The system must store and track an unlimited number of smoke test results, able to be accessed by DATE, NEXT, or PREVIOUS designations.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		“x” = NOT Mandatory	Number Response
9.33	The system must store and display information for each TV inspection report, including: _ TV Date _ Operator _ Weather _ Flow Depth _ Reverse Set (Yes or No) _ Joint Length _ Pipe Deterioration _ Recommendations _ Comments _ Tape Format (VHS, SVHS, Beta)		
9.34	The system must be able to record detail inspection results, by footage, including the following: _ Upstream or Downstream Direction _ Footage Reading _ VTR Location _ Clock Position _ Radial Crack _ Longitudinal Crack _ Misaligned Joint _ Broken Joint _ Lateral _ Roots _ Inflow and Infiltration (in GPM) Debris _ Structural Defect _ Alignment _ Structural Ovality _ Structural Collapse _ Picture Number		
9.35	Indicate the CCTV rigs that the vendor has successfully interfaced their software with: _ Aries _ Cues _ Flexible Systems _ RSTS _ Telespector		
9.36	The system must automatically compute a condition rating for each TV inspection, including Main Line Rating, Root Rating, I/I Rating, and Structural Rating.		
9.37	The system must automatically generate an activity record for a sewer main after completing each TV Inspection.		
9.38	The system must be able to download and upload information to and from the SAP system, to the following field computing devices: _ Laptop Computer _ Pen-based Computer _ Docking Station _ Handheld Computer _ Radio Frequency Office-to-Vehicle System		
9.39	The system must have the ability to prompt the user as to what the next step is throughout the downloading and uploading procedures.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		“x” = NOT Mandatory	Number Response
9.40	The system must have the ability to access and display service connection information. The user must be able to either enter a partial or full street address to display service connection information.		
9.41	The system must track service connection information, including: _ Address _ Area _ Pipe Type _ Pipe Diameter _ Ownership _ Cleanout Location _ Special Instructions		
10.	**Plant, Equipment, and Vehicles System**		
10.1	The system must provide a Facility Inventory form including facility name, facility type, description, address, area, year built, a special instructions field for user specified comments, and three miscellaneous fields for user specified data. The titles of the miscellaneous fields may be customized by the user. For Example, the user could use these fields to keep acreage, square footage and construction type of the facility.		
10.2	The system must allow users to customize maintenance-related codes to meet their specific needs including: _ Account Number _ Address _ Area _ Authorization _ Building _ Building Type _ Building Level _ Employee ID’s _ Equipment Type _ Equipment _ Unit Location _ Facility Type _ Maintenance Type _ Miscellaneous _ Name Plate _ Performance Indicators _ Priority _ Problem _ Project _ Safety Message _ Source _ Task _ Tool _ Unit of Measure		
10.3	The system must maintain an inventory of information on all facilities, such as buildings, classrooms, grounds, and maintenance shops.		
10.4	The system must maintain a history of all activities, including labor, part, and equipment costs, that have been performed on a particular equipment unit.		
10.5	The system must establish and maintain a file for individual maintenance activities and associated tasks, parts, tools, and safety messages.		
10.6	The system must establish preventive maintenance (PM) and overhaul activity schedules for equipment units, including vehicles, previously inventoried.		
10.7	The system must allow for PM Schedules to be established both by time and by usage.		
10.8	The system must identify, track, and maintain active (or open) work order records.		
10.9	The system must allow both scheduled and unscheduled work orders to be modified on a one-time basis, without modifying the original assigned activity.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
10.10	The system must establish and maintain trouble-shooting activities related to a specific equipment type malfunction.		
10.11	This system is set up so that all parts information can be accessed by part number, vendor part number, or manufacturer part number.		
10.12	The system must establish and maintain a record of all parts used in maintenance and overhaul activities.		
10.13	The system must record and display all parts issues, receipts, transfers and audits.		
10.14	The system must maintain a record for each vendor that is used for supplying parts for the maintenance equipment.		
10.15	The system must provide a cross-reference between the vendor's part number and the manufacturer's part number.		
10.16	The system should allow for the importing of fuel usage from an external source.		
11.	**General Features**		
11.1	The system must be fully compatible to the GIS, including the following general rules and conditions: _ **Functionally, there must exist only one database.** True integration of the GIS and the system, at both the data level and application level, will only be considered to occur when the underlying databases are congruent. ***Once congruent, the two databases, though physically separate, must be functionally a single database***. With an underlying integrated database, GIS users can be confident of meaningful data from its add-on applications. _ **Graphic-to-tabular relationships must be created between GIS and the System.** The elimination of data redundancy will be a key requirement. _ **There must be a library of applications to update the GIS & system, one time.** The vendor must be prepared to demonstrate how data can be accessed from different applications, updating the data model one time.		
12.	**Assets**		
12.1	The system must allow any combination of the following assets to be included in the system. NOTE: There may be dependencies between the assets that require one or more other assets to be included in a specific asset.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		“x” = NOT Mandatory	Number Response
12.2	Industry-specific asset components must include, at a minimum: **Storm:** __Levee __Storm Channel __Storm Detention Facility __Storm Inlet __Storm Manhole __Storm Main Line __Storm miscellaneous (laterals, under drain) __Storm Node **Street:** __Bridge __Intersection __Landscape __Street Appurtenance __Street Segment __Traffic Sign __Tree __Intersection Curb Marking __Intersection Detection __Intersection Legend __Intersection Loop __Intersection Luminaire __Intersection Mag __Intersection Reflective Material __Intersection Cross Street __Intersection Crosswalk __Street Segment Curb Marking __Street Segment Intersection __Street Segment Lane __Street Segment Legend __Street Segment Lane Marking __Street Segment Reflective Material __Street Segment Crosswalk __Interconnect System **Land and Street Address:** __Parcel __Street Address __Property Tax Assessor’s Identification __Legal Description (Lot and Block)		
12.3	The system must provide the ability to associate every asset to a flexible user-defined hierarchy.		
12.4	The system must provide a full lookup window for easy definition of an asset group.		
12.5	The system must allow asset group fields to be searched either on an asset’s component ID, address, unit type, area, sub-area, district, location, installation date, map number, and service status.		
12.6	The system must allow assets from the lookup window to be selected in multiples, then inserted to the end of the group for further ordering.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
12.7	The system must provide an asset valuation form that calculates valuation based on one of three (3) depreciation types, including: __Straight Line Method __Declining Balance Method __Reducing Balance Method		
12.8	The system must store key information about the acquisition and valuation of each uniquely identified asset in the system.		
12.9	The system must store the following information for each uniquely identified asset, including: __Acquisition Date and Type __Initial Cost __Expected Life __Residual Life __Salvage Value __Depreciation Rate __Market Value __Last Valuation Data __Condition __Replacement Cost __Expenditure Summary __Re-valuation(s) __Accumulated Depreciation __Disposal Date __Asset Sale Value __Revenue Data		
12.10	Each asset must have a uniquely assigned component identifier, transparent to the end user that can be used as a Spatial Component Key (SCK) for integration into geographic information systems (GIS).		
12.11	The system must allow users to establish an asset's service status. This must be assigned at the asset component level.		
12.12	The system must allow each asset to have a separate tab for associated spare parts that is linked to the vendor's Inventory Control module.		
12.13	The system must be capable of portraying multiple sewer endpoint asset types.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
12.14	The system must be capable of supporting parallel main identification: **Sewer:** __Cesspool __Lift Station __Sewer Backflow Preventer __Sewer Manhole __Sewer Main Line __Sewer Miscellaneous __Sewer Meter __Sewer Node __Sewer Pump __Sewer Service Line __Sewer Valve **Storm:** __Levee __Storm Channel __Storm Detention Facility __Storm Inlet __Storm Manhole __Storm Main Line __Storm Miscellaneous __Storm Node __Storm Pump __Storm Valve __Storm Service Line **Plant, Equipment and Vehicles:** __Equipment Unit __Facility __Vehicle		
13.	**Inspections**		
13.11	The system must support dynamic menu displays of asset inspections, i.e. if a user is not authorized to view inspection the system will not include 'Inspections' as a program menu item.		
13.12	The system must support multiple levels of dynamic menu displays, i.e. if a user is authorized to view some inspections, but not others, for instance hydrant inspections but not television inspections, only those valid inspections will be included in the 'Inspections' program menu.		
13.13	The system must allow for an inspection number for all inspections. This number is generated by the system if not specified by the user.		
13.14	The system must allow inspections to exist without the requirement of an associated work order.		
13.2	**Sewer-Related Inspections**		
13.21	The system must allow for linear TV Inspection defects by allowing a From and To distance value to be entered for each defect.		
13.22	The system must include a graphic representation of the defects that have been recorded for TV Inspections. This graphic must include color coded defect types running along a pipe. The defect locations and lengths are scaled to the length of the main line or service line pipe. The flow direction is indicated.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
13.23	The system must allow any Windows compliant image type to be captured for each TV Inspection defect. Images can be either single frame images or multiple frame movies.		
13.24	The system must include a full function image processing tab for setting up, capturing and playback of images from the inspection form.		
13.25	The image must provide the ability to associate a TV Inspection defect standard image with each level of defect type for comparison purposed with the image captured during the inspection. For example, an image can be attached to each of the three user defined code definitions for roots, Light, Medium and Heavy, to assist in standardization of defect severity. The defect standard is displayed on the form along with the image captured during the inspection.		
13.26	The system must provide an image tab for TV Inspections that must allow the user to view all defects for the inspection in thumbnail format. The image names are displayed with each image.		
13.27	The system must allow multiple images to be associated with each Field Inspection Leak.		
13.28	The system must include separate menu items for Sewer Main TV Inspection and Storm Main TV Inspection.		
14.	**Preventive Maintenance**		
14.1	The system must support dynamic menu displays of asset inspections, i.e. if a user is not authorized to view inspections the system will not include 'PM's' as a program menu item.		
14.2	The system must support multiple levels of dynamic menu displays, i.e. If a user is authorized to view some PM's, but not others, only those valid PM's will be included in the 'PM's' program menu.		
14.3	The system must be able to schedule an unlimited number of activities for each asset component, including: Activity Authorization Priority Time Interval (1, 12, 24, etc.) Next Scheduled PM Date Re-Scheduled Assumption Time Period (Weekly, Monthly, Annually)		
14.4	The system must be able to establish Area PM activities.		
14.5	The system must be able to establish calendar-based PM's, for instance by month, quarter, year, etc.		
14.6	The system must be able to establish PM's based on usage, for instance hourly runtime, mileage, etc.		
14.7	The system must be able to schedule one-time PM's or shutdowns.		
14.8	The system must be able to schedule seasonal or cycle PM's, for instance, schedule activities "between June-September".		
15.	**Permits**		
15.1	Ability to create tables for town and road names.		
15.2	Ability to create tables for special condition descriptions.		
15.3	Ability to create tables for Permit Types.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
15.4	Ability to track permit information including fields for: _ Permit Number _ Applicant Name _ Date Approved _ Date Received _ Utility Code _ Town Number (tie to Town table) _ Town Name _ Road Number (tie to Road table) _ Road Name _ Location of Work _ Description of Work _ Open or Closed _ Types of Permits _ Attachments _ Commercial or Residential Property _ Check Number _ Receipt Number _ Special Conditions (tie to Permit Type table above) _ Security Deposit Money _ Security Deposit Return Date _ Permit Type (tie to Permit Type table above) _ Inspection Report Word Pad (tie to Permit Number)		
15.5	The system must be able to add, delete, and edit data.		
15.6	Ability to move permit information into a permit history table.		
15.7	Ability to create various report formats for open permits.		
15.8	Ability to sort utility codes and compile data into a billing format for monthly utility permit activity.		
15.9	Ability to sort permit table and compile data into an annual report format based on type of permit.		
15.10	Ability to track Map Logs including fields for: _ Date Signed _ Name of Subdivision _ Road Number _ Road Name _ Engineer/Surveyor Name		
15.11	Ability to track Project Logs including fields for: _ Name of Project _ Road Number _ Road Name _ Town Number _ Town Name _ Engineer _ Date Received _ From Whom _ DRC # _ Jurisdiction _ Date Approved _ Approved By		
15.12	Ability to receive permit information/applications on-line, file into GIS, receive sketches via CADD, etc., and provide hard copies of all.		
15.13	Ability to upload and download permit information from laptop computers without overwriting existing data (i.e. Inspection reports).		
15.14	Ability to convert existing Paradox 4.5 DB's into new software system.		
16.	**Customer Service**		
16.1	The system must support dynamic menu displays of asset inspections, i.e. if a user is not authorized to view inspections the system will not include 'Customer Service' as a program menu item.		
16.2	The system must support multiple levels of dynamic menu displays, i.e. if a user is authorized to view some aspects of customer service, but not others, only those valid customer service items will be included in the 'Customer Service' program menu.		
16.3	The system tracks contacts in the system from one form.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
16.4	The system must include the following information for each contact: __Contact ID __Contact Type __Name __Title __Company __Position __Mailing Address __E-mail Address __Day Phone Number __Evening Phone Number __Fax Number __Mobile Phone Number __Pager Number __Page PIN Number __Comments		
16.5	The system must allow multiple contact per address.		
16.6	The system must include the following information for each address contact: __Contact ID __Name __Title __Occupant Checkbox __Owner Checkbox __Occupancy Date Range __Ownership Date Range __Company __Position __Mailing Address __E-mail Address __Day Phone Number __Evening Phone Number __Fax Number __Mobile Phone Number __Pager Number __Pager PIN Number		
16.7	The system must have the ability to record call duration.		
16.8	The system must provide service outage tracking.		
16.9	The system must be able to record all municipal incoming telephone calls, including water main breaks, sewer overflows, gas leaks, high bill investigations, graffiti, abandoned vehicles, garbage, street closures, construction, road detours, etc.		
16.10	The system must provide a complete history that can be tracked for each caller or service address. Available during any call session, customer service representatives must be able to quickly, and easily access all caller histories for a complete listing of previous calls, comments, and actions taken.		
16.11	The system must be capable of linking multiple calls to a single service order, i.e. the system must have the ability to automatically detect when multiple calls have been taken for the same problem at similar addresses.		
16.12	The system must be able to provide a complete field inspector assignment and dispatch capability.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
16.13	Once a service inspection is accepted by the field inspector and the service call is made, the system must allow inspectors to decide whether the service request can be handled onsite or whether the call demands more urgent action.		
16.14	For service requests that do not require further action, the system must allow inspectors to complete either a manual or electronic service order, including detail comments and problem resolution. Labor hours, rates, materials, vehicle usage, and other costs.		
16.15	For service requests that require further action, the system must allow inspectors to dispatch additional crews to specifically identified field assets causing the service disruption.		
16.16	The system must be able to link one or more service orders together to issue a separate work order to a uniquely identified asset.		
16.17	The system must provide a complete "maintenance audit trail" that fully captures the customer call to infrastructure repair story.		
16.18	The system must provide for service orders and field inspections to capture all costs, including labor, material, equipment, vehicle, contractor, and extra costs.		
16.19	The system must provide complete performance monitoring to determine the following: __ What is the average time taken during a customer's call? __ What is the average response time for inspectors to arrive on a site? __ How much does the average inspection cost when a subsequent work order is not required?		
16.20	The system must allow for customers to request services via INTERNET.		
17.	**Document Management**		
17.1	The system must provide a document management system that allows association via work orders, service requests, assets etc.		
18.	**Reports**		
18.1.	**Standard Reports**		
18.1.1	*Customer Complaint Report* – Detail listing of all customer complaints received during a specified date range, with the option of displaying complaint by type.		
18.1.2	*Maintenance History Report* – Details address, locator map number and type of maintenance performed by date.		
18.1.3	*Activity Summary Report* – Prepared weekly and details activity both by number and by area, including date, crew size, man hours, accomplishments, and remarks.		
18.1.4	*Daily Crew Report* – Details work activity, including job numbers, activity numbers, man hours, locations work performed, equipment used, materials used, accomplishments, remarks.		
18.1.5	*Workload Forecast Report* – Detail of planned preventive maintenance to be performed each month.		
18.1.6	*Physical Asset Inventory Report* – Detail of total miles, type, and purpose of lines.		
18.1.7	*Scheduled Maintenance Work Orders* – This report process will print a Scheduled Maintenance Work Order for each equipment unit that is due for preventive maintenance. It will also print the Scheduled Maintenance Work Order List, which lists each work order generated.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
18.1.8	*Incomplete Work Order List* – Must provide management with a list of selected incomplete work orders.		
18.1.9	*Completed Work Order List* – Must provide management with list of selected completed work orders. The user may select scheduled or unscheduled completed work orders for a given area, facility, equipment unit range, equipment type, activity, and/or priority.		
18.1.10	*Equipment Units File List* – This report will list selected equipment units. The user may select equipment units for a given area, facility, manufacturer, and/or equipment type.		
18.1.11	*Unit Usage Check List* – This report can be used in the field to record each unit's total mileage or hours of use.		
18.1.12	*Exception Report* – Print a list of all equipment units whose performance indicator values fall outside the acceptable range.		
18.1.13	*Projected Work Load Report* – Must provide management with a projection of the future scheduled maintenance work load.		
18.1.14	*Activity Definition File List* – Lists all activity definitions, or only those indicated as overhaul activity definitions.		
18.1.15	*Activity Cost Reports* – Must provide management with activity costs for individual equipment units or must provide management with a summary of activity costs charged to equipment units.		
18.1.16	*Equipment Unit Cost Reports* – Must provide management with a list of the costs associated with maintaining individual equipment units.		
18.1.17	*Miscellaneous Cost Reports* – Lists the labor costs associated with individual crafts or employees, individual equipment usage, or the individual part usage.		
18.1.18	*Part Inventory List* – Prints a listing of all parts and/or descriptions in inventory or within a specified part number range.		
18.1.19	*Vendor Reports* – List the vendors from the vendor file in either mailing label format or report (plain paper) format.		
18.1.20	*Table Report* – List all entries (codes) for one or more tables.		
18.1.21	*Scheduled Maintenance Work Orders* – Prints all work orders scheduled for periodic maintenance by user defined date range.		
18.2	**Ad Hoc or Customized Reporting**		
18.2.1	The ad hoc reporting module must provide the user the ability to select query options from one or more database tables. Available table names should appear in a selection window. Once a table has been selected, a column selection window should appear listing all the columns in the current table. Multiple columns may be highlights for inclusion in the report.		
18.2.2	The ad hoc reporting module must allow the user to specify selection criteria through either a conditional menu approach or an SQL free form approach.		
18.2.3	A conditional window should allow for the following selection conditions: equal to, greater than, less than, greater than or equal to, less than or equal to, not equal to, is null, is not null, is like (for pattern matches and wild card searches) and is not like. A secondary conditional window should allow for the combination of logical expressions with "and/or" conditions.		
18.2.4	The ad hoc reporting module must allow for dynamic and multi-level sorting on any selected column in either ascending or descending order.		
18.2.5	The ad hoc reporting module must provide for column positioning. It must allow the user to arrange the order that the columns will appear in the report.		

SECTION 2.5.1: FUNCTIONAL REQUIREMENTS CHECKLIST		"x" = NOT Mandatory	Number Response
18.2.6	The ad hoc reporting module must allow for the insertion of headers and footers into reports, including user-defined fonts and font sizes.		
18.2.7	The ad hoc report module must provide column options including the ability to change a column title, width or attribute. In addition, the following mathematical computations on a selected column should be available: average, count, sum, maximum, minimum, number of rows, standard deviation and variance. A column break option should allow the user to group information in a report by a designated column.		
18.2.8	The ad hoc reporting module must allow the user to adjust the page length page width and placement of a new page.		
18.2.9	The ad hoc reporting module must allow the user to edit the current query or to edit the current report settings once a report has been built.		
18.2.10	Custom reports built with the ad hoc reporting module must be able to be saved for future printing. When loading currently saved reports, a selection window must display all previously defined reports.		
18.2.11	Reports must be able to be directed to the computer screen, directly to a printer, spooled to a printer, or to a user specified output file.		
19.	**Laboratory Information Management System**		
19.1	System must have the ability to provide a fully functional Laboratory Information Management System, including lab protocols, quality control and billing etc. (StarLIMS v10).		

2.6 Project Management Tasks

The consultants will be requested to perform the following project management tasks for the areas they are assigned:

a. Provide coaching for the project team and assist in management of project progress.

b. Provide instruction and assistance in configuring SAP Solution Manager.

c. Identify and address functional and policy issues that may arise during the project.

d. Emphasize knowledge transfer, joint problem-solving and issue discussions in daily interactions with the project staff.

e. Reflect a working attitude and style that emphasizes equality and respect among all team members.

f. Assist the County's Project Team members with best methods for troubleshooting problems and contacting the Online Service Center to resolve SAP technical issues in as timely a manner as possible.

g. Help design and implement adequate testing schedules.

h. Be available on-site for the relevant portions of the project.

i. Based on the tasks mentioned above, the vendor must provide a project manager to:

- Create and maintain the project plan;
- Ensure appropriate progress against the schedule;
- Identify and communicate issues and risks in a timely fashion and work with Monroe County staff to resolve;
- Provide oversight and guidance to project consultants;
- Report project status to the Monroe County Project Manager on a bi-weekly basis; and
- Work with the Monroe County Project Manager on all project-related activities.

2.7 Technical Tasks

The consultants will be requested to provide leadership and expertise to:

a. Provide hardware sizing recommendations.

b. Provide guidance to making technical changes in BASIS, Security, ABAP (Advanced Business Application Programming) and other programs.

c. Identify any security standards, automation tools and / or processes that are recommended or required for the new modules.

d. Assist the technical support team to identify best methods, tools, processes, and procedures used to determine what needs to be modified on the ABAP and Netweaver environments.

e. Assist in testing of technical aspects including security, custom code and programs.

f. Assist the technical and development teams to modify all custom reports / interface programs and all modified objects affected.

g. Provide required development activities.

h. Assist County staff in development and testing.

2.8 SAP Functional Support Tasks

The consultants will be expected to provide the following services for functional application and business process support:

a. Address and document issues, options and implications of SAP functionality for County business as consultants learn about the County requirements.

b. Assist in identifying and adjusting configuration for all changed functionality of the modules.

c. Help the functional teams design adequate integration testing scenarios for all business processes.

d. Assist the functional teams with all testing and issue resolution.

2.9 Communications Tasks

The consultants will be requested to provide leadership and expertise to:

a. Assist the SAP Project team with communication and change management to all levels of involved County personnel as requested by the County.

b. Identify and document changed functionality and business processes during the module additions.

c. Provide bi-weekly status reports to the County's project management.

Interested parties must respond to this section with a methodology for managing the organizational change that is part of a large implementation. It is critical that there is a process in place to prepare and motivate end users to meet the new business, process and technical changes. Include how you would approach the following:

- Identify major changes to business processes, policies, and procedures that are required to meet business objectives and support the new system.
- Identify major changes in jobs, roles, responsibilities and/or organizational structure that may also impact the business and can become issues / risk factors.
- Design effective communication and change management plans to overcome any barriers to change.
- Develop communication plan that will be used to direct the actual preparation and delivery of the communications materials throughout the life of the project.

2.10 Implementation Methodology

The selected Vendor is responsible for development of the final detailed implementation plan. We are requesting interested parties to respond in this section with a standard implementation methodology for the implementation of its proposed total solution. This methodology must include:

- Implementation recommendations,
- Overview of phases and milestones,
- Estimated timeframe,
- Methodology for implementing third-party software,
- Assumed responsibilities for County and Vendor staff,
- Work effort estimates,
- Key Assumptions, and
- Names, titles, and resumes of personnel likely to be assigned to this project.

The County is not soliciting a detailed implementation proposal or a detailed project plan. The methodology description should be of sufficient detail to allow the County to understand the approach. In addition, please provide an overview of how the implementation(s) have been accomplished at one or more of the provided reference customers. This overview must be linked specifically to your generic implementation methodology.

2.11 Training/Organizational Change Management

The respondent's training plan should be designed and conducted to provide complete familiarization with applicable system operation knowledge for selected County management, users, and technical personnel. The respondent must provide a detailed plan for training, which MUST include:

- Overview of proposed training plan/strategy, including options for on-site, off-site, or on-line training services for the core project team, end-users, and technical personnel.
- The role and responsibility of the software vendor in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to end-users).
- The role and responsibilities of County staff in the design and implementation of the training plan.
- Descriptions of classes/courses proposed in the training plan. The respondent should specify the unit of measure for its training (e.g., units, classes, days, etc.) and define the hours associated with these units of measure.) The respondent must provide specific details regarding the training courses to be included in the cost of the proposal.
- Instruction-led training materials will include live exercises and simulations as a means to evaluate the ability of users to perform necessary transactions.
- If the class size is to exceed 10 users per training session, describe the benefits of this approach.
- Plan will include all training material development for the appropriate personnel. Training materials will be provided in both written and electronic formats.
- A copy of all training materials used during Vendor provided instruction will be provided by the Vendor and become property of the County.
- The estimate for training must be based on the estimate of number of end users which will be supplied by the County.
- Requirement to certify our representatives to perform further training of additional or new users.

2.12 Project Plan and Timeline

The respondent must provide a detailed proposal that includes: an outline of the solutions itemizing the SAP modules recommended, methodology, time, personnel and not to exceed cost estimates with an implementation and training plan overview. The final Statement of Work [“SOW”] will be a result of final contract negotiations with the awarded respondent.

The Respondent shall also provide a detailed realistic delivery and implementation schedule for the proposed plan. The County would not be able to start the project until after the ERP SAP upgrade goes live in September, 2011.

SECTION 3 - SPECIFIC PROPOSAL REQUIREMENTS

3.1 Submission of Respondent's Proposal(s)

A. **Acceptance Period and Location:** To be considered, Respondents must submit a complete response to this RFP. Respondents not responding to all information requested in this RFP or indicating exceptions to those items not responded to may have their proposals rejected as being non-responsive.

Sealed proposals must be received at the address below on or before 3:00 p.m. Eastern Standard Time, on January 14, 2011.

Kim DeLuca
Monroe County Purchasing and Central Services
39 West Main Street
Room 200
Rochester, New York 14614
Email address: kdeluca@monroecounty.gov

Refer to Section 3 for further detail regarding response formats and requirements. There will be no public opening of the proposals.

B. **Withdrawal Notification:** Respondents receiving this RFP who do not wish to submit a proposal should reply with the "No Response Form" [page 2 of this RFP] to be received by the indicated contact on the form no later than the proposal submission date. This RFP is the property of the County and may not be reproduced or distributed for purposes other than proposal submission without the written consent of the Monroe County Attorney.

C. **Required copies:** Respondents must submit one (1) signed original Proposal and nine [9] complete copied sets of the signed original Proposal. **Proposals should be clearly marked as "Proposal for Technical Assistance to Add SAP Modules."** The Respondent must also respond electronically [via email or CD] in addition to submitting hardcopies of its proposal as provided above. The Respondent will make no other distribution of proposals. An official authorized to bind the Respondent to its provisions must sign the Proposal.

D. **Pricing Period:** For this RFP, the proposal must remain valid for a minimum of 260 days past the due date for receipt of RFPs.

E. **Economy of Preparation**: Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Respondent's capabilities to satisfy the requirements of the RFP. Expensive bindings, color displays, promotional material, etc. are not necessary or desired. **Emphasis should be concentrated on accuracy, completeness, and clarity of content.** All parts, pages, figures, and tables should be numbered and clearly labeled. Vague terms such as "Respondent complies" or "Respondent understands" should be avoided.

3.2 Response Date

To be considered, sealed proposals must arrive on or before the location, time and date specified in Section 3.1.A. **Requests for extension of the submission date will not be granted.** Respondents mailing proposals should allow ample delivery time to assure timely receipt of their proposals

3.3 Clarification of RFP and Questions

Questions that arise prior to or during proposal preparation must be submitted **in writing or via email** pursuant to the instructions in Section 1 of this RFP. Questions and answers will be provided to all Respondents who have received RFPs and must be acknowledged in the RFP response. No contact will be allowed between the Respondent and any other member of the County with regard to this RFP during the RFP process unless specifically authorized in writing by the RFP Coordinator. Prohibited contact may be grounds for Respondent disqualification.

3.4 Addenda to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all Respondents that received the original RFP. **An acknowledgment of such addenda, if any, must be submitted with the RFP response. Applicants will only receive notices of addenda by downloading the original RFP document via the Monroe County website at www.monroecounty.gov.**

3.5 Organization of Proposal

This section outlines the information that must be included in your proposal. Please respond with your information in the same order as the items in the section.

A. **Transmittal Letter.** Each response to the RFP should be accompanied by a letter of transmittal not exceeding one (1) page that summarizes key points of the proposal and which is signed by an officer of the firm authorized to commit the Respondent to the obligations contained in the proposal. The transmittal letter should also include a phone number, fax number and e-mail address for the Respondent's contact person.

B. **Table of Contents.** Include a Table of Contents at the beginning, which clearly outlines the contents of your proposal.

C. **Company Information.** Provide information related to your company and any companies you are proposing to use as sub-contractors. Specifically address the following:

1. Year the company was organized.
2. Identification of company ownership.
3. Financial history of the company covering the last three years. Attach the most recent copy of your latest financial statements prepared by an independent certified public accountant in accordance with generally accepted accounting principals. Also include the following information: current balance sheet, statement of revenues and expenses, statement

of cash flows, and appropriate notes to these documents. 501(c)(3) organizations must submit their most recent Form 990.

4. Functions and location of your nearest regional office to Monroe County.

5. Anticipated growth of your organization including expansion of the client base and acquisitions

6. Any conflicts of interest that may affect the County's potential selection of, or entering into an agreement with, your organization, i.e. your organization currently holds an agreement with the County for other services, a relative of any employee if the Respondent is a member of the selection committee, etc.

D. Experience. Provide information that clearly demonstrates your organization's prior experience and background (both business and technical) in engagements similar to this project. This section must include:

1. A list of all public sector clients in the State of New York, the dates of engagement for each client. Include the following information for each public sector client:

   a. Name and address of the client;
   b. Name and telephone number of contact person;
   c. Summary of the savings and/or cost reductions obtained on behalf of the client as a result of your services.

2. A list of all clients that you have converted Hansen to SAP including the dates of engagement. Include the following information for each client:

   a. Name and address of the client;
   b. Name and telephone number of contact person;
   c. Summary of the savings and/or cost reductions obtained on behalf of the client as a result of your services.

3. Résumés for the key personnel to be involved in providing services to the County.

E. Respondent's proposal. Respondent must submit a detailed Project Narrative and Work Plan that describes:

1) its expertise and that of its proposed personnel and how its management procedures will ensure quality work is performed;
2) how its proposed services and proposed work plan will meet the tasks and deliverables as described in Section 2 of this Request for Proposals;
3) proposed quality control mechanisms that ensure a high level of quality and commitment to excellence.

F. Cost Proposal. Respondents must detail the proposed method of compensation for the services for all <u>mandated</u> functional requirements listed in Section 2.5.1 and a separate cost proposal for all functional requirements listed in Section 2.5.1. These cost proposals must include a not to exceed limit.

G. Insurance Certificates. Each Respondent must supply a copy of their current Certificate of Insurance showing the insurance coverage at or above those described in Section 4.13 of this RFP.

H. Exceptions to General Information for the Respondent. For all exceptions to Section 4, the Respondent must indicate on a separate sheet labeled "Exceptions Taken to the General Information for the Respondent", the section number of any requirement to which an exception is being taken and an explanation of their position.

I. Exceptions to the Standard Monroe County Contract. For all exceptions to the Standard Monroe County Contract, the Respondent must indicate on a separate sheet labeled "Exceptions Taken to the Standard Monroe County Contract," the section number of any requirement to which an exception is being taken and an explanation of their position. It is not intended that new contract wording be proposed by the Respondent, but rather that the Respondent explain their position so that the conflict can be evaluated. If no exceptions are noted, the Respondent is presumed to have agreed with all sections of the standard contract.

J. Certification. Proposals should include a letter from an authorized corporate officer certifying the accuracy of the information provided and guaranteeing the proposed prices.

3.6 Method of Evaluation

A. Evaluation Committee: Selected personnel from the County will form the evaluation committee for this RFP. It will be the responsibility of this committee to evaluate all properly prepared and submitted proposals for the RFP and make a recommendation for award.

B. Evaluation and Selection Criteria: All properly prepared and submitted proposals shall be subject to evaluation deemed appropriate for the purpose of selecting the Respondent with whom a contract may be signed. Responses to this RFP will be evaluated according to the following criteria:

- ♦ Proposed Fees
- ♦ Functionality Requirement Score
- ♦ Understanding of the Project
- ♦ Degree of Relevant Experience
- ♦ Technical Competence
- ♦ References
- ♦ Capacity and Availability to Perform the Services
- ♦ Local Office

C. Contract Approval Process: Respondents must be aware that any contract resulting from this request for proposals is subject to prior approval by the Monroe County Legislature and the Monroe County Law Department. The County anticipates awarding this contract on or about October 1, 2011.

3.7 Oral Presentation

Respondents who submit a proposal may also be required to make an oral presentation of their proposal to the County. These presentations will provide an opportunity for the Respondent to clarify their proposal to ensure a thorough mutual understanding. At the same time, the County is under no obligation to offer any Respondent the opportunity to make such a presentation.

3.8 Investigations

The County reserves the right to conduct any investigations necessary to verify information submitted by the Respondent and/or to determine the Respondent's capability to fulfill the terms and conditions of the RFP contract document. The County reserves the right to visit a prospective Respondent's place of business to verify the existence of the company and the management capabilities required to administer this agreement. The County will not consider Respondents that are in bankruptcy or in the hands of a receiver at the time of tendering a proposal or at the time of entering into a contract.

SECTION 4 - GENERAL INFORMATION FOR THE RESPONDENT

4.1 Reservation of Rights

The County reserves the right to refuse any and all proposals, in part, or in their entirety, or select certain products from various Respondent proposals, or to waive any informality or defect in any proposal should it be deemed to be in the best interest of the County. The County is not committed, by virtue of this RFP, to award a contract, or to procure or contract for services. The proposals submitted in response to this request become the property of the County. If it is in its best interest to do so, the County reserves the right to:

A. Make selections based solely on the proposals or negotiate further with one or more Respondents. The Respondent selected will be chosen on the basis of greatest benefit to the County as determined by an evaluation committee.

B. Negotiate contracts with the selected Respondents.

C. Award a contract to more than one Respondent.

4.2 Contract Negotiation

Negotiations may be undertaken with those Respondents whose proposals prove them to be qualified, responsible, and capable of fulfilling the requirements of this RFP. The contract that may be entered into will be the most advantageous to the County, price and other factors considered. The County reserves the right to consider proposals or modifications thereof received at any time before a contract is awarded, if such action is in the best interest of the County. Attached as RFP Appendix A is a copy of the Standard Monroe County Contract which contains mandatory provisions. Furthermore, at Vendor cost, selected Vendor will be required to complete a final detailed Statement of Work ["SOW'] agreed upon by the County that will be part of the contract before contract execution.

4.3 Acceptance of Proposal Content

The contents of the proposal of the successful Respondent may become contractual obligations, should a contract ensue. Failure of a Respondent to accept these obligations may result in cancellation of the award. The awarded respondent will be required to provide Monroe County with a *Word* version of its final proposal.

4.4 Prime Responsibilities

The selected Respondent will be required to assume responsibility for all services offered in its proposal whether or not provided by them. The selected Respondent will be liable, both individually and severally, for the performance of all obligations under the awarded contract and will not be relieved of non-performance of any of its subcontractors. Further, the County shall approve all subcontractors and will consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

4.5 Property Rights

For purposes of this RFP and for the contract, the term "Work" is defined as all data, records, files, information, work products, discs or tapes developed, produced or generated in connection with the services to be provided by the Respondent. The County and the Respondent intend the contract to be a contract for services and each considers the Work and any and all documentation or other products and results of the services to be rendered by the Respondent to be a work made for hire. In submitting a proposal in response to this RFP, the Respondent acknowledges and agrees that the Work (and all rights therein) belongs to and shall be the sole and exclusive property of the County.

The Respondent and the Respondent's employees shall have no rights in or ownership of the Work and any and all documentation or other products and results of the services or any other property of the County. Any property or Work not specifically included in the Contract as property of the Respondent shall constitute property of the County.

In addition to compliance with the right to audit provisions of the contract, the Respondent must deliver to the County, no later than the twenty-four (24) hours after receipt of the County's written request for same; all completed, or partially completed, Work and any and all documentation or other products and results of the services under such contract. The Respondent's failure to timely deliver such work or any and all documentation or other products and results of the services will be considered a material breach of the contract. With the prior written approval of the County, this twenty-four (24) hour period may be extended for delivery of certain completed, or partially completed, work or other such information, if such extension is in the best interests of the County.

The Respondent will not make or retain any copies of the Work or any and all documentation or other products and results of the services provided under such Contract without the prior written consent of the County.

4.6 Contract Payment

Actual terms of payment will be the result of agreements reached between Monroe County and the Respondent selected.

4.7 News Release

News releases pertaining to this RFP or the services to which it relates will not be made without prior approval by the County and then only in coordination with the County Department of Communications and Special Events.

4.8 Notification of Respondent Selection

All Respondents who submit proposals in response to this RFP will be notified by the RFP Coordinator of acceptance or rejection of their proposal.

4.9 Independent Price Determination

A. By submission of a proposal, the Respondent certifies, and in case of a joint proposal, each party thereto certifies as to its own organization, that in connection with the proposal:

(1) The prices in the proposal have been arrived at independently without consultation, communication, or agreement, with any other Respondent or competitor for the purpose of restricting competition; and

(2) No attempt has been made or will be made by the Respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

B. Each person signing the proposal certifies that:

(1) They are the person in the Respondent's organization responsible within that organization for the decision as to prices being offered in the proposal and they have not participated and will not participate in any action contrary to A (1) and (2) above; or

(2) They are not the person in the Respondent's organization responsible within that organization for the decision as to prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to A (1) and (2) above, and that as their agent, does hereby so certify; and that he has not participated, and will not participate in any action contrary to A (1) and (2) above.

C. A proposal will not be considered for award if the sense of the statements required in the proposal has been altered so as to delete or modify A (1) and (2) above.

4.10 Incurring Costs

The County is not liable for any costs incurred by Respondent prior to the effective date of the contract.

4.11 Material Submitted

All right, title and interest in the material submitted by the Respondent as part of a proposal shall vest in Monroe County upon submission of the Respondent's proposal to Monroe County without any obligation or liability by Monroe County to the Respondent. Monroe County has the right to use any or all ideas presented by a Respondent.

Monroe County reserves the right to ownership, without limitation, of all proposals submitted. However, because Monroe County could be required to disclose proposals under the New York Freedom of Information Law (Public Officers Law §§ 84 – 90), Monroe County will, to the extent permitted by law, seek to protect the Respondent's interests with respect to any trade secret information submitted as follows:

Pursuant to Public Officers Law § 87, Monroe County will deny public access to Respondent's proposal to the extent the information constitutes a trade secret, which if disclosed would cause substantial harm to the Respondent's competitive position, provided the Respondent identified the information it considers to be a trade secret and explains how disclosure would cause harm to the Respondent's competitive position.

4.12 Indemnification

The Respondent shall defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Respondent, its agents or employees, the provision of any products by the Respondent, its agents or employees, arising from any act, omission or negligence of the Respondent, its agents or employees, or arising from any breach or default by the Respondent, its agents or employees under the Agreement resulting from this RFP. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Respondent.

4.13 Insurance Requirements

The Respondent shall procure and maintain at their own expense until final completion of the work covered by the Contract, insurance for liability for damages imposed by law of the kinds and in the amounts hereinafter provided, issued by insurance companies authorized to do business in the State of New York, covering all operations under the Contract whether performed by the Respondent or by their subcontractors.

The successful Respondent shall furnish to the County a certificate or certificates of insurance in a form satisfactory to the County Attorney showing that he has complied with all insurance requirements set forth in the contract for services, that certificate or certificates shall provide that the policies shall not be changed or canceled until thirty (30) days written notice has been given to the County. Except for Workers' Compensation Insurance, no insurance required herein shall contain any exclusion of municipal operations performed in connection with the Contract resulting from this proposal solicitation. The kinds and amounts of insurance are as follows:

A. WORKERS' COMPENSATION AND DISABILITY INSURANCE: A policy covering the operations of the Respondent in accordance with the provisions of Chapter 41 of the Laws of 1914, as amended, known as the Workers' Compensation Law, covering all operations under contract, whether performed by them or by their subcontractors. The Contract shall be void and of no effect unless the person or corporation making or executing same shall secure compensation coverage for the benefits of, and keep insured during the life of said Contract, such employees in compliance with the provisions of the Workers' Compensation Law known as the Disability Benefits Law (chapter 600 of the Laws of 1949) and amendments hereto.

B. LIABILITY AND PROPERTY DAMAGE INSURANCE issued to the Respondent naming Monroe County as an additional insured, and covering liability with respect to all work performed by him under the Contract. The minimum limits for this policy for property damage and personal injury shall be $1,000,000 per occurrence and $3,000,000 aggregate covered under liability and damage property. All of the following coverage shall be included:

Comprehensive Form
Premises-Operations
Products/Completed Operations
Contractual Insurance covering the Hold Harmless Provision
Broad Form Property Damage
Independent Respondents
Personal Injury

C. CONTRACTOR'S PROTECTIVE LIABILITY INSURANCE issued to the Respondent and covering the liability for damages imposed by law upon the said Respondent for the acts or neglect of each of his subcontractors with respect to all work performed by said subcontractors under the Contract.

D. PROFESSIONAL LIABILITY INSURANCE covering errors and omissions of the Respondent with minimum limits of $2,000,000 per occurrence and $3,000,000 aggregate coverage.

E. MOTOR VEHICLE INSURANCE issued to the Respondent and covering liability and property damage on the Respondent's vehicles in the amount of $1,000,000 per occurrence.

4.14 Proposal Certification

The Respondent must certify that all material, supervision, and personnel will be provided as proposed, at no additional cost above the proposal price. Any costs not identified and subsequently incurred by the County must be borne by the Respondent. This certification is accomplished by having the Proposal signed by an individual who has the authority to bind the Respondent.

APPENDIX A:

STANDARD MONROE COUNTY CONTRACT

The County contemplates that, in addition to all terms and conditions described in this RFP, final agreement between the County and the selected Respondent will include, without limitation, the terms contained in this Appendix A, Standard Monroe County Contract.

Respondents should note that, at a minimum, all the contractual provisions included in the sample contract herein will automatically be deemed part of the final Contract. Although such provisions will govern all proposals as submitted, the County may later amend such provisions. The sample contract is included so that all proposals will be governed by the same contractual terms

THIS AGREEMENT, made this ________ day of ______________, 20___, by and between MONROE COUNTY, a municipal corporation, with offices at 39 West Main Street, Rochester, New York 14614, hereinafter referred to as the "COUNTY", and ________________, with offices at ________________________, hereinafter referred to as the "CONTRACTOR".

WITNESSETH:

WHEREAS, the County is desirous of obtaining the services of the CONTRACTOR to perform the scope of work set forth in Section l hereof, and

WHEREAS, the COUNTY issued a Request for Proposal ("RFP") on _________________, and

WHEREAS, the CONTRACTOR has submitted a proposal to perform the requested services, and

WHEREAS, the County Legislature of the County of Monroe by Resolution No. Of 20____, authorized the County Executive, or her designee, to enter into a contract for services as hereinafter described, and

WHEREAS, the CONTRACTOR is willing, able, and qualified to perform such services,

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth the parties hereto mutually agree as follows:

I. SCOPE OF SERVICES

The Contractor shall perform the following services for the County:

A.

B.

II. TERM OF CONTRACT

The term of this Agreement shall be for the period of __________ through ______________.

This Agreement shall remain in effect for the period specified above, unless it is terminated by either party hereto, upon ____30______ day's prior written notice sent by registered or certified mail to the County's ____________Director or the Contractor. This notice shall be sent to the respective party at the addresses first above set forth or at such other address as specified in writing by either party. Upon termination of this Agreement, the Contractor shall have no further responsibility to the County or to any other person with respect to those services specified in this Agreement. Upon termination of this Agreement, the County shall be obligated to pay the Contractor for services only performed through the date of termination. Following such payment, the County shall have no further obligations to the Contractor under this Agreement.

III. PAYMENT FOR SERVICES

The County agrees to pay the Contractor, and the Contractor agrees to be paid, a sum in full satisfaction of all expenses and compensation due the Contractor not to exceed ___________________________________ ($__________).

Payment by the County for the sum(s) herein contracted for shall be made upon the submission of properly executed Monroe County claim vouchers, supported with such information and documentation necessary to substantiate the voucher, approved by the County's Director of ________________________, or by his/her designee, and audited by the Controller of the County.

The County may audit records relating to expenses for services provided by the Contractor pursuant to this Agreement at any time during this Agreement and through and including twelve (12) months following this Agreement.

The Contractor shall prepare and make available such statistical and financial service and other records requested by the County. These records shall be subject at all reasonable times to inspection, review or audit by the County, the State of New York and other personnel duly authorized by the County. These records shall be maintained for the period set forth in the State regulations.

IV. AMENDMENTS

This Agreement may be modified or amended only in writing duly executed by both parties. Any modification or amendment shall be attached to and become part of this Agreement. All notices concerning this Agreement shall be delivered in writing to the parties at the principal addresses as set forth above unless either party notifies the other of a change in address.

V. INSURANCE

The Contractor will at its own expense, procure and maintain a policy or policies of insurance during the term of this Agreement. The policy or policies of insurance required are standard Workers' Compensation and Disability Insurance, if required by law; professional liability and general liability insurance (including, without limitation, contractual liability) with single limits of liability in the amount of $1,000,000 per occurrence, and $3,000,000 aggregate coverage; automobile liability insurance in the amount of $1,000,000 with a minimum of $1,000,000 each occurrence, bodily injury, and property damage. Original certificates evidencing such coverage and indicating that such coverage will not be cancelled or amended in any way without thirty (30) days prior written notice to the County, shall be delivered to the County before final execution of this Agreement and original renewal certificates conforming to the requirements of this section shall be delivered to the County at least sixty (60) days prior to the expiration of such policy or policies of insurance. The Contractor's general liability insurance shall provide for and name Monroe County as an additional insured. All policies shall insure the County for all claims arising out of the Agreement. All policies of insurance shall be issued by companies in good financial standing duly and fully qualified and licensed to do business in New York State or otherwise acceptable to the County.

If any required insurance coverage contain aggregate limits or apply to other operations of the Contractor, outside of those required by this Agreement, the Contractor shall provide Monroe County with prompt written notice of any incident, claims settlement, or judgment against that insurance which diminishes the protection of such insurance affords Monroe County. The Contractor shall further take immediate steps to restore such aggregate limits or shall provide other insurance protection for such aggregate limits.

VI. INDEMNIFICATION

The Contractor shall defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against all liability, damages, costs or expenses, causes of actions, suits, judgments, losses, and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, its agents or employees, the provision of any products by the Contractor, its agents or employees, arising from any act, omission or negligence of the Contractor, its agents or employees, or arising from any breach or default by the Contractor, its agents or employees under the Agreement resulting from this RFP. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

VII. INDEPENDENT CONTRACTOR

For the purpose of this Agreement, the Contractor is and shall in all respects be considered an independent contractor. The Contractor, its individual members, directors, officers, employees and agents are not and shall not hold themselves out nor claim to be an officer or employee of Monroe County nor make claim to any rights accruing thereto, including, but not limited to, Workers' Compensation, unemployment benefits, Social Security or retirement plan membership or credit.

The Contractor shall have the direct and sole responsibility for the following: payment of wages and other compensation; reimbursement of the Contractor's employees' expenses; compliance with Federal, state and local tax withholding requirements pertaining to income taxes, Workers' Compensation, Social Security, unemployment and other insurance or other statutory withholding requirements; and all obligations imposed on the employer of personnel. The County shall have no responsibility for any of the incidences of employment.

VIII. TITLE TO WORK

A. The title to all work performed by the Contractor and any unused materials or machinery purchased by the Contractor with funds provided by the County in order to accomplish the work hereunder shall become legally vested to the County upon the completion of the work required under this Agreement. The Contractor shall obtain from any subcontractors and shall transfer, assign, and/or convey to Monroe County all exclusive, irrevocable, or other rights to all work performed under this Agreement, including, but not limited to trademark and/or service mark rights, copyrights, publication rights, distribution rights, rights of reproduction, and royalties.

B. No information relative to this Agreement shall be released by the Contractor or its employees for publication, advertising or for any other purpose without the prior written approval of the County. The Contractor hereby acknowledges that programs described herein are supported by this Agreement by the County and the Contractor agrees to state this fact in any and all publicity, publications and/or public information releases.

IX. EXECUTORY NATURE OF CONTRACT

This Agreement shall be deemed executory only to the extent of the funding available and the County shall not incur any liability beyond the funds annually budgeted therefore. The County may make reductions in this Agreement for the loss/reduction in State Aid or other sources of revenues. If this occurs, the Contractor's obligations regarding the services provided under this Agreement may be reduced correspondingly.

X. NO ASSIGNMENT WITHOUT CONSENT

The Contractor shall not, in whole or in part, assign, transfer, convey, sublet, mortgage, pledge, hypothecate, grant any security interest in, or otherwise dispose of this Agreement or any of its right, title or interest herein or its power to execute the Agreement, or any part thereof to any person or entity without the prior written consent of the County.

XI. FEDERAL SINGLE AUDIT ACT

In the event the Contractor is a recipient through this Agreement, directly or indirectly, of any funds of or from the United States Government, Contractor agrees to comply fully with the terms and requirements of Federal Single Audit Act [Title 31 United States Code, Chapter 75], as amended from time to time. The Contractor shall comply with all requirements stated in Federal Office of Management and Budget Circulars A- 102, A-110 and A-133, and such other circulars, interpretations, opinions, rules or regulations that may be issued in connection with the Federal Single Audit Act.

Of the amount specified in Section ___ of this Agreement, ___________________________________ ($______) of such amount or ______________(____%) of such amount, is being passed-through the County from the United States Government under the following:

Award Name:

Award Number:

Award Year:

Name of Federal Agency:

Catalog of Federal Domestic
Assistance (CFDA) Number:

The Award [ ] is [ ] is not related to Research and Development.

If on a cumulative basis the Contractor expends Five Hundred Thousand and no/100 Dollars ($500,000.00) or more in federal funds in any fiscal year, it shall cause to have a single audit conducted, the Data Collection Form (defined in Federal Office of Management and Budget Circular A-133) shall be submitted to the County; however, if there are findings or questioned costs related to the program that is federally funded by the County, the Contractor shall submit the complete reporting package (defined in Federal Office of Management and Budget Circular A-133) to the County.

If on a cumulative basis the Contractor expends less than Five Hundred Thousand and no/100 Dollars ($500,000.00) in federal funds in any fiscal year, it shall retain all documents relating to the federal programs for three (3) years after the close of the Contractor's fiscal year in which any payment was received from such federal programs.

All required documents must be submitted within nine (9) months of the close of the Contractor's fiscal year end to:

Monroe County Internal Audit Unit
401 County Office Building

39 West Main Street
Rochester, New York 14614

The Contractor shall, upon request of the County, provide the County such documentation, records, information and data and response to such inquiries as the County may deem necessary or appropriate and shall fully cooperate with internal and/or independent auditors designated by the County and permit such auditors to have access to, examine and copy all records, documents, reports and financial statements as the County deems necessary to assure or monitor payments to the Contractor under this Agreement.

The County's right of inspection and audit pursuant to this Agreement shall survive the payment of monies due to Contractor and shall remain in full force and effect for a period of three (3) years after the close of the Contractor's fiscal year in which any funds or payment was received from the County under this Agreement.

XII. RIGHT TO INSPECT

Designated representatives of the County shall have the right to monitor the provision of services under this Agreement which includes having access at reasonable times and places to the Contractor's employees, reports, books, records, audits and any other material relating to the delivery of such services. The Contractor agrees to maintain and retain all pertinent records related to this Agreement for a period of ten (10) years after final payment.

XIII. JOB OPENINGS

The Contractor recognizes the continuing commitment on the part of Monroe County to assist those receiving temporary assistance to become employed in jobs for which they are qualified, and the County's need to know when jobs become available in the community.

The Contractor agrees to notify the County when the Contractor has or is about to have a job opening within Monroe County. Such notice shall be given as soon as practicable after the Contractor has knowledge that a job opening will occur. The notice shall contain information that will facilitate the identification and referral of appropriate candidates in a form and as required by the Employment Coordinator. This would include at least a description of conditions for employment, including the job title and information concerning wages, hours per work week, location and qualifications (education and experience.)

Notice shall be given in writing to:

Employment Coordinator
Monroe County Department of Human Services
Room 535
691 St. Paul St.
Rochester, New York 14605

Fax:	(585) 753-6322
Telephone:	(585) 753-6308

The Contractor recognizes that this is an opportunity to make a good faith effort to work with Monroe County for the benefit of the community. Nothing contained in this provision, however, shall be interpreted as an obligation on the part of the Contractor to employ any individual who may be referred by or through the County for job openings as a result of the above notice. Any decisions made by the Contractor to hire any individual referred by or through the County shall be voluntary and based solely upon the Contractor's job requirements and the individual's qualifications for the job, as determined by the Contractor.

XIV. NON-DISCRIMINATION

The Contractor agrees that in carrying out its activities under the terms of the Agreement that it shall not discriminate against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, sex or national origin, and that at all times it will abide by the applicable provisions of the Human Rights Law of the State of New York as set forth in Section 290-301 of the Executive Law of the State of New York.

XV. CONTRACTOR QUALIFIED, LICENSED, ETC.

The Contractor represents and warrants to the County that it and its employees is duly and fully qualified under the laws of the state of its incorporation and of the State of New York, to undertake the activities and obligations set forth in this Agreement, that it possesses as of the date of its execution of this Agreement, and it will maintain throughout the term hereof, all necessary approvals, consents and licenses from all applicable government agencies and authority and that it has taken and secured all necessary board of directors and shareholders action and approval.

XVI. CONFIDENTIAL INFORMATION

A. For the purpose of this Agreement, "Confidential Information" shall mean information or material proprietary to the County or designated as "Confidential Information" by the County, and not generally known by non-County personnel, which Contractor may obtain knowledge of or access to as a result of a contract for services with the County. The Confidential Information includes, but is not limited to, the following types of information or other information of a similar nature (whether or not reduced to writing): methods of doing business, computer programs, computer network operations and security, finances and other confidential and proprietary information belonging to the County. Confidential Information also includes any information described above which the County obtained from another party which the County treats as proprietary or designates as Confidential Information, whether or not owned or developed by the County. Information publicly known and that is generally employed by the trade at the time that Contractor learns of such information or knowledge shall not be deemed part of the Confidential Information.

1. **Scope of Use**

   a. Contractor shall not, without prior authorization from Monroe County, acquire, use or copy, in whole or in part, any Confidential Information.

   b. Contractor shall not disclose, provide or otherwise make available, in whole or in part, the Confidential Information other than to those employees of Contractor who have executed a confidentiality agreement with the County, have a need to know such Confidential Information, and who have been authorized by Monroe County to receive such Confidential Information.

   c. Contractor shall not remove or cause to be removed, in whole or in part, from County facilities, any Confidential Information, without the prior written permission of Monroe County.

   d. Contractor shall take all appropriate action, whether by instruction, agreement or otherwise, to insure the protection, confidentiality and security of the Confidential Information and to satisfy its obligations under this Confidentiality Agreement.

2. **Nature of Obligation**

   a. Contractor acknowledges that the County, because of the unique nature of the Confidential Information, would suffer irreparable harm in the event that Contractor breaches its obligation under this Agreement in that monetary damages would be inadequate to compensate the County for such a breach. The parties agree that in such circumstances, the County shall be entitled, in addition to monetary relief, to injunctive relief as may be necessary to restrain any continuing or further breach by Contractor, without showing or proving any actual damages sustained by the County.

XVII. GENERAL PROVISIONS

This Agreement constitutes the entire Agreement between the County and the Contractor and supersedes any and all prior Agreements between the parties hereto for the services herein to be provided. The Agreement shall be governed by and construed in accordance with the laws of New York State without regard or reference to its conflict of law principles.

XVIII. FEDERAL, STATE AND LOCAL LAW AND REGULATIONS COMPLIANCE

Notwithstanding any other provision in this Agreement, the Contractor remains responsible for ensuring that any service(s) provided pursuant to this Agreement complies with all pertinent provisions of Federal, State and local statutes, rules and regulations.

XIX. USAGE OF COMPUTER AND ELECTRONIC EQUIPMENT

The Contractor acknowledges and agrees that usage of any computer hardware, computer software and/or electronic equipment used in the course of carrying out duties under this Agreement will be governed by all applicable laws, rules and regulations, including County policies and procedures.

XX. MISCELLANEOUS

The Contractor agrees to comply with all confidentiality and access to information requirements in Federal, State and Local laws and regulations.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the last day and year written below.

COUNTY OF MONROE

By______________________________
Maggie Brooks
County Executive

CONTRACTOR

By______________________________

Name:

Title:

____
Contractor's Federal ID Number or
Social Security Number

State of New York)
) ss:
County of Monroe)

On the ____ day of __________ in the year ______ before me, the undersigned, a Notary Public in and for said State, personally appeared MAGGIE BROOKS, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signatures on the instrument, the individual(s), or the person upon behalf of which the individual acted, executed the instrument.

____
Notary Public

State of New York)
) ss:
County of Monroe)

On the ____ day of __________ in the year ______ before me, the undersigned, a Notary Public in and for said State, personally appeared _________________________, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signatures(s) on the instrument, the individuals(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

____
Notary Public

CONTRACT APPENDIX A
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND RESPONSIBILITY

The undersigned certifies, to the best of his/her knowledge and belief, that the Contractor and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

2. Have not within a three-year period preceding this transaction/application/proposal/ contract/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 2 of this certification; and

4. Have not within a three-year period preceding this transaction/ application/proposal/contract/agreement had one or more public transactions (Federal, State or local) terminated for cause or default.

Date: ______________ ______________________________
[Print Name of Contractor]

By: ________________________
[Print Signature]

____
[Print Name]

____
[Print Title/Office]