



## Jefferson Transit Authority

63 4 Corners Road, Port Townsend, WA 98368  
(360) 385-3020, Fax: (360) 385-2321

# No: 2020-02

## REQUEST FOR PROPOSAL

In accordance with the following and in compliance with all applicable terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the Quote is accepted, to furnish items or services for the prices quoted and delivered or furnished to designated points within the time specified. It is further understood and agreed, with respect to all terms and conditions accepted by the Responder and Jefferson Transit Authority (JTA), that this Quote and accompanying attachments may, at JTA's discretion, serve as the basis of a subsequent service agreement or contract.

ISSUE DATE:	REQUEST NUMBER:	DESCRIPTION:	
01/06/2020	2020-02	Integrated Software	
DEPARTMENT:	RESPONSE DEADLINE (DATE/TIME):	CONTRACT ADMINISTRATOR	
Finance	01/31/2020 4:00 P.M.	Jayne Brooke	
Revision:	Date:	Brief Description:	Contact:
00		Original	Jayne Brooke

# JEFFERSON TRANSIT AUTHORITY

Request for Proposal  
for  
Integrated Software

## RFP 2020-02

Address questions regarding this RFP to:

Jayne Brooke

[jbrooke@jeffersontransit.com](mailto:jbrooke@jeffersontransit.com)

63 4 Corners Road  
Port Townsend, WA 98368  
(360) 385-3020 ext. 110

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1. **GENERAL:**

Jefferson Transit Authority (JTA), a public transportation provider formed under RCW 36.57, is requesting Proposals from vendors who can design, supply, implement and provide ongoing support for an integrated Financial/Business Management (ERP) software system. This system will replace existing applications that are not integrated and require extensive manual interfaces. For purposes of this RFP, the system will include the following elements:

- Core financial/accounting software

Preference will be given to systems including the following:

- Maintenance work order management software with capability to interface with RTA
- Fleet management software with capability to interface with RTA
- Operations scheduling software

JTA desires a vendor who has outstanding products, proven experience, an accommodating implementation plan, the ability to train users, the ability to provide customer service and can demonstrate the financial stability and resources necessary to support the installed software.

JTA will be the sole judge as to which proposal best suits the requirements for this system. This request for proposals is intended to be part of a competitive bidding process. Although cost is an important consideration in this proposal, in accordance with RCW 39.04.270, JTA is not required to purchase software based solely upon the lowest bid. Any agreement will be subject to JTA Authority Board approval.

JTA reserves the right to accept or reject in part or in entirety any or all proposals received as a result of this request. Any decisions by JTA shall be final and conclusive.

Respondents will not be reimbursed for any costs that they incur in preparing their RFP responses.

JTA is a public agency and as such is subject to the Public Records Act. Any information provided in response to this RFP may be subject to public disclosure if requested through a written public disclosure request.

It is incumbent upon the respondents to independently confirm the accuracy of all information contained within this RFP.

All inquiries concerning this RFP should be directed to the Grants & Procurement Coordinator:

Jayne Brooke  
Jefferson Transit Authority  
63 4 Corners Road  
Port Townsend, WA 98368  
(360) 385-3020 x 110

Responses should be mailed to the above address or sent electronically to the Grant & Procurement Coordinator at [jbrooke@jeffersontransit.com](mailto:jbrooke@jeffersontransit.com). Please submit five copies if submitted in hardcopy form.

In the event that clarification regarding the understanding of the requirements and instructions specified by JTA is necessary, vendors should contact the Grants & Procurement Coordinator in writing or by email prior to the submission of their proposals. The final cut off time and date for questions will be 4:00 p.m. on . All questions concerning this RFP are to be emailed to the Grants & Procurement Coordinator at [jbrooke@jeffersontransit.com](mailto:jbrooke@jeffersontransit.com). Any oral

communications from the Grants & Procurement Coordinator will be considered unofficial and non-binding by JTA. Vendors should rely only upon written statements issued by the RFP Coordinator.

2. **BACKGROUND:** JTA began revenue service in eastern Jefferson County in May, 1981 and along the Pacific Coast in January, 1995. JTA provides a variety of public transportation services that include fixed-route, route deviated, demand response and vanpool with both regional and intercity bus connections.

For 2019, JTA has a capital budget of 2.3 million and annual operating expenses of 5.3 million.

The accounting policies of JTA conform to generally accepted accounting principles (GAAP) as applied to proprietary funds of governmental units. JTA uses the modified accrual basis of accounting. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. JTA uses the Washington State Budgeting, Accounting, and Reporting System (BARS).

3. **PROPOSAL SUBMISSIONS:** All submissions become property of JTA and will not be returned. All conditions contained in this RFP are considered accepted by the vendor in any proposal submitted. The accepted proposal will become part of the formal contract and will be included as an attachment to the contract.

The proposal pricing must remain in effect for at least one hundred and twenty (120) days after the date of submission.

Proposals having any erasures or corrections thereon may be rejected unless explained or noted over the signature of the proposer.

Vendors shall submit proposals on company letterhead and be signed with an authorized signature. Proposals by a partnership should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed in either case by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice president, or other person authorized to bind the corporation to the proposal specifications and pricing. By signing this proposal, the undersigned hereby acknowledges that they are authorized and duly bound to execute this document on behalf of the company and that his/her signature is binding on the company.

Proposals shall be placed in plain, sealed envelopes, marked: **JEFFERSON TRANSIT AUTHORITY SOFTWARE PROPOSAL**

Proposals shall include the following sections:

- a. **Technical response:** Provide a detailed technical description of the Vendor solution, including detailed information on software capabilities, and how it will effectively meet the requirements outlined in this RFP.
- b. **Vendor experience and qualifications:** Provide an evaluation based upon the vendor's previous successful implementation of similar integrated systems. Reference and contact information must be included. References will be checked.
- c. **Installation, testing, training, activation, service and warranty:**
  - Provide a written, detailed implementation plan describing how and when the software will be installed. Include training, a chronological time table, sequence of installation, data migration, integration of applications and required interfaces.
  - The vendor shall provide a copy of their proposed Agreement and related software license, written 365 day warranty, and ongoing maintenance plan. The warranty shall warrant complete installation of the

**REQUEST FOR PROPOSAL**

software to be free from defects in materials and workmanship for a period of not less than 365 days, commencing on client acceptance of the installation.

- The vendors will submit pricing for 24/7 remote help desk software support and software warranty broken out separately for years 2 through 5.

- d. **Cost:** Proposal shall include the full price for the system, including detailed pricing of labor rates and anticipated man-hours; per diem rates and quantity; travel rates and quantity; expenses; all software listed out; cost of services, etc. Prices shall include delivery, installation, data migration and acceptance testing. The Proposal shall include an allocation for the appropriate sales and use tax. Washington State Sales Tax within Jefferson County is 9%.

Proposals shall include the following information:

- a. Pricing Information: Include the pricing for each application included in your proposal and the applicable basis for pricing (per seat, installation etc.).
  - Core accounting/financial software.
  - Maintenance work order software with ability to interface with RTA
  - Fleet management software with ability to interface with RTA
- b. Software Installation:
  - Describe any software installation support that is included at no additional cost to JTA
  - Describe additional vendor software installation support that can be purchased for additional cost.
- c. Maintenance / Backup / Security
  - Describe maintenance support that is included in the software pricing at no additional cost to JTA.
  - Describe the cost of optional maintenance contracts that would be available for purchase.
  - Describe the costs of future upgrades to the proposed software.
  - Describe the cost of any annual renewals and what they cover.
  - Explain backup features and processes for the applications.
  - Explain security features and processes for the applications.
- d. Documentation:
  - Describe the documentation provided by the vendor at no additional charge under the terms of this proposal.
  - Describe the costs for any additional documentation which may be required by JTA.
  - Describe any costs associated with ongoing documentation maintenance.
- e. Implementation:
  - Describe in detail the level of support and expiration date of support to be provided by vendor at no costs to JTA through system implementation.
  - Describe vendor support available throughout the course of system implementation and schedule of rates and services.
  - Detail an installation schedule based on your experience. Include all major tasks.
  - Describe conversion tool(s) if applicable, and a brief functional overview.
  - Describe the methodology of migrating historical data to the new system.
- f. Training:
  - Describe any training that is included at no additional cost to JTA.
  - Describe available courses and the location of training facilities.
  - Describe any training services available for additional cost.
- g. Third Party Software:
  - Describe any recommended or proposed software and associated costs.
  - If proposal includes integration with other applications, describe design of interfaces and indicate if an interface engine or other software is required.

- Explain how software updates are distributed.
  - If proposal includes Software as a Service/cloud based implementation, describe the pricing structure.
- h. Other:
- Describe any other costs not discussed above.

**PROPOSAL EVALUATION**

Each proposal will be scored independently by the members of an evaluation committee. The comparison tables included in the Appendix of this document will be used in the evaluation of each proposal. Once all of the responses have been scored, the committee will compare scores and rank the proposals according to their value to JTA. JTA will schedule software demonstrations for the top scoring vendors according to timeline below. JTA reserves the right to require the vendor to submit evidence of qualifications as it may deem necessary. This evidence may concern financial, technical or other qualifications. The value of the proposals will be rated in each of the categories listed below.

1. System Capability: Evaluation based on meeting the requirements as set forth in the attached requirements.
2. Vendor’s Experience: Evaluation based on the vendor’s previous successful implementation of similar integrated systems.
3. Installation, integration, testing, training, service and warranty: Evaluation based on the implementation plan, time line, user training plans and required maintenance.
4. Cost: Evaluation based on the overall software cost, services costs and annual maintenance contract costs.

JTA reserves the right to refuse any respondent who does not meet the requirements of this RFP or has had an agreement or contract canceled or threatened to be canceled due to failure to perform or for illegal activity.

**AMENDMENTS**

JTA may amend, in whole or in part, any terms or provisions of this RFP prior to the RFP closing time. Amendments will be in writing and will be provided to the recipients of the Request for Proposal. The final professional services agreement will require approval by the Jefferson Transit Authority Board.

**PROJECT TIMELINE**

JTA intends to procure the software in accordance with the following schedule. JTA reserves the right to modify any part of this schedule, as necessary. JTA will entertain recommendations regarding its planned schedule for implementing the new system. At least three months of running the new applications in parallel with the old applications is desired before final cut-over to the new software on July 1, 2020.

01/06/2020	RFP Issue Date
01/06/2020 through 01/24/2020	Question and Answer Time Frame
01/31/2020 by 4:00 P.M. PST	Qualifications Due
02/03/2020 through 02/28/2020	Software Demonstrations
03/31/2020	Contract Award

**CURRENT SYSTEM OVERVIEW**

Great Plains is JTA’s current core accounting system. Functionality includes invoicing, accounts receivable, accounts payable, cash receipting, general ledger and bank reconciliations.

Payroll is currently outsourced to Paychex. The current software is a web based application. A summary journal entry is prepared and entered into Great Plains.

Ronald Turley Associates (RTA) is JTA's fleet maintenance work order system which contains labor hours, labor costs, equipment hours, equipment costs and material costs.

Budgets are prepared using Excel spreadsheets. Once a budget has been approved it is manually uploaded into Great Plains. Budget transfers through the year are entered manually into Great Plains as they are approved.

Grant management is done through Excel spreadsheets. Information from the general ledger is manually entered into various spreadsheets by accounting for project managers.

### **SCOPE OF SERVICES**

General: The services JTA is seeking through this RFP include the following:

1. Provide software to include the following applications:
  - Core financial/accounting software
2. Provide services by experienced staff and experts to fully integrate each application with the core financial/accounting software.
3. Provide services by experienced staff and experts to develop and execute an implementation plan for the entire system, to include migration of historical data to the new system.
4. Provide services by experienced staff and experts to demonstrate the stability of the installation through testing, training and final acceptance.

It is of the utmost importance that the vendor proposal to replace the existing components of the core and supplemental applications provide robust integration to minimize redundant data and duplicate data-entry. If the vendor solutions spans various platforms and/or databases, seamless integration of functionality and data is vital.

### **BUSINESS REQUIREMENTS**

Specific business requirements for each application are outlined below.

#### **General**

Critical:

- To the greatest extent practical, commercial-off-the-shelf software should be used.
- A single product that can provide the functionality of more than one application would be considered.
- Ideally, data would be stored in a single database.
- Elimination of duplicate entry between applications.
- Minimal lag time between application updates to the core financial system.
- Transaction tracking by User ID.
- Ability to query/search/sort on any field.

#### **Finance/Accounting Requirements**

- A/P, A/R, Cash Receipts, G/L, Fixed Assets, Cash Management and Purchase Order modules.
- Payroll system interface. The current payroll system is Paychex. An alternative outsourced payroll service system would be considered. Ability to have online access to paystubs, W2's preferable.
- All fields, including memo fields, must be reportable.
- Flexible reports that can be edited by finance users, including ability to report on memo fields.
- Robust A/R functionality including ability to search for and report on data items such as amounts or check numbers.
- Ability to archive inactive or temporary customers.
- Budgeting/Forecasting capability.

**REQUEST FOR PROPOSAL****Maintenance Requirements**

- The ability to attach time and materials from work orders to G/L accounts and equipment/asset numbers.
- Ability to track budget status.

**Operations Requirements**

- Customer comment input and tracking
- Ability for operators to report events by computer
- Online schedule confirmation for Extraboard drivers to find their start and end time for scheduled shifts
- Ability to view available time off and submit leave requests (to include ability to do annual vacation bid online)
- Ability for drivers to view excluded passengers
- Notifications of route deviations
- Software ability to interface with RouteMatch and ReMix softwares.=

**HARDWARE SPECIFICATIONS**

JTA will provide and manage all server hardware, client hardware and network connectivity. ERP software must be fully compatible with a Windows environment on both the server and client side. Software must be compatible with off-the-shelf hardware (examples provided below).

Servers will meet the following requirements as a minimum:

- Make – Dell (or approved equivalent).
- Model – PowerEdge R720 (or approved equivalent).
  - Dual Intel Xeon processors (minimum).
  - 32GB Memory (64GB+ if running virtual servers).
  - 15K SAS Hard Drives with RAID.
  - Dell iDRAC7 Enterprise
- Operating System – Microsoft Windows Server 2012 64-bit (minimum).
  - Compatible fully with Microsoft Hyper-V.

Workstations will meet the following minimum requirements:

- Make – Dell
- Model Optiplex 9010 Small Form Factor (SFF) (or approved equivalent).
  - 4 year Dell ProSupport with 4 year NBD on-site service.
  - 3<sup>rd</sup> Generation Intel Core i7 Processor.
  - 16GB Memory (minimum).
  - 1GB Graphics Card.
  - 500GB 7200rpm SATA Disk.
  - Operating System – Microsoft Windows 10 Professional 64-bit (minimum).



**COMPARISON TABLES**

Please complete the following tables as part of your response. Indicate in the "Response" column whether or not your proposed application contains the evaluation criteria requirement. Enter "Y" if the item is included as part of the standard system package. Enter "N" if the item is not available. Enter "M" if the system requires modifications to meet this specification. Enter the appropriate comment where requested.

Application	Evaluation Criteria	Response
<b>System Environment</b>		
	Does the software include password protection for standard access?	
	Can application access be restricted by password?	
	Is file recovery after system failure automatic?	
<b>General Ledger</b>		
	Is data processed in real time or through batch processing?	
	Can information be exported to other systems such as Excel or Access?	
	Does the software allow for the retention of an unlimited number of years of detail data?	
	Does the system have an online help function?	
	Is there an interface from online banking cash management for bank reconciliations?	
	Does the system allow centralized account management?	
	Are users restricted from access to applications not within their authority?	
	Does the software provide for a fully featured general ledger system that provides a complete update interface to AP, AR, cash receipting, budget preparation, fixed assets, work orders and purchasing?	
	Does the software accommodate GASB requirements?	
	Can multiple periods be open at the same time?	
	Will the software allow posting to future periods?	
	Will the software allow posting to prior periods?	

	Does the software provide for automatic allocation of transactions by dollars or units?	
	Does the software provide for automatic allocation of transactions by percentages?	
	Does the software provide for automatic distribution of transaction amounts with flexible different general ledger accounts?	
	Does the software have lookup tables for companies, accounts, journals, etc.?	
	Does the software allow automatic account additions during transaction entry?	
	Are account numbers verified at transaction entry?	
	Does the software support automatic repeating and reversing entries?	
	Does the software support prior period adjustments with automatic history file update?	
	Does the software continuously update transaction entry balances?	
	Is there continuous display of the last transaction entered?	
	Does the software support automatic "roll-up" to main accounts for financial statements?	
	Can entries be reversed and deleted automatically?	
	Will the software allow an unlimited number of journal entries?	
	Is there an online approval process for journal entries?	
	Does the software support online screen inquiries including unlimited history?	
	Does the software lock the prior year after year-end close so inadvertent changes cannot be made?	
	Does the software support the Washington State Budgeting and Reporting System (BARS)?	
	Does the software allow online notes to accounts?	
<b>Chart of Accounts</b>		
	Does the software provide more than 11 characters in length for chart of account structure?	
	Does the Chart of Accounts support combining two or more accounts?	
	Does the software provide more than 5 account segments?	

	Can you sort and report by each segment?	
	Can the chart be exported to, or imported from a spreadsheet?	
	Can the chart be copied for rapid creation of additional companies, cost centers, departments and accounts?	
	Can the chart be changed with automatic date conversion?	
	Are accounts numeric or alphanumeric?	
	Can accounts be tagged as active or inactive?	
	Does software allow for deleting of accounts with activity?	
<b>Journals</b>		
	Can journal entries be imported from Excel?	
	Do journal entries have to be in balance to be posted?	
	Can out of balance journal entries be saved for later posting?	
	Can journal entries be reversed automatically?	
	Can the software post zero dollar journal entries?	
	Can the software post to closed or inactive accounts?	
	Does the software support auto-fill journal entry number?	
	Are there an unlimited number of characters in description field?	
	Does the software allow posts to accounts that are over budget?	
	Can recurring journal entries be created?	
	Does the software support transaction batch reports by batch number or by range of dates?	
	Does the software support consolidated journals?	
	Is there a consolidated current-period general ledger?	
	Are there online current year and prior year annual detail ledgers?	
<b>Inquiry</b>		
	Can the software look up accounts by any account segment(s)?	
	Can the software look up accounts by account description?	
	Can the software look up accounts by date range?	

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	Can the software look up accounts by journal names?	
	Can the software look up and report on account balances for multiple fiscal years?	
	Does the software require you to type in the entire account number for lookup or does the system provide for shortcuts?	
	Can the software look up accounts in detail and summary?	
	Can the software look up budget vs. actual online, in detail and summary?	
	Does the software allow for drilling down from the G/L account level to the source document level?	
	Can the software drill-down across modules?	
<b>Accounts Payable</b>		
	Is data processed in real time or through batch processing?	
	Do menus have drill-down capabilities for detail?	
	Does the software assign vendor codes?	
	Does the software handle an unlimited number of accounts e.g. payment from different banks or accounts?	
	Does the software have online help function?	
	Is there a report writer for ad-hoc reporting?	
	Can the software support online paperless requisition and purchase orders, including online approval?	
	Does the software track 1099s by vendor?	
	Does software support temporary vendors?	
	Can the software print 1099s at year end?	
	Will the software track user defined vendor product and/or service codes?	
	Can you cancel invoices in the system?	
	Can invoices be cancelled before they are paid?	
	Can you cancel checks in the system?	
	Can checks be cancelled and invoices reopened for payment?	
	Does the software allow an unlimited number of vendors?	
	Does the software allow an unlimited number of years of history?	

	Will the software allow changes in both current and future periods?	
	Does the software support recurring entries?	
	How are duplicate payments prevented?	
	Does the software provide history drill-down by invoice, purchase order, account number, other user defined segments in the account number?	
	Does vendor screen information include contract limits?	
	Does the software have wire, ACH, and credit card payment options?	
	Does the software verify budget status prior to accepting a transaction?	
<b>Cash Receipts</b>		
	Is data processed in real time or through batch processing?	
	Do menus have drill-down capabilities for detail?	
	Is there an online help function?	
	Is there a report writer for ad-hoc reporting?	
	Can the software handle an unlimited number of accounts or transaction codes?	
	Does the software provide the ability to automatically generate late charges on a flat fee or percentage basis?	
	Does the software support the ability to mark accounts as cash-only to end-users?	
	Is there an option to mark accounts for "no late fees applied"?	
	Does the software support the ability to drill-down into details of outstanding charges, and choose which charges to apply payments?	
	Does the software provide online payment information?	
	Will the software allow for wire, ACH, and credit card payments to post automatically?	
<b>Accounts Receivable</b>		
	Does the software support multiple billing cycles?	
	Does the software allow an unlimited number of customers?	

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	Does the software allow unlimited number of rates per service?	
	Is there a report writer for ad-hoc reporting?	
	Does the software provide the ability to generate both invoices and statements (balance forward accounts)?	
	Are there an unlimited number of years of billing information?	
	Are account credit balances automatically applied to the following month's invoice?	
	Can recurring charges be set up?	
	Does the software support the ability to age balances for returned checks?	
	Does the software allow for invoices to be recurring over multiple periods?	
	Does the software support the ability to issue credit holds for no additional services?	
	Is there an automatic interface to and from cash receipts?	
	Does the software support unlimited customer history?	
	Does the software allow partial payments of invoices with detailed tracking?	
	Does the software support lookups by customer number, customer name or invoice number?	
	Does the software allow for entry and maintenance of collectors notes?	
	Does the software provide the ability to attach collection notes to invoices?	
	Is there a recurring invoices listing report?	
	Is there a collector notes report?	
	Is there a late charge listing report?	
	Does the software provide the ability to combine customer accounts?	
	Does the software allow reprinting of corrected invoices and statements?	
<b>Reporting</b>		
	Can a user report on current period and year-to-date balances?	
	Are flexible sub accounts or sub account groups reportable?	

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	Can the software consolidate a range of funds, by wildcards or by account groups?	
	Are there optional variances and/or history comparison reports?	
	Are there unlimited user-defined columns per sub accounts?	
	Can the user report on current period and/or year-to-date actual and history?	
	Can the user report on current period, YTD and/or annual budgets?	
	Can the user report on variances or remaining percents or dollars?	
	Can the user report on consolidations for a range of accounts, by wildcards or by account groups?	
	Does the software support the optional inclusion/exclusion of revenue?	
	Does the software support "Batching" of reports for later printing?	
	Does the software allow user-defined financial statements through menu selections?	
	Does the software support stored procedures for frequently used financial statement formats?	
	Does the software allow financial statement consolidation by company?	
	Does the software allow memorandum/description accounts for multiple financial statement description lines?	
	Does the software allow user-defined financial statement subtotaling capability?	
	Does the software support user-defined suppression of financial statement detail?	
	Does the software support optional reporting of account numbers and/or percentages on financial statements?	
	Does the software support ASCII text file interface to word processing programs?	
	Does the software support reports for multiple, overlapping fiscal years for any range of dates, and any range of sub accounts?	
	Is transaction detail preserved as long as desired?	
	Does the software support transaction detail reports for a range of dates?	

	Does the software support account inquiry for any range of accounts and any range of dates?	
	Does the software support reports for any range of funds, sub accounts, dates/fiscal years?	
	Does the software allow consolidated reports by wildcard selection of divisions, sub programs or locations?	
	Does the software allow statements of activities with comparisons to budgets by divisions and/or sub accounts?	
<b>Budget</b>		
	Does the software allow for budget amendments and maintain the original budget and an amended budget?	
	Does the software allow for more than five budget years?	
	Does the software allow for automatic percentage increase based on projections, budget amounts, account types, etc.?	
<b>Grants</b>		
	Does the software have a Grants module?	
	Does the project/grant ledger module require its own chart of accounts?	
	Can the system track projects/grants as part of the GL chart of accounts?	
	Can the project/grant ledger track detail information with summary postings to general ledger?	
	Is there the ability to close out and/or roll forward revenue and expense accounts at year end for cross fiscal year projects/grants?	
	Does the system require you to purge history files after certain number of years?	
	Does the software have the ability to restrict users based on task?	
	Does the software have the ability to restrict users based on account number?	
	Does the software have the ability to restrict users to "inquiry only" access?	
	Does the software have the ability to track grants by grant number?	
	Can the software lookup accounts by any project/grant?	



	Can the software generate reports by project/grant/grant number?	
	Can the software generate reports for any date range?	
	Can the software generate cross fiscal year reports?	
	Can access be restricted by project / grant for data entry?	
	Can access be restricted by project / grant for reporting?	
	Can access be restricted by project / grant for Inquiry?	

Application	Evaluation Criteria	Response
<b>Work Order</b>		
	Does the application support the ability to attach time and materials from work orders to G/L accounts, individual asset numbers and suite/buildings?	
	Does the application have the ability to track available maintenance workers and assign work orders to them?	
	Does the application provide for preventative maintenance scheduling?	
	Does the application support the ability to set priority levels on individual work orders?	
	Does the application allow old equipment to be identified as surplus?	
	How often can the application update to the accounting system?	
	Can other departments track the status of their work orders?	
	Does the application allow photographs to be attached to work orders?	