

PROFESSIONAL SERVICES AGREEMENT
NO. 2023-25

**COACHELLA VALLEY
WATER DISTRICT**

Finance Department - Procurement Division



**REQUEST FOR PROPOSALS 2023-25
FOR
ENTERPRISE RESOURCE PLANNING/UTILITY BILLING
PROCUREMENT AND SELECTION SERVICES
JULY 27, 2023**

**Proposals must be received by
2:00 p.m. local time on October 12, 2023 at:
www.planetbids.com
Electronic Submittal Only**

With this Request for Proposals (“RFP”), Coachella Valley Water District (“CVWD” or “District”) is requesting proposals (“Proposals”) from qualified consultants (“Respondents” or “Proposers”) for the following services:

Enterprise Resource Planning (ERP)/Utility Billing (UB) Procurement and Selection Services

The purpose of the Respondent’s Proposal is to demonstrate the qualifications, competence, and capacity of Respondent to perform the work or provide the services described in this RFP. The Proposal should demonstrate the qualifications of the Respondent and of the particular staff to be assigned to this project.

The successful Respondent will be expected to execute the Professional Services Agreement included with this RFP without significant modification of the terms. If an additional contract is required by the Respondent (e.g., Master Software Agreement) it should be included with the RFP response for the District’s review. Otherwise, the District’s Professional Services Agreement, attached hereto as Attachment “2,” will be the sole Agreement document utilized for contract negotiations.

1. Introduction

1.1 About Coachella Valley Water District.

CVWD provides domestic water, wastewater, recycled water, irrigation/drainage, regional stormwater protection and groundwater management services to a population of 290,000 throughout the Coachella Valley in Southern California. CVWD boundaries encompass an area of nearly 1,000 square miles. Most of this land is in Riverside County, but CVWD also extends into Imperial and San Diego Counties.

CVWD was formed in 1918 under the State Water Code provisions of the County Water District Act (Water Code § 30000 *et seq.*). A governing board of five members is elected from five general divisions for terms of four years each.

CVWD Administration and Operations offices are located at 75-515 Hovley Lane East, Palm Desert, California 92211. CVWD’s Coachella office is located at 51-501 Tyler Street, Coachella, California 92236.

Project Description.

CVWD has issued this RFP to solicit responses from qualified vendors offering the functionality and features identified herein to replace the District’s current Naviline financial and utility billing customer information system (CIS) which runs on an IBM iSeries. The District seeks a qualified firm with the experience, expertise, and qualifications to provide a proven, state-of-the-art, commercial-off-the-shelf (COTS) ERP solution, with a fully-integrated Utility billing/CIS, and Fleet management product set. Proposers must also include the modules necessary to support the District’s land management-related functions. The District recognizes while ERP systems have multiple options for defining billing calculations, it is possible the preferred ERP might not meet the related needs of CVWD. Thus, the District will consider proposals that include a best of breed UB/CIS system that is integrated with the ERP.

In addition, the proposed solution shall to the extent possible replace the functionality of existing third-party software systems currently in use by utility billing, finance, human resources/payroll, and others (as referenced in Section 7.4 Interoperability/System Interfaces of Attachment 1A) at the District, or else establish the necessary real-time, bi-directional interfaces with those existing systems as part of the project implementation.

1.2 Project Schedule.

CVWD intends to initiate this project on July 1, 2024, anticipating completion on June 30, 2029.

Respondents to this RFP must be able and willing to commit the necessary resources to complete the project within this timeframe.

2. Scope of Required Services

2.1 Summary of Services.

A detailed description of the required services and technical requirements described in the Scope of Services attached hereto as Attachment "1".

3. Schedule of Events

Estimated Timetable for Reviewing and Evaluating Proposals:

1.	RFP Release	July 27, 2023
2.	Mandatory Pre-Proposal Meeting RSVP is Required	August 14, 2023* All day event: 8:00am – 5:00pm
3.	Requests for Clarification/Questions	August 31, 2023 by 5:00pm
4.	Proposal Due Date	October 12, 2023 @ 2:00 pm
5.	Proposal Evaluations	October, 2023
6.	Anticipated Final Selection of top vendors	November, 2023
7.	Proof of Capabilities Demonstrations	Week of December 4th & 11th, 2023**
8.	Vendor Selection and Notification	January, 2024
9.	Contract Negotiations	February, 2024
10.	Award by Board of Directors	April, 2024
11.	Notice to Proceed	April, 2024

The dates listed above are estimates only and are subject to change at CVWD's sole discretion.

Mandatory Pre-Proposal Meeting:

8/14/2023* - In person attendance is required by at least one (1) member of the proposed solution/product, but no more than three (3) members total. Additional attendees may listen virtually. Questions shall only be taken from in-person attendees. This session may be recorded for future reference and internal use only by CVWD.

RSVP deadline to attend the Pre-Proposal meeting is **Wednesday, August 9th by 12:00pm PST**. Firms interested in attending the pre-proposal meeting must confirm their attendance via e-mail to John Miller at jmiller@cvwd.org. The confirmation must include who will be attending in person and a request for the Zoom meeting password (if needed). It is requested a single representative RSVP on behalf of the company they represent.

Meeting address for in-person attendance will be:

Coachella Valley Water District
Rummonds Training Room
51501 Tyler Street
Coachella, CA 92236

Zoom link:

<https://us02web.zoom.us/j/86376445864?pwd=cUh5OG41d1pydTntZWV1VS95b0FSdz09>

Meeting ID: 863 7644 5864

Password: Will be provided upon meeting RSVP and request

Please note, the Zoom meeting is limited to a maximum of 100 attendees. Admittance will be on a first come first serve basis.

Proof of Capabilities Demonstrations:

Weeks of 12/4/23 and 12/11/23** - Demonstration sessions may be conducted virtually with a facilitating member from the proposed solution/product in person. Demonstration sessions may be recorded for future reference and internal use only by CVWD.

Meeting address for proof of capabilities demonstrations will be:

75515 Hovley Lane East
Administration Building Training Room
Palm Desert, CA 92211

4. Proposal Requirements

4.1 Proposal Format.

Respondent's Proposal shall be clear, accurate, and comprehensive. Excessive or irrelevant materials will not be favorably received. Respondents are directed to make their Proposals as concise as possible. The Proposal shall be signed by an individual or individuals authorized to execute legal documents on behalf of the Respondent.

Proposals shall be submitted electronically through the PlanetBids website. Proposals shall include the following items and organized in the order specified below.

The following items shall be packaged into a single electronic file in ".pdf" format:

- (a) Table of Contents
- (b) Transmittal Cover Letter. Include Respondent's legal name, background, and contact person, including corporate office and local office address, city, state, zip code, telephone number, fax number, web site address, and e-mail address.
- (c) Executive Summary. Summarize the content of your firm's Proposal in a clear and concise manner. Proposals will only be accepted if submitted by a single

firm or entity. Proposals shall not be jointly submitted by two separate individuals or entities.

(d) Company Background. Provide a brief description of the Proposer's background. This section of the proposal should identify the following:

- i. Identify the location of headquarters, technical support, and field offices and the location of office(s) which would service the District during implementation and after go live.
- ii. Provide a general description of the Proposer's financial condition and identify any conditions (e.g., bankruptcy, pending litigation, planned office closures, impending merger) that may impede the Proposer's ability to provide all of the services listed in this RFP.
 - Upload and include as a separate attachment Proposer's financial statement (balance sheet and income statement) for its business that are dated no more than twelve (12) months prior to the date of the proposal submission and cover a period of at least one (1) year.
 - Financials should provide sufficient detail to assure the District that Proposer can support services being offered and as a Contractor the Proposer will not seek early payment for services delivered, expedited payments or checks delivered by any means other than regular mail.
- iii. Provide a brief overview of your company's business philosophy, mission statement, management structure, organizational chart, product lines (currently and in development), etc.
- iv. State the type of ownership of your company including the State and date of company incorporation, if applicable.
- v. Do you anticipate that your company will be acquired in the foreseeable future?
- vi. Is your company planning to acquire any other companies? If yes, please provide the names of the companies and the nature of the businesses.
- vii. Describe any other value-added services your company provides.

(e) Company Qualifications. Describe the Proposer's familiarity with public sector ERP/UB systems and associated business processes, and specific experience with the requirements of utility districts. Identify your existing client base including the number of existing clients using the version/release of the software being proposed. Specifically identify experience with similar sized California government agencies/special districts.

- (f) Personnel. Names and specific qualifications, experience, skill set fit, and appropriate licenses held, if applicable, of the primary staff to be assigned to the project.
- (g) Understanding of Project. A detailed description of Respondent's approach to the project (see Scope of Services).
- (h) References. Provide five (5) references regarding the Respondent's experience and performance performing similar services. Include the following information: (1) Organization contact name, phone number, e-mail address; and (2) Project size and description, if applicable, and description of services. Three of the five must be projects completed during the last three years; the District prefers references for California clients.
- (i) List of Representative Projects. List of representative projects undertaken by Respondent in the last 5 years demonstrating experience in implementing a proven, state-of-the-art, commercial-off-the-shelf (COTS) ERP solution, with a fully integrated best of breed Utility Billing/CIS and addressing every other category listed in the project scope of services.
- (j) Proposed Solution. The Proposer should describe the proposed solution addressing the following subjects:
 - i. Name and origin of solution
 - ii. Release history and current release being proposed
 - iii. Over the last two years how much money annually has your company invested in research and development (R & D) for your proposed application, and how much investment is estimated for the next two years
 - iv. Proposed modules
 - v. What is the process for customers to request additional functionality from your proposed solution
 - vi. Proposed tools for District staff to administer system updates, patches and new releases
 - vii. Hardware and database specifications required for the proposed solution (if on premises)
 - viii. For subscription, model licensing (SaaS), what is your client renewal percentage
 - ix. Has the SaaS solution suffered any significant downtimes/outages during the last five years. If so, please provide details, including the nature of the issue(s), the duration of the outage(s), and the number of clients affected
 - x. All items included in Attachment 1 – Scope of Services

xi. All items included in Attachment 1A – Requirements

(k) Implementation Approach. Describe your implementation and project management approach, including your approach to Change Management, Risk Management, Issues Management and Communication Management.

- i. Based on Proposer's experience with similar size agencies, provide recommended project phasing and an implementation schedule, including milestones.
- ii. List and describe all significant implementation deliverables and documentation that will be provided.
- iii. Provide a project organization chart highlighting the key staff who will be assigned to the project. Provide resumes for the project manager and other key assigned resources.
- iv. Describe the roles and responsibilities of District staff during implementation and provide an estimated level of effort.
- v. Describe Proposer's data conversion approach including roles and responsibilities for the vendor and the District for key activities, including any data conversion limitations. Please describe how your team will work with the District and the District's third-party vendor to ensure the District's legacy system data is extracted, cleansed, transformed, loaded, validated, etc.
- vi. Describe Proposer's approach to integration and availability of standard APIs with the District third-party solutions as outlined in Attachment 1A - Section 7.4 Interoperability/System Interfaces. Also, please include information regarding data file formats (e.g., text, csv, Excel, etc.) required by your system and how your team will work with the District to ensure that data is provided in an acceptable format.
- vii. Describe your testing approach to include the criteria and methods to ensure successful completion of user acceptance testing prior to go-live.
- viii. Describe your training plan to ensure the District is prepared to operate the system prior to go-live.
- ix. Describe your recommended go-live approach, including phasing for ERP system (HR/Payroll, land management-related and Utility Billing) and the order that will lend the greatest likelihood of success to the overall project. Please include identification of any inherent risks or pitfalls resulting from the recommended approach.

(l) Ongoing Maintenance and Support. Describe ongoing support services including help desk processes and procedures, support hours (in Pacific Time),

escalation procedures, and response time commitments for various priority items.

- i. Describe how upgrades, patches, integration support, and other maintenance is performed, including the District's expected role in this process, frequency of application releases, and patches that have been made available within the past two (2) years.
- ii. Describe the post implementation change management process. Additionally, the District would like the Proposer to complete a Post-Implementation Evaluation Report (PIER), as well as provide additional training after completion of the report. Describe how the Proposer would accomplish this.
- iii. Identify if there are any solution user groups and/or user conferences and their location, frequency, end-user participation numbers, primary trainers, and training content.

(m) Software Licensing and Maintenance. In this section, the Proposer must provide any software licensing, maintenance, or third-party agreements that will be required to implement and use the Proposer's solution.

(n) Disclosure of Claims/ Lawsuits.

- i. Disclose whether any lawsuits against your firm which concern breach of contract, professional negligence, errors and omissions, malpractice, improper practices, or ethics violations have been filed in court or arbitration arising out of your services in the past five years.

If any, on a separate sheet of paper identify the claim(s)/lawsuit(s) by providing the date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution). Are there any current claims against your firm that, should you lose the claim(s), would adversely affect your firm's financial position or your firm's ability to meet your obligations if awarded a contract pursuant to this RFP? If so, please explain.

- ii. Disclose whether your firm has made any claim against a public agency which concerns work performed by your firm pursuant to a contract or payment for a contract and filed that claim in court or arbitration in the past five years.

If any, on a separate sheet of paper identify the claim(s) by providing the date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed, and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution). Are there any current claims against your firm that, should you lose the claim(s), would adversely affect your firm's financial position or your firm's ability to meet your obligations if awarded a contract pursuant to this RFP? If so, please explain.

- (o) Cost Proposal. The District seeks a clear and comprehensive understanding of all costs associated with the software, implementation services, and ongoing maintenance of the proposed system. The District will evaluate proposals based on the “Total Cost to Implement (TCI)” and the “Total Cost to Operate (TCO).” TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus five (5) years of annual maintenance fees or SaaS service fees.

The Proposer’s implementation pricing must identify all costs required including, but not limited to:

- i. Software Licensing Costs
- ii. Installation and Implementation Services
- iii. Project management
- iv. Data conversion and migration
- v. Integration/Interface development
- vi. Training (in person, virtually, or hybrid solution) and documentation
- vii. Travel

The Proposer’s ongoing maintenance and support pricing should clearly identify the annual costs for 5 years including, but not limited to:

- i. Software maintenance
- ii. Post implementation support
- iii. Post Implementation Evaluation Report (PIER)
- iv. Continuing additional training
- v. Post Implementation customization or future software integration/compatibility needs (hourly pricing)

The District has provided Proposers an electronic (MS Excel) spreadsheet Attachment 1B with a pricing template ***that must be completely filled out*** and included in Proposer’s response. The District will evaluate Proposer pricing information based solely off the information provided in the Pricing Template. The template provides space for Proposers to identify any assumptions or comments that will ensure the District understands what is being proposed.

Deviations from the RFP. Respondents must note any proposed deviations from the RFP including, but not limited to, the “Professional Services Agreement” attached hereto as Attachment “2.” Proposing changes to the Professional Services Agreement is strongly discouraged. CVWD makes no guarantee that proposed deviations will be accepted. Any requested changes will be subject to

negotiation and acceptance subject to the sole discretion of CVWD. In submitting a Proposal in response to this RFP without noting proposed deviations, Respondent is certifying that it takes no exceptions to this RFP including, but not limited to, the terms of the Professional Services Agreement.

4.2 Submittal Instructions.

To be considered, CVWD must receive the Proposal through PlanetBids no later than **2:00 p.m. EST (local time) on October 12, 2023.**

Proposals must be submitted through PlanetBids for consideration. No other method of submitting proposals will be accepted. Respondents may not submit bids by fax, email, telephone, or other means; any proposals received through any other means than PlanetBids will be returned unopened.

Respondents are solely responsible for the “on time” submission of their electronic Proposal. CVWD will only consider Proposals that have transmitted successfully and have been issued a confirmation number with a time stamped from PlanetBids indicating that the Proposal was submitted successfully. Transmission of Proposals by any other means will not be accepted. Respondents shall be solely responsible for informing themselves with respect to the proper utilization of the online bid management system, for ensuring the capability of their computer system to upload the required documents, and for the stability of their internet service. Failure of the Respondent to successfully submit an electronic Proposal shall be the Respondent’s sole risk and no relief will be given for late and/or improperly submitted Proposals.

Respondents experiencing any technical difficulties with the proposal submission process may contact PlanetBids Support at 818-992-1771. If you continue to have difficulty, call CVWD Purchasing Department at 760-398-2661. Neither CVWD, nor PlanetBids, make any guarantee as to the timely availability of assistance, or assurance that any given problem will be resolved by the proposal submission date and/or time.

5. Insurance Requirements

The applicable insurance requirements are described in Article 8 of the Professional Services Agreement, attached hereto as Attachment “2”. By submitting a Proposal, Respondent acknowledges that it has reviewed the insurance provisions and takes no exceptions to this language.

The successful Respondent shall submit all required proof of insurance forms prior to issuance of a Notice to Proceed.

6. Evaluation Process

6.1 Evaluation Criteria.

Proposals that meet the submittal requirements will be evaluated by CVWD based on the following criteria (in no particular order):

- (a) Quality and comprehensiveness of the Proposal (10%).

- (b) References of the firm and demonstrated experience in the last five years in implementing similar projects for other comparable public agencies (10%).
- (c) Company qualifications and experience, including skill set fit of the primary staff proposed for the work, as well as any partner or third party included in the proposal (20%).
- (d) Demonstrated understanding of the District needs and requirements including the proposed project approach, timeline, milestones, and roadmap for “go live”, as well as proposed project phasing and suitability to CVWD’s needs (30%).
- (e) Total Cost of ownership, including five (5) years software maintenance (30%).

Respondents should note that the lowest cost proposal is not the sole determining factor in CVWD’s evaluation.

At the conclusion of the Proposal solicitation period, CVWD will review each submission and perform any other investigation it deems appropriate, and then rank the Proposals according to evaluation criteria. Based on the rankings, CVWD will, at its sole discretion, invite a short list of Respondents to participate in interviews and/or proof-of-capabilities (POC) demonstrations. POC demonstrations may be conducted in-person and/or virtually; however, they shall include a minimum of one in-person representative to facilitate the discussion and demonstration. When interviews and/or POC demonstrations are conducted, the evaluation panel will evaluate the short-listed Respondents solely on the interview and/or POC demonstration and recommend the Respondent who ranked highest. No Respondent shall be entitled to or otherwise guaranteed an interview with CVWD.

Proposers should be aware that finalist(s) will be required to participate in a POC demonstration to allow staff to fully understand the proposed solution. The POC will be a scripted demonstration using scripts/scenarios developed by the District to evaluate critical product functionality.

Proposers must be prepared to invest the time and resources in the POC demonstration to be successful in this procurement.

The Proposer should identify the proposed implementation approach to include the following:

- a) Describe your implementation and project management approach, including your approach to Change Management, Risk Management, Issues Management and Communication Management.
 - i. Based on Proposer’s experience with similar size agencies, provide recommended project phasing and an implementation schedule, including milestones.
 - ii. List and describe all significant implementation deliverables and documentation that will be provided.
 - iii. Describe the roles and responsibilities of District staff during implementation and provide an estimated level of effort.

- iv. Describe Proposer's data conversion approach including roles and responsibilities for the vendor and the District for key activities, including any data conversion limitations. Please describe how your team will work with the District and the District's third party vendor to ensure the District's legacy system data is extracted, cleansed, transformed, loaded, validated, etc.
 - v. Describe Proposer's approach to integration and availability of standard APIs with the District third-party solutions as outlined in Attachment 1A - Section 7.4 Interoperability/System Interfaces. Also, please include information regarding data file formats (e.g., text, csv, Excel, etc.) required by your system and how your team will work with the District to ensure that data is provided in an acceptable format.
 - vi. Describe your testing approach to include the criteria and methods to ensure successful completion of user acceptance testing prior to go-live.
 - vii. Describe your training plan to ensure the District is prepared to operate the system prior to go-live.
 - viii. Describe your recommended go-live approach, including phasing for ERP system (HR/Payroll, land management-related and Utility Billing) and the order that will lend the greatest likelihood of success to the overall project. Please include identification of any inherent risks or pitfalls resulting from the recommended approach.
- b) Provide a project organization chart highlighting the key staff who will be assigned to the project. Provide resumes for the project manager and other key assigned resources.

6.2 Award of Contract.

Upon determination of the highest ranked firm, CVWD will endeavor to negotiate a mutually agreeable scope of services and fee with the selected firm. In the event that CVWD is unable to reach agreement, CVWD will proceed, at its sole discretion, to negotiate with the next firm selected by CVWD.

If awarded, the contract will be awarded to the firm selected on the basis of information provided in the Proposal, the results of CVWD's research and investigation, and, if conducted, oral interviews and product demonstrations.

CVWD reserves the right to reject all proposals and to contract for services in the manner that most benefits CVWD, including awarding more than one contract if desired.

7. Requests for Clarifications

All questions and requests for interpretations or clarifications, either administrative or technical, must be submitted in writing to CVWD through PlanetBids by selecting the Q&A Tab. Questions sent directly to CVWD Staff will not be addressed and you will be directed to submit your question(s) online.

All questions properly submitted will be answered in writing through PlanetBids. Verbal statements regarding this RFP by any persons should be considered unverified information unless

confirmed in writing. To ensure a response, questions must be received through PlanetBids by 5:00 p.m. PST on August 31, 2023.

8. General Provisions

Respondent is encouraged to review this RFP carefully in its entirety prior to preparation of its Proposal. CVWD reserves the right to reject any or all Proposals or to select the Proposal most advantageous to CVWD. CVWD reserves the right to verify all information submitted in the Proposal which includes but is not limited to any other investigation it deems appropriate.

8.1 Addenda to RFP. CVWD reserves the right to amend the RFP or issue addenda to answer questions for clarification.

8.2 No Commitment to Award. Issuance of this RFP and receipt of proposals does not commit CVWD to award a contract. CVWD expressly reserves the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Respondent concurrently, or to cancel all or part of this RFP.

8.3 Amendments to Proposals. No amendment, addendum or modification will be accepted after the deadline stated herein for receiving Proposals. Respondent may modify or amend its Proposal only if CVWD receives the amendment prior to the deadline stated herein for receiving Proposals.

8.4 Non-Responsive Proposals. A Proposal may be considered non-responsive if incomplete or if it contains conditions, alterations of form, additions not called for, or other irregularities that may constitute a material change to the Proposal.

8.5 Late Proposals. CVWD will not be responsible for delinquent Proposals, technical difficulties with PlanetBids, and/or Respondent's inability to submit the Proposal before the closing date and time through PlanetBids.

8.6 Costs for Preparing. CVWD will not compensate any Respondent for the cost of preparing any Proposal, and all materials submitted with a Proposal shall become the property of CVWD. CVWD will retain all Proposals submitted and may use any concept or information in a Proposal regardless of whether that Proposal is selected.

8.7 Alternative Proposals. Only one final Proposal is to be submitted by each Proposer. Multiple proposals will result in rejection of all proposals submitted by the Respondent.

8.8 Public Documents. All Proposals and all evaluation and/or scoring sheets shall be available for public inspection at the conclusion of the selection process. If any information in a Proposal is claimed to be confidential by the Respondent, and such information is clearly identified in the Proposal as confidential, along with a statement of the basis of the claim, then a copy of any Public Records Act request or other request for disclosure of the information will be sent to the Respondent. At its sole cost and expense, the Respondent may seek, within the required timeframe for disclosure, to enjoin the production of the information it claims to be confidential. The Respondent must defend, indemnify, and hold harmless CVWD for any costs associated with withholding the information.

8.9 No Exceptions. Submission of a Proposal constitutes acceptance by Respondent of the conditions contained in this RFP. No exceptions will be considered.

8.10 Withdrawal. Respondent's authorized representative may withdraw its Proposal by invalidating its Proposal in PlanetBids before the Submittal Deadline. After the Submittal Deadline, if it is in the best interest of CVWD, the Procurement & Contracts Manager, in its sole discretion, may consider whether to grant a Respondent's request to withdraw its Proposal and will evaluate any impact on the Respondent's bid bond, if applicable.

ATTACHMENT 1
SCOPE OF SERVICES

COACHELLA VALLEY WATER DISTRICT **SCOPE OF SERVICES**

The new ERP/UB+ system should meet the following objectives:

- a) Comprehensive functionality – applications/modules which are comprehensive in addressing the District's finance, human resources, and utility billing requirements.
- b) Application stability – proposed solution components can be shown to have been previously integrated in a similar environment, with acknowledged responsibility for ongoing application and integration support by the software provider.
- c) Consistent look and feel – the components of the proposed solution should provide a common look and feel for end users, with similar navigation and layouts, and similar style across screens and applications.
- d) Embedded workflow – in-system workflow, notifications, and dashboards that enable efficient processing and tracking of transactions and tasks.
- e) Data access – integrated database(s) that allow for writing data one time and reading many times, eliminating duplicative data entry and the likelihood of data synchronization issues; must also support easy data reviewing, reporting, and exporting to multiple formats (i.e., Microsoft Excel, comma-delimited, PDF, etc.).

Current Environment:

Today, CVWD relies on the NaviLine software application, IBM iSeries server and various third-party systems that have an uncertain future and do not fully leverage current day technological capabilities to support CVWD's desire to implement best practice processes. CVWD is further challenged by working with an ERP system that is not fully integrated with other core business and operational systems, resulting in duplicate entry and information fragmentation.

The iSeries is used to hold historical information, run custom programs, and consume and process data transactions. There are approximately 1,100 custom programs in the iSeries that are organized into 42 program libraries/schemas.

The iSeries programs were custom developed and support some of CVWD's most critical utility billing processes, various Finance processes, and reporting. These programs support functions such as Canal Billing, Irrigation Water Availability Assessment, Replenishment Assessment Charges, Cost Allocation, etc.

CVWD has been using the IBM iSeries since 1991 to support various CVWD operations. It has been supporting the Naviline system since its implementation in 2009. The District's goal is to retire these technologies.

The NaviLine system manages the following modules/components:

Utility Billing

- Accounts Management
- Rates Management
- Delinquency Management
- Billing
 - Domestic
 - Commercial
- Service Orders
- Work Orders
- Meter Inventory

Finance

- General Ledger/Accounting
- Budget
- Purchasing/Vendors
- Contracts Management
- Accounts Payable
- Accounts Receivable
- Cash Receipts
- Fixed Assets
- Payroll Processing
- Inventory Management
- Project and Grant Accounting

Human Resources

- Position Control
- Employee Master File
- Benefit Administration
- Leave Administration
- Pay Administration

Other

- Land/Development, Permitting, Planning, and Inspections
- Fleet Billing, Maintenance and Asset Management – with integration to Geotab for GPS fleet positioning
- Work Orders – processed through Naviline and NexGen

In addition to the NaviLine system, CVWD also uses the following systems for various operations:

IBM iSeries Custom Applications :

- Utility Billing
 - Canal Billing (Canal Billing programs are critical operations)
 - Replenishment Assessment Charges
 - Construction Meters
 - Backflow (the new ERP system will only need to bill for the backflow service while backflow testing is done in NexGen)
 - Budget Based Billing
 - State Reporting
- Cost Allocation
- Tax roll
- Petty Cash

NEXGEN

- Enterprise Asset Management (EAM) System

Port-O-Logic

- Waste Hauling

InfoSend

- UB invoice delivery

Paymentus

- UB payment processing

FileNet

- Document storage

PlanetBids

- Bid Management

MasterWorks

- Project Management

DocuSign and Right Signature

- Approval Management

Cognos/Monarch

- Reporting

In Design

- Budget document preparation

Cost Control Specialist

- Utility bill analysis and Excel formatting

Acom

- Purchase order rendering

ExecuTime

- Timekeeping

NeoGov

- Staff training
- Performance evaluations
- Onboarding

CivicHR

- Recruiting

Click2Gov

- Pay documents

Harmony Software

- Read Automated Meter Read (AMR) meters

VRS Software

- Load and upload Meter Reader handhelds for reading non-AMR meters

ESRI ArcGIS

- Mapping, Data Management, Linear Asset Database
- Right of Way Permitting Intake, Processing, Management and Mapping

BlueBeam

- Plan Checking

CVWD uses CentralSquare ERP (NaviLine) for many of its Finance, Human Resources, Utility Billing and Administrative Operations. More specifically, the NaviLine system supports functions such as accounting, purchasing, payroll, land/development, utility billing, inventory, et al.

CVWD operations are also supported with many third-party systems. Masterworks, NexGen, InfoSend, CivicHR, FileNet, and iSeries are examples that support various operations that are for specific functions or that provide functionality that the current NaviLine version doesn't offer.

Table 1 below provides information regarding key statistics to aid the Proposers in preparation of their proposed solution and pricing.

Table 1 – Key Statistics

Metric	Measure
Finance	
Number of Users	30
Purchase Orders (monthly)	260 (issued)
Accounts Payable Invoices (monthly)	1,600
Journal Entries (monthly)	40
Miscellaneous Accounts Receivable Invoices (monthly)	80
Vendors (currently active)	1,000
Vendors (new, monthly)	5-10
Human Resources	
Number of Users	12
Number of District Employees	Including Board Members (5), full-time staff (570), and part-time employees (5-20)

Utility Billing	
Number of Customer Accounts	Approximately 113,000
Number of Non-Potable Customers	Approximately 24
Number of RAC	Private Wells-430, CVWD-101, Monthly
Number of Private Wells	Self-Reporters (Producers) -23
Billing Cycle	Monthly across 6 cycles (CVWD bill canal, RAC, and non-potable monthly)
Electronic Bill Payment Percentage	36%
Call Center Calls (daily)	Average 365 calls per day
Counter Payments Received (daily)	Average 34 counter payments per day
IVR Calls (monthly)	Average 2,250 per month

IT Infrastructure	
Operates primarily in a Windows Server environment.	CVWD has adopted a cloud first policy (html5)
% Server Virtualized on VMware	For this project 100%
Current Database Environment	Virtualized MS SQL STD Cluster on SAN Storage
Email system/Local server	Local, transitioning to Office 365 in the next year
District Default Browser	Windows 10, Chrome (Auto Update Enabled)

Table 2 – District References

- Agriculture (canal) water services
 - <https://cvwd.org/192/Canal-Water-Service>
- Budget
 - <https://cvwd.org/495/Budget>
- Delinquency process for domestic water services
 - <https://cvwd.org/190/Payment-Options#Delinquent>
- Employee and Board of Directors benefits
 - <https://cvwd.org/176/Benefits>
- Engineering services and forms
 - <https://cvwd.org/215/Engineering-Forms>
- Irrigation water availability assessment
 - <https://cvwd.org/DocumentCenter/View/3366/Guide-to-understanding-Irrigation-Water-Availability-Assessment-IWAA-PDF?bidId=>
- Procurement references
 - <https://cvwd.org/140/Bid-Opportunities>
- Rates (Domestic, Agriculture, Developer & Miscellaneous Fees, RAC, Sewer service)
 - <https://cvwd.org/198/Rates>
- Utility billing payment options
 - <https://cvwd.org/190/Payment-Options>

Table 3 – Acronyms Referenced in RFP Documents

ACFR = Annual comprehensive financial report
 AMR = Automated meter read
 AP = Accounts payables
 API =
 AR = Accounts receivables
 CA = California
 CDTFA = California Department of Tax and Fee Administration
 CIP = Capital improvement plan/program
 CIS = Customer information system
 COA = Chart of accounts
 COLA = Cost of living adjustment
 COTS = Commercial off-the-shelf
 CPI = Consumer price index
 CSV = Comma-separated values
 CVWD = Coachella Valley Water District
 DBA = Doing business as
 EAM = Enterprise Asset Management
 EDD = Employment development department
 ERP = Enterprise resource planning
 EFT = Electronic funds transfer
 FA = Fixed asset
 FTE = Full-time equivalent
 FY = Fiscal year
 GL = General ledger
 HR = Human resources
 KPI = Key performance indicators
 MR = Miscellaneous receivables
 MS = Microsoft system/software
 NSF = Non-sufficient funds
 PDF = Portable document format
 PIER = Post-implementation evaluation report
 PO = Purchase order
 POC = Proof of capabilities
 PM = Preventative maintenance
 PST = Pacific Standard Time
 QR = Quick response
 R & D = Research and development
 SSN = Social security number
 Tax ID = Tax identification number
 TCI = Total cost to implement
 TCO = Total cost to operate
 UB = Utility billing
 VMRS = Vehicle maintenance reporting standards

ATTACHMENT 1A REQUIREMENTS

Proposers must respond to the ERP/UB Requirements included in Attachment 1; Proposers are to respond to each of these requirements with one of the following response codes:

- Y – Meets Requirement
- N – Does Not Meet Requirement
- W/C – Workaround Proposed or Customization Needed to Meet Requirement
- T – Third-Party Solution to Meet Requirement

Response Codes “Y” and “N” do not require written responses/comments unless the Proposers wish to present additional benefits or opportunities related to their solution and the requirement. However, response codes “W/C” and “T” do require written responses. For these response codes, Proposers must describe how the requirement will be met.

*See separate file Attachment 1A Requirements

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Coachella Valley Water District ERP Procurement ERP/UB Requirements

As referenced in RFP Section 2 and “Attachment 1”, scope of required services, the Proposer must use this document to respond to the District’s ERP/UB requirements included herein. Proposers are to respond to each requirement with one of the following response codes:

- Y – Meets Requirement
- N – Does Not Meet Requirement
- W/C – Workaround Proposed or Modification/Customization to Meet Requirement
- T – Third-Party Solution to Meet Requirement

Response Codes “Y” and “N” do not require additional comments unless the proposers wish to present additional benefits or opportunities related to their solution and the requirement. **However, response codes “W/C” and “T” REQUIRE written responses/comments to assist District staff in evaluating the responses.** For these response codes, Proposers must describe how the requirement will be met.

1. General

1.1 User Interface

The District will be evaluating the intuitiveness/ease of use of each solution's user interface design including information access, look, feel, and efficiency for all modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
1.1.1	Provides a browser-based user interface [CVWD has adopted a cloud first policy (html5)]	Choose an item.	Click or tap here to enter text.
1.1.2	Provides the ability to drill-down and drill-across (intra and inter-module) from a transaction view to the supporting source data and documents	Choose an item.	Click or tap here to enter text.
1.1.3	Provides fully integrated functionality such that data is entered only one-time and available in real time throughout the system(s) (single points of data entry) to eliminate re-keying of information	Choose an item.	Click or tap here to enter text.
1.1.4	Provides standard organized screen layouts that are customizable by the user	Choose an item.	Click or tap here to enter text.
1.1.5	Provides consistent use of icons, colors, and menus across all modules	Choose an item.	Click or tap here to enter text.
1.1.6	Provides user defined shortcuts for frequently accessed processes, screens, reports, etc.	Choose an item.	Click or tap here to enter text.
1.1.7	Provides online help that is context sensitive and content appropriate with manuals also available for download	Choose an item.	Click or tap here to enter text.
1.1.8	Supports mobile technologies (e.g., smartphones, tablets) for processes and approvals across all modules identified in Attachment 1A. If exceptions exist, they should be noted in the response/comments.	Choose an item.	Click or tap here to enter text.
1.1.9	Provides robust search and navigation functionality that reaches across all applications/modules and attachments (e.g., search by word, dollar amount, etc. and receive results)	Choose an item.	Click or tap here to enter text.

1.2 Workflow

The solution should provide integrated workflow management capability, including generation, routing, notification, and approval of internal forms, reports, and other documents and processes (e.g., payables processing, POs, GL transaction approval, payroll processing, budgeting, etc.) for all core modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
1.2.1	Provides ability to establish multiple approval levels based on user-defined criteria (e.g., dollar amounts, types of items purchased, document types, account number, etc.)	Choose an item.	Click or tap here to enter text.
1.2.2	Allows out of office approval delegation	Choose an item.	Click or tap here to enter text.
1.2.3	Provides multiple attributes to define which users participate in which steps of the workflow processes (e.g., GL number segments, unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.)	Choose an item.	Click or tap here to enter text.
1.2.4	Integrates with the District's email system to assist in the notification for approvals required, and subsequent approvals completed, through links/command buttons in emails...resulting in electronic signature and transaction approval with system controls in place to only allow the intended/named person to sign the document. Currently Right Signature can be signed by anyone with access to the document with no log in verification to access the document or password to add a signature.	Choose an item.	Click or tap here to enter text.
1.2.5	Supports security that allows data entry and status of workflow to be accessible to multiple employees and workflow to support checking and validation of a requested transaction	Choose an item.	Click or tap here to enter text.

1.3 Document Management

The solution should provide a way to store and retrieve electronic images (e.g., POs, payroll checks, accounts payable invoices, W2s, 1099s, etc.) that are attached to the appropriate transaction record (e.g., an individual's paycheck and not the entire check run for the pay period) for all core modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
1.3.1	Supports multiple media formats (e.g., audio, video, image, etc.)	Choose an item.	Click or tap here to enter text.
1.3.2	Provides the ability to support retention policies with respect to images managed by the system (CVWD has a mandatory records retention policy) with the ability to purge documents based on a schedule by document type or using a manual process. Records should not remain in any system outside of FileNet for a period longer than the Records Retention Policy allows. The District prefers to purge documents in any ERP system based on a pre-determined cycle (e.g., every 2 years) to avoid duplication of records management and storing of documents outside of the records retention policy periods.	Choose an item.	Click or tap here to enter text.
1.3.3	Offers drill-down/drill across features for users to view documents associated with financial, payroll, and personnel transactions based on user access/permissions	Choose an item.	Click or tap here to enter text.
1.3.4	Integrates on a regular basis (daily, weekly, monthly) with the existing document management solution (FileNet) as referenced in Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
1.3.5	Stores ERP system generated documents and uploaded documents within the ERP's database(s)	Choose an item.	Click or tap here to enter text.
1.3.6	Provides the ability to run a purge report of records permanently deleted from an ERP system or transferred to FileNet on the pre-determined cycle	Choose an item.	Click or tap here to enter text.
1.3.7	The ability to upload, remove, replace, or view documents in any ERP system should be based on user access by the application/module.	Choose an item.	Click or tap here to enter text.

1.4 Reporting and Analysis

The solution should provide a comprehensive, user-friendly, and robust reporting solution. The solution should include relevant standard reporting, ad hoc reports, queries, and exports. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
1.4.1	Provides the ability to copy the attributes of a standard reports format and subsequently customize that format to meet the user's needs	Choose an item.	Click or tap here to enter text.
1.4.2	Provides a comprehensive reporting tool that can source data from multiple sources	Choose an item.	Click or tap here to enter text.
1.4.3	Provides the ability for reports to access data across all modules based on the user's security profile	Choose an item.	Click or tap here to enter text.
1.4.4	Provides the ability to create report notification groups and inform/alert a group that new reports are available	Choose an item.	Click or tap here to enter text.
1.4.5	Provides the ability to choose a format when exporting a report (e.g., Excel, Adobe, flat file, delimited, display, email etc.)	Choose an item.	Click or tap here to enter text.
1.4.6	Provides the ability for a dashboard/scorecard to include, at a minimum, user defined metrics, key performance indicators (KPIs), reports, charts, etc.	Choose an item.	Click or tap here to enter text.
1.4.7	Provides modeling tools to do "what if" analyses and forecasting (e.g., analysis of revenue/expenditure trends and the ability to develop forecast projections)	Choose an item.	Click or tap here to enter text.
1.4.8	Allows user to drilldown from reports and inquiries to source transactions	Choose an item.	Click or tap here to enter text.
1.4.9	Allows users to export reports to Excel, PDF, Word, or other formats if available that optionally include formulas and/or formatting	Choose an item.	Click or tap here to enter text.
1.4.10	Processes transactions in real time such that upon completion of the process the information can be queried, and is updated in the appropriate databases and is available across all modules	Choose an item.	Click or tap here to enter text.
1.4.11	Provides the ability for reports to be sent manually or automatically based on a schedule by email and/or to an ERP log in account for authorized users, and track that they were received/reviewed by staff	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
1.4.12	Supports on demand access to non-financial reporting (e.g., groundwater production, canal water use, depth-to-water data etc.)	Choose an item.	Click or tap here to enter text.
1.4.13	Supports options for viewing and accessing information across multiple applications (e.g., reports and applications include hyperlinked data that allows the user to drill down, and drill across applications)	Choose an item.	Click or tap here to enter text.
1.4.14	Provides the ability to run financial reports (e.g., balance sheet, budget to actual, revenues, expenditures, trial balances) by fund, department, division, account type, range of accounts, or account group	Choose an item.	Click or tap here to enter text.
1.4.15	Ability to run audit reports within application transactions for changes, new entries, deletions based on user profiles with date ranges (e.g., vendor/UB/MR management, employee profiles, general ledger accounts)	Choose an item.	Click or tap here to enter text.
1.4.16	Ability to run an audit report on recently entered, reversed, or deleted journal entries with approval paths and posting date.	Choose an item.	Click or tap here to enter text.
1.4.17	Ability to run a journal entry report on posted entries which also pulls supporting documents in the ERP system	Choose an item.	Click or tap here to enter text.

2. Finance

2.1 General Ledger (GL)/Accounting

The solution should maintain accounts for transactions comprised of elements such as fund, appropriation, program, organization, project activity, cost center, object class, or any other elements needed to meet the reporting needs of the District; ensure all financial transactions post individually and/or in summary to the general ledger regardless of the transaction source, ensuring each entry is balanced and auditable; and support accrual and cash accounting methods, creating appropriate entries needed at the end of a period (month or year), and for purposes of opening a new period (e.g., rolling forward account balances or reversing certain month-end or year-end entries). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.1.1	Provides the ability to add notes/comments, attached documents and images via scanners or by uploading files to transactions that post to the GL using any module.	Choose an item.	Click or tap here to enter text.
2.1.2	Enforces rules for entry validation based on roles at departmental/user level to prevent incorrect account coding	Choose an item.	Click or tap here to enter text.
2.1.3	Captures multiple dates (e.g., transactional, posting, data entry, etc.) related to transactions	Choose an item.	Click or tap here to enter text.
2.1.4	Provides support for project accounting that crosses multiple fiscal years	Choose an item.	Click or tap here to enter text.
2.1.5	Provides the ability to automate fund account allocations (e.g., between water, sewer, and recycled water, etc.) for certain transactions with the ability to allocate transactions immediately after a transaction is posted in the clearing Fund (currently done at month end).	Choose an item.	Click or tap here to enter text.
2.1.6	Provides the ability to manage and reconcile multiple bank accounts and to transfer funds between the accounts	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.1.7	Provides the ability to capture in-house labor costs for CIP projects, grants, or other purposes	Choose an item.	Click or tap here to enter text.
2.1.8	Provides the ability to calculate retention and sales taxes payable amounts	Choose an item.	Click or tap here to enter text.
2.1.9	Provides the ability to track progress payments, invoices, and approvals	Choose an item.	Click or tap here to enter text.
2.1.10	Provides pooled cash accounting from multiple funds to a pooled cash account including managing due to/due from transactions	Choose an item.	Click or tap here to enter text.
2.1.11	Allows for petty cash expense tracking where transactions can be entered by petty cash administrators, using only accounts set up in the GL, but not posted to the GL until petty cash reimbursements are reviewed by AP. AP should be able to edit/override an incorrect GL account number.	Choose an item.	Click or tap here to enter text.
2.1.12	Allows user-defined interest allocation methodologies	Choose an item.	Click or tap here to enter text.
2.1.13	Provides the ability for interest to be posted to a different fund/sub-fund from the earning source	Choose an item.	Click or tap here to enter text.
2.1.14	Automatically calculates and allocates interest earnings based on average daily balance or month end balances per Fund including interest charges for negative balances	Choose an item.	Click or tap here to enter text.
2.1.15	Ability to import investment results from trustee bank (US Bank, or other, if change in bank)	Choose an item.	Click or tap here to enter text.
2.1.16	Ability to interface/update GL account information to the EAM NEXGEN system.	Choose an item.	Click or tap here to enter text.
Chart of Accounts (COA)			
2.1.17	Supports a flexible COA structure with room for growth within each field and expanded use of segments (not less than 10 numeric characters) in the future. With the ability to limit access based on security roles. Have a report to track additions, changes, deletions of accounts. Deletion of accounts with past history should be disallowed.	Choose an item.	Click or tap here to enter text.
2.1.18	Provides the ability to reclassify the COA as necessary in support of organizational changes without having to create an entirely new COA	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.1.19	Allows for mixed case alpha-numeric values across all segments	Choose an item.	Click or tap here to enter text.
2.1.20	Allows for object code categorization by user defined groupings	Choose an item.	Click or tap here to enter text.
2.1.21	Accommodates potential District department reorganization by mapping historical transactional data across old-to-new account structures	Choose an item.	Click or tap here to enter text.
2.1.22	Ability to show the old/prior system account number within the chart of accounts module. (District anticipates updating the COA with a new system implementation)	Choose an item.	Click or tap here to enter text.
2.1.23	Ability to restrict manual journal entries to accounts (e.g., cash, fund balance, and offsetting accounts)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
Journal Processing			
2.1.24	Supports the following journal processing capabilities: one-time, automated recurring, allocations & distributions, automatic reversals (accruals), imports, and corrections... with supporting workflow	Choose an item.	Click or tap here to enter text.
2.1.25	Identifies the source of journals (e.g., budget, sub-system, import, etc.)	Choose an item.	Click or tap here to enter text.
2.1.26	Allows multiple accounting periods to be open at the same time	Choose an item.	Click or tap here to enter text.
2.1.27	Provides the ability to attach and view supporting documents for journal entries	Choose an item.	Click or tap here to enter text.
2.1.28	Prevents the reuse of journal entry numbers	Choose an item.	Click or tap here to enter text.
2.1.29	Prevents the posting of journal entries to closed periods or fiscal years.	Choose an item.	Click or tap here to enter text.
2.1.30	Prevents the posting of journal entries that are not balanced by Fund.	Choose an item.	Click or tap here to enter text.
2.1.31	Provides workflow processes for data entry, review, and updates of journal entries.	Choose an item.	Click or tap here to enter text.
2.1.32	Provides the ability to import journal entries from Excel templates.	Choose an item.	Click or tap here to enter text.
2.1.33	Provides the ability to auto generate pooled cash entries (due to/due from)	Choose an item.	Click or tap here to enter text.
Closing			
2.1.34	Provides the ability to modify period status (e.g., open and/or close) only with approved security	Choose an item.	Click or tap here to enter text.
2.1.35	Supports period-end soft close processes (e.g., secures new entries to a closed accounting period for specific modules)	Choose an item.	Click or tap here to enter text.
2.1.36	Allows multiple year-end closings periods (e.g., period 13, period 14, etc.)	Choose an item.	Click or tap here to enter text.
2.1.37	Provides automated year-end closing of revenue and expenditure accounts and the automated roll forward of balance sheet accounts (as appropriate) to establish subsequent year beginning balances with real time/instant roll forward updates (without running a process) when two fiscal years are open	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
Cost Allocation			
2.1.38	Provides the ability to allocate total costs related to an internal service fund or activity across multiple departments/divisions based on user defined factors (e.g., employee count, square feet of office space, number of desktop computers, etc.)	Choose an item.	Click or tap here to enter text.
2.1.39	Provides the ability to bill from a department/division/project to another department/division/project or within a department	Choose an item.	Click or tap here to enter text.
2.1.40	Provides the ability to select specific revenue and expenditure accounts to be compiled for future allocation/billing	Choose an item.	Click or tap here to enter text.
2.1.41	Provides the ability to generate a scheduled (monthly, quarterly, annually) journal voucher for the allocations/billings	Choose an item.	Click or tap here to enter text.
2.1.34	Provides the ability to categorize and summarize transactional data in support of the Annual Comprehensive Financial Report (ACFR)	Choose an item.	Click or tap here to enter text.
2.1.35	Provides automated, flexible, and efficient month-end reporting	Choose an item.	Click or tap here to enter text.
2.1.36	Provides the ability to Export transaction data to and Import data from Microsoft Excel, CSV, or Text file formats	Choose an item.	Click or tap here to enter text.
2.1.37	Provides the ability to drill down into transaction data to view transaction details and related transactions	Choose an item.	Click or tap here to enter text.

2.2 Procurement/Purchasing

The solution should provide fully integrated functionality supporting a range of purchasing methods from requisition through issuance of the PO. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
Requisition			
2.2.1	Prevents duplicate entry of vendor records (e.g., duplicate use tax id/SSN, first name, company name, etc.)	Choose an item.	Click or tap here to enter text.
2.2.2	Provides ability to complete vendor name changes controlled by workflow approval	Choose an item.	Click or tap here to enter text.
2.2.3	Allows electronic form requests with workflow enabled review and approvals	Choose an item.	Click or tap here to enter text.
2.2.4	Enforces the purchasing policy rules for “Open Market” purchases (e.g., under policy thresholds that do not require a PO), general purchases, informal bidding, formal bidding, authority limits, sole source, and emergency purchasing procedures	Choose an item.	Click or tap here to enter text.
2.2.5	Provides the ability to expedite data entry of recurring/annual requisitions (e.g., copy/paste from a requisition in one year to another year)	Choose an item.	Click or tap here to enter text.
2.2.6	Provides the ability during requisition entry to alert/inform the user if the vendor has open POs	Choose an item.	Click or tap here to enter text.
2.2.7	Provides the ability to request and restock inventory via requisition	Choose an item.	Click or tap here to enter text.
2.2.8	Supports inventory auditing procedures that check, and balance physical inventory counts to inventory records	Choose an item.	Click or tap here to enter text.
2.2.9	Supports barcoding/QR code integration with District third party RF Scanner software (Quatred) – See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
2.2.10	Provides the ability to automatically route a request to an approver based on the originator of the requisition (e.g., departmental, or other)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.2.11	Performs budget checking during requisition, PO creation, and invoice processing, including related sales tax amount	Choose an item.	Click or tap here to enter text.
2.2.12	Checks for available budget; cannot be overridden unless by an authorized supervisor or manager, and budget checking can be defined at various levels.	Choose an item.	Click or tap here to enter text.
2.2.13	Provides a “hard stop” if the requisition fails budget check, references an invalid account, missing project code required for an account number, and/or references an invalid vendor	Choose an item.	Click or tap here to enter text.
2.2.14	Application can support vendor groups, and commodity codes for efficient analysis and procurement searches	Choose an item.	Click or tap here to enter text.
2.2.15	Provides a vendor self-service portal with functions that include: <ul style="list-style-type: none"> • Provide vendor related forms online • Submit requests to become “registered” vendors • Register and receive notifications for formal bids, and download information and upload bids accordingly • Check invoice/payment status • Upload forms and invoices • View appropriate transactional history associated with POs • Update vendor contact details, such as address, phone, primary contact, etc. 	Choose an item.	Click or tap here to enter text.
Encumbrance			
2.2.16	Provides the ability to pre-encumber/encumber requisitions and purchases, and the ability to override transactions that fail budget check	Choose an item.	Click or tap here to enter text.
2.2.17	When a PO or requisition is cancelled or closed, automatically reverse pre-encumbrance and encumbrance amounts as appropriate	Choose an item.	Click or tap here to enter text.
2.2.18	Provides real-time access to PO information related to encumbrances	Choose an item.	Click or tap here to enter text.
2.2.19	Ability to submit encumbrance master listing by GL account number	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.2.20	Provides the ability to create future fiscal year purchase orders once the FY is open and encumber future FY funds in order to pre-pay invoices prior to the FY beginning through the PO process.	Choose an item.	Click or tap here to enter text.
Purchase Orders (PO)			
2.2.21	Provides the ability to have a single PO associated with multiple departments and/or funding sources (e.g., multi-department POs)	Choose an item.	Click or tap here to enter text.
2.2.22	Provides the ability to issue POs using a variety of units of measure (e.g., each, per linear foot, lump sum, etc.)	Choose an item.	Click or tap here to enter text.
2.2.23	Provides an option for PO numbering to be user defined or system generated	Choose an item.	Click or tap here to enter text.
2.2.24	Supports annual, blanket, multi-year, and multi-department PO types	Choose an item.	Click or tap here to enter text.
2.2.25	Supports multiple line items per PO with the option of associating different GL strings and/or project numbers with each line	Choose an item.	Click or tap here to enter text.
2.2.26	Captures internal or external justifications, notes, or comments on PO; internal comments must only be visible to the District	Choose an item.	Click or tap here to enter text.
2.2.27	Provides the ability to define which users are authorized to override established PO limits	Choose an item.	Click or tap here to enter text.
2.2.28	Provides real-time expense tracking on all POs, including blanket POs	Choose an item.	Click or tap here to enter text.
2.2.29	Prevents a PO from being issued to an inactive vendor, inactive account number, inactive project code	Choose an item.	Click or tap here to enter text.
2.2.30	Provides the ability to attach supporting documents to POs	Choose an item.	Click or tap here to enter text.
2.2.31	Provides real-time access to PO information related to balances, adjustments, and postings	Choose an item.	Click or tap here to enter text.
2.2.32	Ability to automate PO initiation after contract is awarded through PlanetBids	Choose an item.	Click or tap here to enter text.
2.2.33	Ability to track and display open POs and supports the maintenance of open POs over multiple fiscal years	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.2.34	Ability to email the POs to more than one email address	Choose an item.	Click or tap here to enter text.
2.2.35	Flexibility to accommodate lengthy vendor names greater than 36 characters	Choose an item.	Click or tap here to enter text.
2.2.36	Provides the flexibility to accommodate lengthy inventory item descriptions with special characters (e.g., &, -)	Choose an item.	Click or tap here to enter text.
2.2.37	Provides the ability to enter an amount over \$10,000,000 (District current amount field does not surpass \$9,999,999)	Choose an item.	Click or tap here to enter text.
2.2.38	Ability to track an order through the return process	Choose an item.	Click or tap here to enter text.
2.2.39	Supports out-of-budget overrides by an authorized supervisor or manager, and budget checking can be defined at various levels	Choose an item.	Click or tap here to enter text.
2.2.40	Ability to require fields be completed/required prior to the order moving forward	Choose an item.	Click or tap here to enter text.
Purchasing Cards			
2.2.41	Supports managing District Purchasing Card usage and processing of related payments in coordination with bank	Choose an item.	Click or tap here to enter text.
2.2.42	Ability to provide an expanded Purchasing Card purchase description	Choose an item.	Click or tap here to enter text.
2.2.43	Provide the ability to notify Purchasing Card holders via automated email of the available batch of Purchasing Card transactions awaiting updates	Choose an item.	Click or tap here to enter text.
2.2.44	Ability to split Purchasing Card transactions by fund, department and/or account specific transaction types	Choose an item.	Click or tap here to enter text.
2.2.45	Ability to generate Purchasing Card transaction reports by GL account code, and/or cardholder name	Choose an item.	Click or tap here to enter text.
2.2.46	Ability to generate Purchasing Card transactions (e.g., receipts generation, transactions approval tracking, etc.)	Choose an item.	Click or tap here to enter text.
Year End			
2.2.47	Defines close and roll-over dates at system and module level	Choose an item.	Click or tap here to enter text.
2.2.48	Supports year-end activities such as PO closure and the ability to roll POs to the new fiscal year	Choose an item.	Click or tap here to enter text.

2.2.49	Automates PO rollover process including appropriate treatment of carryover budget amounts	Choose an item.	Click or tap here to enter text.
2.2.50	Allows users to enter purchase requisitions for the new fiscal year prior to the start of that fiscal year	Choose an item.	Click or tap here to enter text.
Document Management			
2.2.50	Supports document scanning and attachment, and makes documents accessible throughout the procurement process (e.g., requisition, PO, packing slips accounts payable, etc.)	Choose an item.	Click or tap here to enter text.
2.2.51	Provides the ability to configure alerts (percentage/dollar-based) when an invoice (or combination of invoices) is on the verge of exceeding the approved PO amount	Choose an item.	Click or tap here to enter text.
2.2.52	Provides options for sending PO documents to vendors. Options include print and mail, email, and via vendor self-service portal	Choose an item.	Click or tap here to enter text.
2.2.53	Provides a feature that allows vendors to see invoices submitted/payment status	Choose an item.	Click or tap here to enter text.
2.2.54	Supports integration to the following existing Third-party software vendors: ACOM, Planet Bids, FileNet, Petro Vend, NEXGEN, barcode scanner software. See Sections 7.4 and 7.5.	Choose an item.	Click or tap here to enter text.
2.2.55	Provides robust reporting functionality to limit the use of Cognos reports	Choose an item.	Click or tap here to enter text.
2.2.56	Provides a report or dashboard alert of POs with no activity for a user defined period	Choose an item.	Click or tap here to enter text.
2.2.57	Provides a report or dashboard of open POs with balances including the funding source(s)	Choose an item.	Click or tap here to enter text.

2.3 Vendor Management

The solution should provide the ability to maintain vendor information to process payments and track information related to doing business with the District. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.3.1	Provides the ability to view changes to vendor records (e.g., address, name, phone, etc.)	Choose an item.	Click or tap here to enter text.
2.3.2	Ability to make use of one-time vendors	Choose an item.	Click or tap here to enter text.
2.3.3	Allow for multiple dba's for one legal name	Choose an item.	Click or tap here to enter text.
2.3.4	Supports read only access (security setting) to Vendor Maintenance based on security roles	Choose an item.	Click or tap here to enter text.
2.3.5	Supports CA Employment Development Department (EDD) reporting requirements (cumulative payments over \$600 within a given year) for independent contractors	Choose an item.	Click or tap here to enter text.
2.3.6	Supports decentralized vendor entry with workflow to approve vendor prior to availability for use	Choose an item.	Click or tap here to enter text.
2.3.7	Prevents duplicate entry of vendor records tax identification number, Social Security Number, etc.	Choose an item.	Click or tap here to enter text.
2.3.8	Allow for a separate workflow from normal vendor set-ups to allow for large volumes of vendors to be established via an upload process.	Choose an item.	Click or tap here to enter text.
2.3.9	Provides the ability to track insurance requirements, bonds, professional licenses, contract terms (when required) and related documents needed for doing business	Choose an item.	Click or tap here to enter text.
2.3.10	Notifies staff if insurance requirements are near/past expiration	Choose an item.	Click or tap here to enter text.
2.3.11	Supports verification of vendor Tax ID number matching with vendor's legal name provided on IRS W9 form	Choose an item.	Click or tap here to enter text.
2.3.12	Supports flagging, processing, and reporting of CA Form 587 (nonresident withholding) and CA Form 590 (withholding exemption)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.3.13	Provides a vendor portal for AP and purchasing including budgeting, project accounting, and grants management in the procurement	Choose an item.	Click or tap here to enter text.

2.4 Budgeting

The solution should provide an automated electronic Operating and Capital Improvement Program (CIP) budget process with decentralized entry, workflow, and related notifications/alerts. It must track budget revisions, support mid-year amendments, support multiple year budgets and multiple year revenue and budget projections. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.4.1	Ability to complete the budget process within a single application including position, operations, grants, and capital budgeting	Choose an item.	Click or tap here to enter text.
2.4.2	Provides multi-year budgeting, object, justification, description, etc. fields for each budgeting year	Choose an item.	Click or tap here to enter text.
2.4.3	Offers the ability to define a maximum budget amount per fund, department, division, object, and report against the defined maximum	Choose an item.	Click or tap here to enter text.
2.4.4	Tracks various budget versions and subsequent amendments (e.g., Department Head “requested” version vs. Executive “proposed accepted” version and “Board approved” version, etc.)	Choose an item.	Click or tap here to enter text.
2.4.5	Calculates projected fund balance automatically (e.g., reflecting projected reserves, revenues, expenses, and inter-fund transfers that would result in an ending fund balance, etc.)	Choose an item.	Click or tap here to enter text.
2.4.6	Provides options to set base budgets (e.g., zero-based, with historical data, last year’s actuals or with increasing/decreasing factors) down to the object level	Choose an item.	Click or tap here to enter text.
2.4.7	Allows departmental entry of budget requests	Choose an item.	Click or tap here to enter text.
2.4.8	Allows departmental entry of justifications and background data related to requests; this information must stay with line-item entries through budget level-up cycles	Choose an item.	Click or tap here to enter text.
2.4.9	Ability to process mass changes to various accounts during budget process at the GL account level, such as departmental or Districtwide reorganizations	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.4.10	Provides the ability to control budget rollups at multiple levels	Choose an item.	Click or tap here to enter text.
2.4.11	Provides the ability to add/delete/reallocate/move positions between operating divisions, and updates proposed budget with those changes	Choose an item.	Click or tap here to enter text.
2.4.12	Provides the ability to allocate employee costs by percentage to multiple account strings	Choose an item.	Click or tap here to enter text.
2.4.13	Provides personnel budgeting processes for updating the budget to reflect changes for such things as COLAs, adjustments to variable benefits, updates to fixed benefits, and other misc. personnel related rate adjustments	Choose an item.	Click or tap here to enter text.
2.4.14	Provides status tracking relative to departmental budget approvals	Choose an item.	Click or tap here to enter text.
2.4.15	Provides the ability to budget Capital Improvement Program projects as single year or multiple years	Choose an item.	Click or tap here to enter text.
2.4.16	Automates roll-forward for selected operational and multi-year Capital Improvement Program (CIP) or grant project budgets	Choose an item.	Click or tap here to enter text.
2.4.17	Provides the ability to apply “what if”/factor scenarios across GL account code for all budgeting/forecasting needs, including cash flow projections	Choose an item.	Click or tap here to enter text.
2.4.18	Provides the ability through security/rights to lock funds, departments, objects, and/or object categories from updating	Choose an item.	Click or tap here to enter text.
2.4.19	Provides the ability to define and use statistics (e.g., invoices paid, recruitments completed, etc.) as performance measurements	Choose an item.	Click or tap here to enter text.
2.4.20	Supports budget at the desired GL level and by fund (e.g., currently one Fund is used for districtwide expenses to subsequently distribute recorded expenses in this Fund to other designated Funds by department/division)	Choose an item.	Click or tap here to enter text.
2.4.21	Supports the creation of automated splits by GL account code according to user-specified requirements (allocation codes)	Choose an item.	Click or tap here to enter text.
2.4.22	Supports position-based budgeting (Option for hours/FTE instead of dollars) to allow for analysis of changes to various factors (e.g., FTE counts, COLAs, CPI, etc.)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.4.23	Provides the ability to report on justification comments by budget line item	Choose an item.	Click or tap here to enter text.
2.4.24	Offers the ability to see budget-to-actuals in real-time with drill-down capabilities	Choose an item.	Click or tap here to enter text.
2.4.25	Allows negative amounts to be entered	Choose an item.	Click or tap here to enter text.
2.4.26	Supports publication of the “annual budget document” via direct leveraging of system outputs/forms/reports/graphs	Choose an item.	Click or tap here to enter text.
2.4.27	Allows users to change key underlying assumptions to impact forecasts	Choose an item.	Click or tap here to enter text.
2.4.28	Ability to report on 5-year capital plan	Choose an item.	Click or tap here to enter text.
2.4.29	Allows document attachment at the budget line-item level; attachments must stay with the line item through various budget versions and remain available as budgets are closed	Choose an item.	Click or tap here to enter text.
2.4.30	Supports onscreen entry, version management, document attachment, and export/import functionality	Choose an item.	Click or tap here to enter text.
2.4.31	Provides full integration with MS Excel for budget development (e.g., worksheet export to MS Excel, data imported from MS Excel, MS Excel-based forecasting, etc.).	Choose an item.	Click or tap here to enter text.
2.4.32	Ability to track approval of department budgets	Choose an item.	Click or tap here to enter text.

2.5 Contract Management

The solution should provide functionality to manage contracts. It should track and manage contract status information over the life of the contract. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.5.1	Provides the ability to track and manage contract status information (e.g., milestone payment schedule, payment terms, payments, incentives, amendments, renewal status, expiration dates, insurance certificates, etc.)	Choose an item.	Click or tap here to enter text.
2.5.2	Provides the ability to handle multiple contract types (e.g., purchasing contracts, not to exceed contracts, encumbered contracts, multi-year contracts, revenue contracts, developer agreements, etc.)	Choose an item.	Click or tap here to enter text.
2.5.3	Provides the ability to alert/notify of upcoming or past expiration dates of agreements, insurance documents, etc.	Choose an item.	Click or tap here to enter text.
2.5.4	Ability to post contract documents with tracking of access to public website	Choose an item.	Click or tap here to enter text.
2.5.5	Associates District vendor contracts to projects and POs	Choose an item.	Click or tap here to enter text.
2.5.6	Provides the ability to report on contracts against which no POs have been entered	Choose an item.	Click or tap here to enter text.
2.5.7	For capital projects, requires that a contract has been entered before a PO may be issued	Choose an item.	Click or tap here to enter text.
2.5.8	System records and tracks contract limits at user specified levels over the life of the contract	Choose an item.	Click or tap here to enter text.
2.5.9	System notifies when thresholds/units are approached	Choose an item.	Click or tap here to enter text.
2.5.10	System identifies/links related contracts (e.g., replacement contract, old contract, etc.)	Choose an item.	Click or tap here to enter text.
2.5.11	System allows for drill down to show all requisitions, POs, payments, and vendor history associated with the contract	Choose an item.	Click or tap here to enter text.
2.5.12	System allows parent/child relationship for contracts	Choose an item.	Click or tap here to enter text.
2.5.13	System tracks multiple contracts per vendor	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.5.14	System tracks multiple payments against a contract	Choose an item.	Click or tap here to enter text.
2.5.15	System tracks service performance against a contract	Choose an item.	Click or tap here to enter text.
2.5.16	Ability to show contract pricing tables	Choose an item.	Click or tap here to enter text.
2.5.17	System allows auto calculation of retention amounts by task, % completion and dollar amount	Choose an item.	Click or tap here to enter text.
2.5.18	System allows multiple rates of retention based on project progress	Choose an item.	Click or tap here to enter text.
2.5.19	Ability to track progress payments and retention due to vendors	Choose an item.	Click or tap here to enter text.
2.5.20	System allows for encumbering or not encumbering value of contract	Choose an item.	Click or tap here to enter text.
2.5.21	System allows purchase requisitions to pre-encumber funds against a contract	Choose an item.	Click or tap here to enter text.
2.5.22	System allows POs to encumber funds against a contract	Choose an item.	Click or tap here to enter text.
2.5.23	System allows encumbrances to be split across multiple fiscal years	Choose an item.	Click or tap here to enter text.
2.5.24	GL accounts can be split by amount, percentage, or milestone/phase	Choose an item.	Click or tap here to enter text.
2.5.25	System validates POs against contracts for appropriate user, GL account, amount, department, date, etc.	Choose an item.	Click or tap here to enter text.
2.5.26	Change in contract dollar amount triggers workflow and the approval process can be routed by department, contract type or amount	Choose an item.	Click or tap here to enter text.
2.5.27	System allows users to attach files to contracts	Choose an item.	Click or tap here to enter text.
2.5.28	Ability to remove access to documents such as contracts by user/role	Choose an item.	Click or tap here to enter text.
2.5.29	Ability to purge contracts on a given schedule	Choose an item.	Click or tap here to enter text.

2.6 Inventory Management

The solution should include an inventory/warehouse management function to track and manage inventory including location, cost, and counts. It must support multiple methods of valuation and surplus disposal. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.6.1	Allows inventory items to be associated with service orders/jobs for purposes of determining inventory expenses connected with specific activities	Choose an item.	Click or tap here to enter text.
2.6.2	Categorizes and analyzes inventory costs and usage based on user-defined classifications	Choose an item.	Click or tap here to enter text.
2.6.3	Offers options for managing inventory cycle counts by various methods	Choose an item.	Click or tap here to enter text.
2.6.4	Tracks multiple item types and/or allows sub-categories under a parent item, including location tracking	Choose an item.	Click or tap here to enter text.
2.6.5	Populates inventory items either manually or through import	Choose an item.	Click or tap here to enter text.
2.6.6	Supports barcoding/scanning of inventory for receiving and disbursement	Choose an item.	Click or tap here to enter text.
2.6.7	Ability to manage inventory at multiple warehouses	Choose an item.	Click or tap here to enter text.
2.6.8	Reconciles inventory at year-end, at other specified intervals, and on-demand	Choose an item.	Click or tap here to enter text.
2.6.9	Automates inventory replenishment at pre-defined reorder points with associated notification/workflow/approval support	Choose an item.	Click or tap here to enter text.
2.6.10	Allows inventory items to be associated with workorders (in NEXGEN), service orders, jobs for purposes of determining inventory expenses connected with specific activities. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
2.6.11	Provides the option for stock requisition of office supplies from inventory for District staff usage (e.g., a case of paper, carton of envelopes, etc.)	Choose an item.	Click or tap here to enter text.
2.6.12	Ability to search and display inventory material status	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.6.13	Supports real-time, bi-directional interfaces between the proposed inventory management solution and the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.
2.6.14	Ability to provide real-time inventory item availability and costs from multiple warehouses from the proposed inventory solution to the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.
2.6.15	Ability to provide actual warehouse item cost through a requisition/issue process to a specific NEXGEN work order.	Choose an item.	Click or tap here to enter text.

2.7 Accounts Payable

The Accounts Payable (AP) solution should support payments to various entities including, but not limited to, vendors for services or goods, employees' expenses, retirees, and other agencies. The solution should apply appropriate controls over all payments. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
Invoice Receipt			
2.7.1	Supports importing of electronic invoices and scanning of invoices into the AP module. With the ability for vendors and staff to upload invoices into the ERP.	Choose an item.	Click or tap here to enter text.
2.7.2	Automates matching the PO, receiver, and invoice (Three-way match with electronic receipting) for physical good items only.	Choose an item.	Click or tap here to enter text.
2.7.3	Manages vendor invoice credits and voided checks with associated adjustments to encumbrances, GL, and PO balances	Choose an item.	Click or tap here to enter text.
2.7.4	User friendly access to check the status of all open invoices and automated reminders for pending invoice approvals sent to staff based on a number of days outstanding as determined by the District.	Choose an item.	Click or tap here to enter text.
2.7.5	Ability to identify duplicate invoice numbers and have an automated alert if it exists from a single vendor	Choose an item.	Click or tap here to enter text.
2.7.6	Supports attachment of supporting vendor records to digital invoice including Bill of Lading, packing slip, etc.	Choose an item.	Click or tap here to enter text.
2.7.8	Workflow - Ability to route invoices for approval within the ERP based on pre-determined groups and approval paths, which can be reassigned without restarting the process and include automated notifications when assigned a task.	Choose an item.	Click or tap here to enter text.
2.7.9	Ability to review and edit AP entries at data entry user access, prior to separate supervisor review and update before posting/processing vendor payments.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
Payment Calculation			
2.7.10	Alerts staff of payment discounts and terms the discount terms	Choose an item.	Click or tap here to enter text.
2.7.11	Supports automatically calculating sales taxes as appropriate for items being paid at time of data entry. The District is subject to multiple sales tax rates (e.g., City of Coachella at 8.75% and City of Palm Desert at 7.75%).	Choose an item.	Click or tap here to enter text.
2.7.12	Provides ability to automatically calculate retainage using the percentage indicated on a PO with the ability to override for rounding errors.	Choose an item.	Click or tap here to enter text.
2.7.13	Supports retention payment processing	Choose an item.	Click or tap here to enter text.
2.7.14	Allows payments that can be scheduled over a period (monthly, quarterly) with associated tracking of payment terms to avoid missing vendor payments on an annual basis (e.g., leases, electrical or phone bills, monthly maintenance services).	Choose an item.	Click or tap here to enter text.
2.7.15	Allows for the tracking, deduction, and reporting of vendor garnishments	Choose an item.	Click or tap here to enter text.
2.7.16	Provides the ability to allocate pre-payment amounts across accounting periods (e.g., for software maintenance agreements)	Choose an item.	Click or tap here to enter text.
2.7.17	Provides the ability to include and track sales tax owed to CDTFA if the vendor did not include the amount on the invoice	Choose an item.	Click or tap here to enter text.
2.7.18	Supports miscellaneous payment requests (check request/direct request for payments – without an associated workflow approval path)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
Payment Process			
2.7.19	For multi-line-item POs, allows selection of one or more of those line items during invoice processing with the ability to post credit balances against a PO line item and work order or project numbers.	Choose an item.	Click or tap here to enter text.
2.7.20	Creates POS (point of sale) pay files to notify bank of validate issued checks (data includes vendor name, check number, check total, check date)	Choose an item.	Click or tap here to enter text.
2.7.21	Supports processing of 1099s and 1099 reporting requirements with form formats or required information updated in the ERP system at a minimum of 30-days prior to form due dates	Choose an item.	Click or tap here to enter text.
2.7.22	Supports refund and retention payment processing	Choose an item.	Click or tap here to enter text.
2.7.23	Supports processing and reporting requirements of the California Department of Tax and Fee Administration (CDTFA) Form 592 (earnings withholding)	Choose an item.	Click or tap here to enter text.
2.7.24	Provides the ability to “short close” POs based on user defined parameters	Choose an item.	Click or tap here to enter text.
2.7.25	Provides for ACH payments to vendors with email notification that payment was sent	Choose an item.	Click or tap here to enter text.
2.7.26	Provides alerts for previously entered invoices that are aging and where penalties may apply for late payments	Choose an item.	Click or tap here to enter text.
2.7.27	Provides an employee process to request travel and employee reimbursement of expenses via an automated workflow initiated by the requesting employee	Choose an item.	Click or tap here to enter text.
2.7.28	Provides the ability to attach documents supporting travel request and employee reimbursement of expense	Choose an item.	Click or tap here to enter text.
2.7.29	Provides the ability to drill down from a payment to view a related PO, invoice, or other related documents	Choose an item.	Click or tap here to enter text.
2.7.30	Supports the creation of automated splits by GL account code according to user-specified requirements	Choose an item.	Click or tap here to enter text.
2.7.31	Supports virtual cards that act as electronic payment alternatives to paper checks (optional to the District, currently not being used)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.7.32	Ability to process transactions for one-time vendors (e.g., refunds, landscape rebates).	Choose an item.	Click or tap here to enter text.
Check Generation			
2.7.32	Check rendering should provide the ability to see invoice number, invoice date, description of payment, gross, discounted and net amounts, and PO number.	Choose an item.	Click or tap here to enter text.
2.7.33	Checks are stored with references ID to financial transactions at all levels, including POs	Choose an item.	Click or tap here to enter text.
2.7.34	Ability to generate more than one check for a vendor during a check process (e.g., splitting up invoices from the same vendor into multiple checks during the same check run).	Choose an item.	Click or tap here to enter text.
2.7.32	Generates multiple page checks if necessary	Choose an item.	Click or tap here to enter text.
2.7.35	Ability to generate individual checks outside of the normal check processing schedule.	Choose an item.	Click or tap here to enter text.
2.7.36	Ability to reinstate the PO and reinstate the encumbrance after voiding a check	Choose an item.	Click or tap here to enter text.
2.7.37	Ability to record wire transfer transactions without processing it as a manual check	Choose an item.	Click or tap here to enter text.
2.7.38	Ability to keep an electronic copy of checks and an ability to access the document image and backup documentation (PO) from within the ERP	Choose an item.	Click or tap here to enter text.
2.7.39	Provides document storage and will create a PDF rendering of checks as part of processing	Choose an item.	Click or tap here to enter text.
Reporting			
2.7.40	Ability to generate a District defined Board Expenditure Report	Choose an item.	Click or tap here to enter text.
2.7.41	Provide the ability to generate a monthly report to calculate the District's sales tax liability that vendors did not collect	Choose an item.	Click or tap here to enter text.
2.7.42	Supports flexible vendor search and reporting (e.g., invoices by vendor, vendor name, vendor checks, check data history, etc.)	Choose an item.	Click or tap here to enter text.
2.7.43	Ability to generate a transaction report before posting of invoices for processing. Report should include the vendor name, vendor number, invoice number, amount to be paid,	Choose an item.	Click or tap here to enter text.

	GL account number, transaction date, period and fiscal year transaction will post in)		
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2.8 General Billing (Accounts Receivable)

The solution should support invoicing of various entities including, but not limited to, citizens, former employees, businesses, and other governmental entities. It should support invoicing for a variety of items such as grants, property damage, COBRA, miscellaneous items, and services. It should record accounts receivables (AR) and payments against customer accounts. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.8.1	Provides invoice entry template for AR staff to initiate invoice process with the functionality to have other department/divisions enter data to create invoices based on user permissions; ability to disable this function is desired and have review and update restrictions prior to posting/creating invoices for all users	Choose an item.	Click or tap here to enter text.
2.8.2	Provides electronic workflow to route initial invoice entry document to user-defined reviewers and approvers before invoice is generated and receivable is established within or integrated with the ERP solution (e.g., ability to forward outside of workflow for approval)	Choose an item.	Click or tap here to enter text.
2.8.3	Ability to auto-forward workflow with date durations for staff that is out of the office	Choose an item.	Click or tap here to enter text.
2.8.4	Provides the ability for customizable invoices and edits after created, including invoices with quantity and rate (additional fields to annotate what work the charges are for). Ability to warn for duplicate billing (e.g., if billing is based on the sample value and vendor as a previous billing)	Choose an item.	Click or tap here to enter text.
2.8.5	Provides the ability to add user-defined messages to invoices and statements	Choose an item.	Click or tap here to enter text.
2.8.6	Provides options for off-cycle, regular batch bill on a schedule and mass batch bill runs with the ability to email an invoice or	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	receipt to internal departments or external customers or multiple sources at once		
2.8.7	Provides comprehensive NSF check processing including reversing payments, appropriate reversing of accounting transactions, rebilling with NSF check charge(s), and associating these events with the customer's account	Choose an item.	Click or tap here to enter text.
2.8.8	Provides statements of cumulative activity with fields for multiple customers, dates, etc. (vs. invoices only)	Choose an item.	Click or tap here to enter text.
2.8.9	Provides options for costs to be tracked on work orders	Choose an item.	Click or tap here to enter text.
2.8.10	Provides on demand and interval-based (e.g., weekly) past due payments and aging reports with notifications	Choose an item.	Click or tap here to enter text.
2.8.11	Provides accounts aging data sufficient to support collection activities	Choose an item.	Click or tap here to enter text.
2.8.12	Integration with utility billing system to identify utility accounts and the ability to transfer AR balances to UB balances or UB refunds to AR balances.	Choose an item.	Click or tap here to enter text.
2.8.13	Provides an option for payments to immediately affect customer account balances while batches are still open with a summary report for verification. Report should include the customer's name, amount paid, account status, and balance due.	Choose an item.	Click or tap here to enter text.
2.8.14	Provides the ability for automatic monthly, quarterly, and yearly billing for cell towers and other leases, including the ability to automate and override annual increases	Choose an item.	Click or tap here to enter text.
2.8.15	Provides the ability to receive monthly, quarterly, and annual reminders of pending bills based on lease or payment schedules including if a CPI increase should be reviewed prior to billing based on a set date in time; within the customer database (unique to each customer)	Choose an item.	Click or tap here to enter text.
2.8.16	Provides the ability to reconcile wire transfers for miscellaneous receipts to verify posting of funds to the correct accounts	Choose an item.	Click or tap here to enter text.
2.8.17	Provides a public portal for customer self-service to view account balances, view download and print billing	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	invoices/statements, update billing addresses, make payments of multiple types, etc.		
2.8.18	Provides online/in-application forms and the ability to revise the forms	Choose an item.	Click or tap here to enter text.
2.8.19	Offers option to create Discharge Bills through an interface with third party (Port-O-Logic) and eliminate duplicate entry. See Sections 7.4 and 7.5 (with the ability to import invoice information from Port-O-Logic)	Choose an item.	Click or tap here to enter text.
2.8.20	Supports efficient entry of miscellaneous bills such as planning, inspections, grants, leases, hydraulic, discharge, reviews, inter-agency, and all other non-utility. With the ability to enter multiple invoices on the same customer simultaneously using mass data entry and the ability to add extended text to each invoice.	Choose an item.	Click or tap here to enter text.
2.8.20	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information (Barcoding on invoices). Ability to add QR code direct to a payment portal.	Choose an item.	Click or tap here to enter text.
2.8.21	Ability to automatically flag Development Services when deposits are close to being depleted. Reconciliation report with outstanding deposits for reconciliations. Ability to receive a notification if the project status changes to completed and a deposit refund is triggered.	Choose an item.	Click or tap here to enter text.
2.8.22	The ability to track developer deposits, apply deposits to open invoices, transfer credits from one account to another, and process refunds. Ability to view all deposits and charges on a statement or new invoice requesting an additional deposit amount.	Choose an item.	Click or tap here to enter text.
2.8.23	Ability to automate notification for 30/60/90 day past due notices and to interface with a third-party collection's agency after 90 days past due (District currently uses Coast Professional, Inc. for collections)	Choose an item.	Click or tap here to enter text.
2.8.24	Provides cashiering options to update customer account balances in real time	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.8.25	Support District Bank interface (upload and download for Home Banking, and Paymentus). See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
2.8.26	Ability to update and change recurring invoices on an as needed basis	Choose an item.	Click or tap here to enter text.
2.8.27	Offers document storage and will create a PDF rendering of invoices as part of processing with links to transactions (The PDFs are then stored within the ERP with references to the transaction) and the ability to email invoice and attachments in the future	Choose an item.	Click or tap here to enter text.
2.8.28	Allows data entry to be accessible to multiple employees based on user access and workflow to support checking and validation of a requested transaction before a final approval and update level	Choose an item.	Click or tap here to enter text.
2.8.29	Provides flexible reporting capabilities including but not limited to the following: <ul style="list-style-type: none"> - A/R Aging - Refund Letter (for closed utility or miscellaneous receivable accounts with a credit balance) Open Receivable Reminder Letter	Choose an item.	Click or tap here to enter text.
2.8.30	Ability to search and display miscellaneous invoices and receipts	Choose an item.	Click or tap here to enter text.
2.8.31	Provides a customer receipt showing all balances due across all billing types that may be printed, reprinted, or sent electronically.	Choose an item.	Click or tap here to enter text.
2.8.32	Ability for invoice creation date to differ from posting period or fiscal year. Ability to post multi-month invoice to the corresponding period and fiscal year without creating separate invoices for each month.	Choose an item.	Click or tap here to enter text.
2.8.33	Ability to produce fiscal year end accrual reports.	Choose an item.	Click or tap here to enter text.
2.8.34	Ability to run GL/MR reconciliation reports.	Choose an item.	Click or tap here to enter text.
2.8.35	Ability to apply payments to certain invoices when multiple invoices or line items exist on an invoice.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.8.36	Ability to drill down from the GL to the MR customer and from MR customer to GL activity	Choose an item.	Click or tap here to enter text.

2.9 Fixed Asset Accounting

The solution should provide asset accounting functionality fully integrated with the general ledger to create, capture, and maintain information (asset ID, cost, dates, etc.) associated with leased and capitalized assets. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.9.1	Supports workflow options for purchase requisitions that can include an "inform" step, and requisitions can include an asset designation field (early notification of a potential asset purchase)	Choose an item.	Click or tap here to enter text.
2.9.2	Allows multiple funding sources per asset, including grant funding sources (grants have unique disposal and reporting requirements and must be distinguishable)	Choose an item.	Click or tap here to enter text.
2.9.3		Choose an item.	Click or tap here to enter text.
2.9.4	Provides, or interfaces with, asset tag solution. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
2.9.5	Provides the ability to tie asset(s) to a CIP project, grant, or other criteria	Choose an item.	Click or tap here to enter text.
2.9.6	Supports various asset depreciation schedules, the ability to change depreciation methodologies, and (from a point in time) recalculates depreciation based on the remaining life, or designated as non-depreciable	Choose an item.	Click or tap here to enter text.
2.9.7	Provides parent/child associations for assets in alignment with the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.
2.9.8	Supports Integration of financial/valuation data with third party workorder and enterprise asset management system. See Sections 7.4 and 7.5.	Choose an item.	Click or tap here to enter text.
2.9.10	Tracks assets disposal and salvage value; reports on assets nearing full depreciation	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.9.11	Allows user to define fields for asset reporting to assist with analysis/development of liability insurance rates	Choose an item.	Click or tap here to enter text.
2.9.12	Allows options to extract and analyze data; canned reports, custom reports, data export, application grid export, etc.	Choose an item.	Click or tap here to enter text.
2.9.13	Ability to amend assets for additions or an extension of useful life	Choose an item.	Click or tap here to enter text.
2.9.14	Approval path for fixed asset changes (additions, deletions, modifications) with workflows associated with data entry, review, and update processes.	Choose an item.	Click or tap here to enter text.
2.9.15	Supports import/export interfaces between the proposed fixed asset solution and the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.
2.9.16	Ability to create various customized reports to verify fixed asset information and compare information to the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.

2.10 Cash Receipts (Cashiering)

The solution should support a centralized cashiering module to collect and manage payment transactions (e.g., cash, checks, credit cards, electronic payments, etc.) from multiple locations on a daily basis. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.10.1	Supports immediate recognition of payments received by credit card, online or at the counter	Choose an item.	Click or tap here to enter text.
2.10.2	Supports the daily tracking and posting of Treasury transactions, deposits by user and type (cash, credit cards, checks, wires, etc.) for end of day Treasury balancing	Choose an item.	Click or tap here to enter text.
2.10.3	Provides the ability to track deposits in transit/cash in vault	Choose an item.	Click or tap here to enter text.
2.10.4	Provides the ability to track and report all monthly cash (and cash equivalents) receipted in and disbursed out	Choose an item.	Click or tap here to enter text.
2.10.5	Provides the ability to track and report the number of specific types of transactions by certain time frames (e.g., number of EFT, number	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	of ACH's executed, number of deposits on a specific date, month, date range, etc.)		
2.10.6	Supports multiple users with appropriate separation of duties and security roles	Choose an item.	Click or tap here to enter text.
2.10.7	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information	Choose an item.	Click or tap here to enter text.
2.10.8	Provides for chip reader, check endorser and PII/PCI compliance capabilities	Choose an item.	Click or tap here to enter text.
2.10.9	Supports opening and closing cashier's drawer (software control)	Choose an item.	Click or tap here to enter text.
2.10.10	Ability to track, add, search, reconcile, and void Petty Cash Receipts (including, but not limited to: District Current Petty Cash Receipts – Coachella, Palm Desert Operations, Water Service Deposits)	Choose an item.	Click or tap here to enter text.
2.10.11	Provides daily Treasury reports to prepare deposit slips, track cash receipted in by denomination, check, electronic deposits, etc.	Choose an item.	Click or tap here to enter text.
2.10.12	Provides the ability to create custom reports using data fields within the module	Choose an item.	Click or tap here to enter text.

2.11 Project and Grant Accounting

The solution should provide functionality to manage projects, including Capital Improvement Program projects (CIPs) and non-CIP projects (e.g., Special Events). Functionality should include tracking funding sources and budget to actual expenditures, and the ability to associate projects into multiple categories and subcategories. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.11.1	Provides ability to capture, manage and report budget, encumbrances, expenses, and retention amounts for each CIP project, grant or other Special Project including the ability to establish project parent-child relationships	Choose an item.	Click or tap here to enter text.
2.11.2	Supports multi-year project budgets and expenditures (at the object level)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.11.3	Allows multiple funding sources for a single project	Choose an item.	Click or tap here to enter text.
2.11.4	Provides real-time project budget balances with the option to include pending staff time or pending invoices in process	Choose an item.	Click or tap here to enter text.
2.11.5	Tracks actual, committed, and estimated (or budgeted) costs including fund releases, and supports intermittent and documented project reviews	Choose an item.	Click or tap here to enter text.
2.11.6	Distributes costs and units (including labor hours/costs and related benefits/burdened expenses) to as many projects (job phases) and sub-divisions (job-sub-phases) as the user wishes to establish including funding splits/use of allocation codes (e.g., an invoice for engineering can be assigned to the Design phase and to the sub-budget "Geological Work".) Would need drill down reporting based on job phase and job-sub-phases or any of these categories independently.	Choose an item.	Click or tap here to enter text.
2.11.7	Ability to link grant and project tracking for ease of tracking costs (tracking expenses for grants from project costs)	Choose an item.	Click or tap here to enter text.
2.11.8	Ability to track grants for full life cycle (from application, to award, to closure)	Choose an item.	Click or tap here to enter text.
2.11.9	Captures actual paid staff time (including or excluding benefits) and associates it directly to a project/grant based on defined project rules; including variable overhead rates applicable to certain types of expenses.	Choose an item.	Click or tap here to enter text.
2.11.10	Reports on project activity by period and over the life of the project	Choose an item.	Click or tap here to enter text.
2.11.11	Supports integration with billing for reimbursements at a project level and grant level with the ability to specify that only first \$(x), % of wages, and/or specific department/division account activity qualify for reimbursement via grant.	Choose an item.	Click or tap here to enter text.
2.11.12	Ability to identify reimbursable expenses and once billed, track the status of outstanding invoices issued to a vendor (e.g., grant administrator or developer) for reimbursement, unpaid balances, and aging of outstanding receivables.	Choose an item.	Click or tap here to enter text.
2.11.13	Supports complex grant management where some grants incorporate outside agencies who are subrecipients of the grant	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.11.14	Supports distinct tracking of Capital and Non-Capital grants	Choose an item.	Click or tap here to enter text.
2.11.15	Provides the ability to integrate with GL, customize grant reporting for compliance with grant submission requirements, interface with NEXGEN (Work Order system) for details related to expense tracking, link to related POs, etc.. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
2.11.16	Provides the ability to track non-capitalized assets	Choose an item.	Click or tap here to enter text.
2.11.17	Tracks the maintenance of assets separately from capitalizable assets (including new, enhancements, and transfers) and associated costs. (e.g., District provides maintenance or construction services for another agency or developer per an agreement, which will not be District owned property but expenses will be tracked and billed.)	Choose an item.	Click or tap here to enter text.
2.11.18	Sets alerts that notify of overrun by period, year to date, total budget	Choose an item.	Click or tap here to enter text.

2.12 Bank Management and Reconciliation

The solution should provide the ability to manage and reconcile multiple bank accounts and transfer funds between the accounts. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.12.1	Tracks cash balances on all funds by sub-fund and project (Pooled equity)	Choose an item.	Click or tap here to enter text.
2.12.2	Provides bank interfacing, using transaction codes defined by the Bank and the District. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
2.12.3	Supports bank reconciliation and clearing of checks via BAI/BAI2 file structures	Choose an item.	Click or tap here to enter text.
2.12.4	Supports creation of correcting journals based on reconciling items while accounting for items in transit	Choose an item.	Click or tap here to enter text.
2.12.5	Provides an outstanding list of checks by date range and as of a certain date	Choose an item.	Click or tap here to enter text.
2.12.6	Provides workflow capabilities for verification/review process and post/update of the bank reconciliation	Choose an item.	Click or tap here to enter text.
2.12.7	Provides a comprehensive report for each bank reconciliation with approval paths, detailed listing of cleared transactions, notes, and outstanding transactions	Choose an item.	Click or tap here to enter text.
2.12.8	Ability to attach multiple supporting documentation in PDF, TIF, PNG, Word, and Excel Formats	Choose an item.	Click or tap here to enter text.
2.12.9	Ability to add notes within the bank reconciliation which can be printed on a report	Choose an item.	Click or tap here to enter text.
2.12.10	Allows for processing of transactions from multiple bank accounts (e.g., accounts payable from the general checking account, payroll from the payroll bank account).	Choose an item.	Click or tap here to enter text.
2.12.11	Report by fund with pooled cash balances and bank account balances with the ability to see the effects of pending/unposted transactions on account balances.	Choose an item.	Click or tap here to enter text.

3. Utility Billing

3.1 General Billing Services

The solution should provide for the general and specific functionality listed below for each billing type including utility billing, replenishment assessment charges, canal, and non-potable. Billing solution services may be combined into one application for all billing types or presented under multiple applications.

#	Requirement	Response Code	Response/Comments
3.1.1	Ability to support all applicable rates/fees/classes (e.g., Residential Sanitation billing/Property Tax, Commercial Billing, Canal Water Standby, Water, Sewer, Non-potable Water, Water Availability Charge, Water Availability for undeveloped land, Sewer Availability, Agriculture, Scheduled Charges, and Unscheduled Charges) – see District’s website for current fee structure	Choose an item.	Click or tap here to enter text.
3.1.2	Ability to have sub-classifications with a customer class/type. (e.g., Commercial accounts having sub-classifications such as industrial, institutional, class 1, class 2, etc.)	Choose an item.	Click or tap here to enter text.
3.1.3	Ability to manage different units of measure when billing metered water consumption including water consumption implied from electric usage (hour-meter), and converting consumption measured in gallons, ccf, acre-ft, cfs, miner-ft, etc. as necessary	Choose an item.	Click or tap here to enter text.
3.1.4	Provides reports related to water consumption (e.g., top customers by type, cycle, route, etc.)	Choose an item.	Click or tap here to enter text.
3.1.5	Provides reports related to active and inactive number of meters by size and customer type.	Choose an item.	Click or tap here to enter text.
3.1.6	Ability to automate generation of paperless bills versus paper bills, auto-pay, home banking and auto pay programs, etc.	Choose an item.	Click or tap here to enter text.
3.1.7	Supports multiple meter types for reading (e.g., typical residential/commercial potable, displacement, compound, irrigation etc.)	Choose an item.	Click or tap here to enter text.
3.1.8	Supports multiple utility billing cycles (monthly, bi-monthly, fixed date)	Choose an item.	Click or tap here to enter text.
3.1.9	Supports the ability to update the Utility module for all billing types when a rate change occurs	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.1.10	Provides effective dates for billing rates and the ability to mass update or copy rates	Choose an item.	Click or tap here to enter text.
3.1.11	Supports delinquent account notices and penalty charges (flat fee and percentage) based on service type	Choose an item.	Click or tap here to enter text.
3.1.12	Supports interfaces to cashiering, general ledger, meter reading (walk/read, drive by, Wi-Fi/network), 3 rd party bill processing and mailing, inventory, GIS, and web applications. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
3.1.13	Provides internal customer account dashboard when inquiring on a customer account to provide "Customer at a Glance" functionality to key information and account details without requiring the searching of multiple screens	Choose an item.	Click or tap here to enter text.
3.1.14	Provides the ability to identify, link, and track related accounts for a property owner/parcel (e.g., multiple accounts for single property owner/parcel).	Choose an item.	Click or tap here to enter text.
3.1.15	Ability to use master accounts linking several individual accounts which can be billed individually or as one group		
3.1.16	Provides the ability to indicate when only credit cards, check, or cashier check, cash payments are accepted for a customer on the UB system and through the online porta with the ability to include or exclude any payment type offered at the customer level.	Choose an item.	Click or tap here to enter text.
3.1.17	Provides the ability to receive and track deposits	Choose an item.	Click or tap here to enter text.
3.1.18	Provides the ability to immediately generate a bill for the deposit amount upon establishment of the account	Choose an item.	Click or tap here to enter text.
3.1.19	Provides the ability to override or adjust deposit amounts with security permissions	Choose an item.	Click or tap here to enter text.
3.1.20	Provides the ability to view payment history while in the payment entry screen	Choose an item.	Click or tap here to enter text.
3.1.21	Provides robust key word inquiry that searches the entire Utility Billing database (e.g., "lien", "irrigation", etc.)	Choose an item.	Click or tap here to enter text.
3.1.22	Provides the ability for unlimited, date-stamped notes on customer accounts or locations with the ability to assign alert flags to accounts with notes with various note types and automatic expiration dates based on the note type or permanent notes	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.1.23	Provides an automated process for notes related to customers to stay with the customer regardless of service location	Choose an item.	Click or tap here to enter text.
3.1.24	Provides an automated process for notes related to service location to stay with service location regardless of customer	Choose an item.	Click or tap here to enter text.
3.1.25	Provides the ability to add attachments, pictures, or documents to specific notes	Choose an item.	Click or tap here to enter text.
3.1.26	Provides the ability to add alerts and comment codes to both the location ID and the customer ID (e.g., a flashing icon on the account screen)	Choose an item.	Click or tap here to enter text.
3.1.27	Provides automatic indication if there are multiple location IDs for a single customer ID	Choose an item.	Click or tap here to enter text.
3.1.28	Ability to maintain historical records of the meters and registers that were at a location over time, as well as the installation dates and removal dates within the utility billing system using an interface to the Districts GIS system.	Choose an item.	Click or tap here to enter text.
3.1.29	Supports hand-held, radio read, well meter, and manual uploads and downloads	Choose an item.	Click or tap here to enter text.
3.1.30	Flexibility in calculating consumption based on various read digit or manual entry scenarios (e.g., first "x" number of digits on the dial based on various meter sizes and types)	Choose an item.	Click or tap here to enter text.
3.1.31	Maintains meter readings and dates independent of customer or account changes	Choose an item.	Click or tap here to enter text.
3.1.32	Provides the ability to view a history of all meters and registers that have been installed at the service location/parcel and any work orders that have been issued for that location	Choose an item.	Click or tap here to enter text.
3.1.33	Supports utility bill generation, reprints, bill reconciliation, delinquent bills timely notification, closing bills, closed and shut-off notice(s), reminders, door hangers, and presentment by US Mail, email, text, and customer service portal	Choose an item.	Click or tap here to enter text.
3.1.34	Provides the ability to see the last meter reading on every account regardless of the account status at the location level. Currently when accounts are closed the meter reading is not being registered in the system each month and field staff is not able to see the previous meter reading to confirm a zero-consumption account.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.1.35	Supports pushing delinquency file data to District UB invoice delivery, vendor, or application (currently processed with InfoSend). See Sections 7.4 and 7.5.	Choose an item.	Click or tap here to enter text.
3.1.36	Provides bar code functionality to capture customer billing information (including amount due) and a QR code to direct customers to a secure payment portal.	Choose an item.	Click or tap here to enter text.
3.1.37	Provides cancel - rebill capabilities (e.g., corrected billings)	Choose an item.	Click or tap here to enter text.
3.1.38	Provides the ability to create payment arrangements for past-due statements and generate reports to ensure compliance with the agreed upon payment schedule	Choose an item.	Click or tap here to enter text.
3.1.39	Provides the ability for District staff to establish, maintain and view payment plans for customers and display the payment plan and regular bill amount separately on billing statement	Choose an item.	Click or tap here to enter text.
3.1.40	Provides the ability to flag an account currently operating under a payment plan to prevent payment extensions or account disconnections	Choose an item.	Click or tap here to enter text.
3.1.41	Allows printing of multiple cycles in one billing run	Choose an item.	Click or tap here to enter text.
3.1.42	Generates one utility bill covering all services and charges and itemizes charges separately (e.g., multiple meters for a single account, sewer, backflow, fire protection, inspection points, etc.)	Choose an item.	Click or tap here to enter text.
3.1.43	Provides options for additional services and/or charges to be based on a flat rate, percentage, etc. and have each service and charge designated to a staff assigned general ledger account	Choose an item.	Click or tap here to enter text.
3.1.44	Provides the ability to prorate bills for new and closed accounts and prorate bills during rate changes	Choose an item.	Click or tap here to enter text.
3.1.45	Supports billing adjustments such as read errors, adjustments to billing amounts, and history	Choose an item.	Click or tap here to enter text.
3.1.46	Provides the ability to set high/low exception parameters based on historical usage for the location. Ability to identify no usage/consumption accounts.	Choose an item.	Click or tap here to enter text.
3.1.47	Provides the ability to access and view a customer's current or prior bills (as the customer sees them) with the ability to email or reprint bills in their original format from within the billing system.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.1.48	Provides support for multiple payment options (e.g., electronic via online customer portal, via check, IVR system, cash payments, Apple Pay, Walmart, Google, Venmo, Pay Pal, Text to Pay)	Choose an item.	Click or tap here to enter text.
3.1.49	Provides ability to require customer to enter bank routing number and checking account number twice when paying by e-check to confirm accuracy	Choose an item.	Click or tap here to enter text.
3.1.50	Provides ability to allocate a single payment across multiple accounts	Choose an item.	Click or tap here to enter text.
3.1.51	Provides real-time posting and/or indication of payments pending (e.g., from online, counter, website, or IVR payment options)	Choose an item.	Click or tap here to enter text.
3.1.52	Provides the ability to assess fees and bill for past-due adjustments on an account (e.g., after-hours, reconnect charges) immediately rather than including the amount due in the next billing cycle	Choose an item.	Click or tap here to enter text.
3.1.53	Provides the ability to assess additional miscellaneous fees (e.g., disconnect fee, broken lock charge, work order fees, or account adjustments). Work order fees shall integrate with the District's Enterprise Asset Management Software (NEXGEN).	Choose an item.	Click or tap here to enter text.
3.1.54	Provides the ability to open identical work orders on several accounts simultaneously. Ability to select multiple customers or locations to create the same work order for selected accounts. (e.g., reviewing multiple meters in a homeowner's association or on one street)	Choose an item.	Click or tap here to enter text.
3.1.55	Ability to mass or simultaneously close out identical work orders.	Choose an item.	Click or tap here to enter text.
3.1.56	Ability to pre-populate components of work order requests based on the type of work order. (e.g., crew, department, date, work order number, issuing requestor/username)	Choose an item.	Click or tap here to enter text.
3.1.57	Manages non-sufficient funds (NSF) payments, adding associated fees, and processing customer notifications	Choose an item.	Click or tap here to enter text.
3.1.58	Provides the ability to accept multiple forms of tender on a single payment transaction	Choose an item.	Click or tap here to enter text.
3.1.59	Provides the ability to partially reverse a payment if customer paid with multiple cards or various forms of payments	Choose an item.	Click or tap here to enter text.
3.1.60	Ability to report on outstanding work orders (e.g., meter exchanges). Reports should include work order status (closed, open, cancelled, completed, etc.), number of days the work order has been open,	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	assigned staff member, crew, or area, type of work order, important of work order (high, low, medium), and a brief description.		
3.1.61	Supports E-billing with return email notifications for undeliverable E-bills, bills via text messages, suppress paper bills, and secure PDF bills.	Choose an item.	Click or tap here to enter text.
3.1.62	Accepts over-payment or credit adjustment with amount maintained as unapplied credit balance to be applied to the next service bill	Choose an item.	Click or tap here to enter text.
3.1.63	Provides the ability to generate a report detailing utility billing and consumption charges using a date range	Choose an item.	Click or tap here to enter text.
3.1.64	Provides the ability to distribute partial payments based on District-defined preferences (e.g., due date, service type, or percentage)	Choose an item.	Click or tap here to enter text.
3.1.65	Provides the ability to recognize payments immediately on receipt to prevent customers from being included on the shut off list	Choose an item.	Click or tap here to enter text.
3.1.66	Provides the ability for automatic (e.g., real time) notification to field staff if payment is received so service is not stopped	Choose an item.	Click or tap here to enter text.
3.1.67	Provides the ability to identify related accounts and transfer customer balance, deposits, and other occupant related information to a new account when a customer transfers to a new service address	Choose an item.	Click or tap here to enter text.
3.1.68	Supports real-time update to a customer record when service is disconnected for non-payment including the automatic change in customer status to a turned-off status when the turn-off for non-payment work order is issued and when payment is made the status should automatically change to active and prompt a turn-on work order to restore services.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.1.69	Provides the ability to generate regular bill, past-due, final bill, non-payment and shut-off notices (including related account data) for both the account mailing address and the physical property address and link all notices to the account record. Scan lines containing amounts due and related billing data will be required on all documents which might be used for payment	Choose an item.	Click or tap here to enter text.
3.1.70	Ability to generate and send duplicate bills (all types) and delinquent notices to a property owner when services are paid by a tenant.	Choose an item.	Click or tap here to enter text.
3.1.71	Accepts and processes ACH payments including recurring ACH payments via bank account or credit card; ability to intercept and process bank issued paper checks with conversion to an electronic remittance; allows for importing of electronic payment files from multiple sources	Choose an item.	Click or tap here to enter text.
3.1.72	Provides the ability to automatically create an accounts payable batch for "credit refunds" on closed accounts, including posting to the general ledger	Choose an item.	Click or tap here to enter text.
3.1.73	Accepts all payments (e.g., full, partial, pre-payments, etc.)	Choose an item.	Click or tap here to enter text.
3.1.74	Provides the ability to place an account on hold or legal dispute and write off balances as bad debt or bankruptcy with the ability to have a different account status	Choose an item.	Click or tap here to enter text.
3.1.75	Supports monthly fixed fees and special charges, etc.	Choose an item.	Click or tap here to enter text.
3.1.76	Provides the ability to define, add, or change an unlimited number of rate code types and amounts with the ability to add codes with a future effective date in advance without impacts to bills before the effective date.	Choose an item.	Click or tap here to enter text.
3.1.77	Provides the ability to easily create a service order for field service from the utility billing application for service on/off, final read, high read, standing water, missing lids, leak investigations, installing meters, removing meters etc. with a real-time interface to the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.
3.1.78	Provides a history of all service orders related to a service address that should remain with the service address record. Service orders are completed in NEXGEN. The proposed solution should include an	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	interface when service orders are closed to transfer the status and results to the utility billing account.		
3.1.79	Provides the ability to define a workflow for each service order type with automatic email notification to responsible parties	Choose an item.	Click or tap here to enter text.
3.1.80	Provides auto-correct customer mailing address functionality based on a USPS address verification database to reduce returned mail for all billing types.	Choose an item.	Click or tap here to enter text.
3.1.81	Provides the ability to view and track open customer related service orders/asset work orders (e.g., meters)	Choose an item.	Click or tap here to enter text.
3.1.82	Supports the ability to create a corresponding work order or service request in the NEXGEN application via API integration. See Sections 7.4 and 7.5.	Choose an item.	Click or tap here to enter text.
3.1.83	Provides mobile access	Choose an item.	Click or tap here to enter text.
3.1.84	Provides the ability to customize the service order printing/viewing format according to District requirements	Choose an item.	Click or tap here to enter text.
3.1.85	Provides the ability to add notes to a service order, including notes related to the location ID (e.g., aggressive animal on premise) or customer ID. Location ID notes shall interface with the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.
3.1.86	Provides the ability to attach a checklist or other documents to a service order	Choose an item.	Click or tap here to enter text.
3.1.87	Provides flexible service order requests for service order assignment with pre-determined fields, ability to override priority levels by work order type, and ability to create the same service order over multiple accounts.	Choose an item.	Click or tap here to enter text.
3.1.88	Provides the ability to view all service orders to confirm status with a customer account and the work order system	Choose an item.	Click or tap here to enter text.
3.1.89	Provides the ability to generate a list of accounts, customers, or meters based on user-defined selection criteria (e.g., customer ID, meter size, account type)	Choose an item.	Click or tap here to enter text.
3.1.90	Provides the ability to reconcile deposits, revenue, and receivables to the General Ledger	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.1.91	Supports Bank Reconciliation (deposit IDs, tender types, effectively cross-walked using daily bank information to import reconciling items directly into the financial system with a data transfer file, etc.)	Choose an item.	Click or tap here to enter text.
3.1.92	Provides a customer receipt showing all balances due across all modules that may be printed, reprinted, or sent electronically	Choose an item.	Click or tap here to enter text.
3.1.93	Supports bank interfacing, using transaction codes defined by the bank and the District to support reconciliation	Choose an item.	Click or tap here to enter text.
3.1.94	Ability to add multiple line items within a receivable/cash receipt transaction	Choose an item.	Click or tap here to enter text.
3.1.95	Supports creating and maintaining receipt codes for various transaction types and supports each receipt code being tied to one GL account with the ability to enter a GL account if needed	Choose an item.	Click or tap here to enter text.
3.1.96	Provides accounting for and interfaces with the financial system if a separate software solution is recommended.	Choose an item.	Click or tap here to enter text.
Customer Portal			
3.1.89	Provides a public portal for customer self-service to view UB account balance, view a PDF billing statement, make payments (via various payment methods), update but not remove mailing address, phone number, etc. Mailing address updates should be tied to a USPS address verification database.	Choose an item.	Click or tap here to enter text.
3.1.90	Provides the ability for customer to authorize/accept or deactivate paperless billing and text messages	Choose an item.	Click or tap here to enter text.
3.1.91	Provides the ability for customer to set up, edit, and remove online bill pay (debit, credit, or ACH)	Choose an item.	Click or tap here to enter text.
3.1.92	Provides the ability to allow customer to manage/change credit cards online	Choose an item.	Click or tap here to enter text.
3.1.93	Provides the ability to allow customer to manage/change email address for paperless billing	Choose an item.	Click or tap here to enter text.
3.1.94	Provides the ability to allow customers to access account history including: <ul style="list-style-type: none"> • Historical water budget • Monthly consumption • Work orders with select information to be provided in user portal as designated by the District (but not all work orders) via an interface to NEXGEN 	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	<ul style="list-style-type: none"> Current month versus previous month historical consumption comparison (e.g., compare October 2020 versus October 2021) 		
Reporting			
3.1.95	Provides the ability to generate aging reports by date range (including prior periods) to identify delinquent accounts	Choose an item.	Click or tap here to enter text.
3.1.96	Provides the ability to generate an exception report to identify billing anomalies before bill generation	Choose an item.	Click or tap here to enter text.
3.1.97	Provides the ability to generate analysis reports with user-defined parameters with flexible selection criteria and grouping options (e.g., dates, location ID, customer ID, etc.)	Choose an item.	Click or tap here to enter text.
3.1.98	Provides the ability to meet all State, County, and/or governing agency reports (drought, water consumption, delinquent accounts, turned off for non-payment accounts, etc.)	Choose an item.	Click or tap here to enter text.
3.1.99	Provides for ability to generate automated notification of customer and account changes	Choose an item.	Click or tap here to enter text.
3.1.100	Provides the ability to generate a report at the service order level, including all service order details, notes and status	Choose an item.	Click or tap here to enter text.
3.1.101	Provides advanced ad hoc reporting capabilities that allow end-user to generate reports using and data field relevant to billing	Choose an item.	Click or tap here to enter text.
3.1.102	Ability to run exception reports for all billing types	Choose an item.	Click or tap here to enter text.
3.1.103	Provides a report of accounts with months of zero consumption	Choose an item.	Click or tap here to enter text.
3.1.104	Provides the ability to generate a report to identify accounts with a credit balance	Choose an item.	Click or tap here to enter text.
3.1.105	Provides the ability to generate payment plan letters for individual accounts, including related account data	Choose an item.	Click or tap here to enter text.
3.1.106	Provides the ability to export reports to Microsoft Excel, Word, CSV, and PDF	Choose an item.	Click or tap here to enter text.
3.1.107	Provides daily cash reports to prepare deposit slips, track cash receipted in by denomination, check, electronic deposits, by cashier, etc.	Choose an item.	Click or tap here to enter text.
3.1.108	Provides the ability to track and report all monthly cash (and cash equivalents) receipted in and disbursed out by payment type and user ID (customer service staff member).	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.1.109	Provides for the ability to schedule automated reports to select user(s) which can be delivered via email in a PDF, Word, or Excel format.	Choose an item.	Click or tap here to enter text.
3.1.110	Provides a centralized cashiering model to collect and manage transactions (e.g., cash, checks, credit cards, electronic payments).	Choose an item.	Click or tap here to enter text.

3.2 Domestic Billing

The solution should provide for the general and specific functionality listed below.

#	Requirement	Response Code	Response/Comments
3.2.1	Ability to automate the following late fee billing structure; (Currently: 15 days to pay after due date and then 1.5% late fees are assessed on day 25, followed by delinquency fee of \$25 after 40 days; subject to change)	Choose an item.	Click or tap here to enter text.
3.2.2	Solution supports water budget-based billing (e.g., customer water budget, ESUs (equivalent sewer units) for business, five-year Evapotranspiration "ETO" table updates, irrigable land area factors, occupancy levels, zones, etc.)	Choose an item.	Click or tap here to enter text.
3.2.3	Ability to generate a summary bill for a customer having multiple accounts (e.g., Master accounts with 5 looped meters, multiple accounts not looped)	Choose an item.	Click or tap here to enter text.
3.2.4	Support the ability to temporarily adjust the water budget components that are specific to a customer ID/location ID combination, and have an ID code.	Choose an item.	Click or tap here to enter text.
3.2.5	Supports automatic meter readers (AMR), advanced meter infrastructure (AMI), and Non-AMR data and related interface(s). See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
3.2.6	Provides integration with the District's current meter reading solution (Itron). See Sections 7.4 and 7.5. With the potential for future AMI solution.	Choose an item.	Click or tap here to enter text.
3.2.7	Provides the ability to generate a final bill with a new mailing address for real-time print and mail, and a flag to exclude from the next bill generation	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.2.8	Calculates final bills during any cycle based on the internal closing of a turn off service order with the ability to process based on a termination date range	Choose an item.	Click or tap here to enter text.
3.2.9	Provides ability to charge special amounts or fines based on multiple variables such as percentage or fixed rate, water usage, flat fee, service area (such as during a declared drought)	Choose an item.	Click or tap here to enter text.
3.2.10	Supports construction-meter consumption billing	Choose an item.	Click or tap here to enter text.
3.2.11	Supports backflow service billing within a utility account, (while backflow testing will be done in NEXGEN)	Choose an item.	Click or tap here to enter text.
3.2.10	Provides ability to create customer flags on various criteria, including to indicate whether a customer is exempt from turn-off (usually for medical alerts) at the customer ID level inputted by a supervisor level with the ability to see change history and generate reports based on exemption status	Choose an item.	Click or tap here to enter text.
3.2.11	Provides the ability through an automated process to return a deposit following one (1) or two (2) years of good payment history, including the ability to restart the one (1) or two (2) year cycle if a payment is missed (10 days from the due date); and the ability to exempt an account from an automatic refund after 2 years (commercial account); track the date of refund and amount.	Choose an item.	Click or tap here to enter text.
3.2.12	Provides the ability to determine whether a meter has been pulled from a location and to prevent the establishment of service until a new meter has been installed	Choose an item.	Click or tap here to enter text.
3.2.13	Provides the ability to support construction meter deposits without an automated return process	Choose an item.	Click or tap here to enter text.
3.2.14	Provides the ability to identify multiple meters on a single parcel or Assessor's Parcel Number (APN)	Choose an item.	Click or tap here to enter text.
3.2.15	Provides the ability to identify landscape meters without an associated address.	Choose an item.	Click or tap here to enter text.
3.2.16	Provides the ability to match a customer account mailing address to an external address database	Choose an item.	Click or tap here to enter text.
3.2.17	Provides the ability to display average consumption by month and date range for an account (for single and master metered accounts combining all metered usage for the account)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.2.18	Allows user to flag individual accounts for which zero consumption is not considered to be an exception (e.g., fire protection meters)	Choose an item.	Click or tap here to enter text.
3.2.19	Provides ability for meters to be placed into inventory (including bulk inventory import options) with the ability to serialize meters based on the bill of lading	Choose an item.	Click or tap here to enter text.
3.2.20	Provides the ability to import meter and register information from a completed NEXGEN work order to the utility billing system (currently a manual process)	Choose an item.	Click or tap here to enter text.
3.2.21	Provides the ability to generate a recommended route map and estimated timeframe for manual meter reads	Choose an item.	Click or tap here to enter text.
3.2.22	Generates service orders based on trouble codes entered using hand held devices. Meter reading exception messages are generated from the code and actions entered along with meter reads to communicate with customer service staff.	Choose an item.	Click or tap here to enter text.
3.2.23	Provides the ability to change out meters at any time with a work order interface to NEXGEN; provides the ability to show separate individual meter readings and consumption for old and new meter, and show total consumption and billing amount on the same bill	Choose an item.	Click or tap here to enter text.
3.2.24	Manages meter rollovers and notes exceptions for zero consumptions	Choose an item.	Click or tap here to enter text.
3.2.25	Ability to add sub-accounts (historically 4-digits) to a master account (historically 5-digits)	Choose an item.	Click or tap here to enter text.
3.2.26	Supports master accounts holding the water consumption budget for all sub-accounts (e.g., budget-based billing)	Choose an item.	Click or tap here to enter text.
3.2.27	Prevents against active accounts missed in a bill run (unbilled account report)	Choose an item.	Click or tap here to enter text.
3.2.28	Provides the ability for customers <u>on a payment plan</u> to be assigned a fixed due date (e.g., the customer wants to pay on the 20th of every month)	Choose an item.	Click or tap here to enter text.
3.2.29	Provides a complete or exception-only billing pre-list for review prior to bill generation	Choose an item.	Click or tap here to enter text.
3.2.30	Provides for ability to assign service orders by geographic area, meter reading route, or service area, then by task (e.g., turn-ons before turn-offs) and finally by specific location according to District requirements	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.2.31	Ability to report water service/active customer count by class	Choose an item.	Click or tap here to enter text.
3.2.33	Provides water usage reports for all accounts by customer class, location ID, meter type, meter size, tier type and/or period (monthly, calendar year, fiscal year)	Choose an item.	Click or tap here to enter text.
3.2.34	Ability to generate monthly billing accrual reports by billing type, bill cycle, with detailed charges and the ability to split billing between months based on a percentage or number of days for charges. (Currently a manual process)	Choose an item.	Click or tap here to enter text.
3.2.35	Supports bill generation for the following (sample rates would include but not be limited to residential, commercial and irrigation budget list below): Tier 1 (Up to 8ccf) Tier 2 (Up to 100% of water budget) Tier 3 (100% up to 175% of water budget) Tier 4 (175% up to 300% of water budget) Tier 5 (300% or more of water budget) Support ability to add any special tax adjustments such as City Utility User Taxes and/or Service Fees.	Choose an item.	Click or tap here to enter text.
3.2.36	Supports the ability to calculate bills using several factors such as: <ul style="list-style-type: none"> - Plant factor - Irrigation efficiency - Evaporation rate/historical weather data - Pump zones - Landscape area - Number of household members - Base water budget in hundred cubic feet (CCF) - Number of days billed 	Choose an item.	Click or tap here to enter text.
3.2.37	Ability to adjust portions of the water budget to provide variances for: <ul style="list-style-type: none"> - Plant factor - Number of household members - Landscape area - Base water budget in CCF Adjustments should be entered based on user permissions, be trackable, be reportable, and have an expiration date.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.2.38	Ability to attach appealed water budget documentation to either the customer or location IDs (e.g., additional number of household members may be attached to the customer ID; large animals such as a horse property may be attached to the location ID)	Choose an item.	Click or tap here to enter text.
3.2.39	Ability to automate the calculation of base CCF based on the equivalent dwelling units attached to the account.	Choose an item.	Click or tap here to enter text.
3.2.40	Ability to distinguish between customers connected to sewer and those not connected to sewer services. Including the ability to easily distinguish base CCF's using two categories – Sewer Base CCF and No Sewer Base CCF	Choose an item.	Click or tap here to enter text.
3.2.41	Ability to automate and modify the late fee billing structure, including the assessment of the 1.5% late fee, delinquency fee, and Notices for termination of service. Allows for multiple timelines.	Choose an item.	Click or tap here to enter text.
3.2.42	Supports the ability to choose when the penalty is charged based on the number of days from the original regular billing date without interference/reset from a delinquent or off-cycle billing.	Choose an item.	Click or tap here to enter text.
3.2.43	Ability to attach/upload documents (PDF, PNG, Word, etc.) to multiple customer accounts at the same time, such as same budget review notification letter to multiple accounts.	Choose an item.	Click or tap here to enter text.
3.2.44	Ability to attach/upload documents to a master account/master location that is then distributed/viewable to all associated sub accounts.	Choose an item.	Click or tap here to enter text.
3.2.45	Ability to attach/upload rebate information to customer or location ID via an integration with Droplet (rebate processing software). As referenced in Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.

3.3 Replenishment Assessment Charges (RAC)

The solution should provide for the general and specific functionality listed below.

#	Requirement	Response Code	Response/Comments
3.3.1	Supports calculation of Replenishment Assessment Charges by Area of Benefit and these can also have master accounts – See Districts Website for current RAC rates and CA State Water Code Sections 31630-31639 and 31701.5.	Choose an item.	Click or tap here to enter text.
3.3.2	Ability to sequence (put in a cycle route) District and private wells	Choose an item.	Click or tap here to enter text.
3.3.3	Provides the ability to generate well exception reports	Choose an item.	Click or tap here to enter text.
3.3.4	Ability to run RAC Well meters self-reported production reports, well-related reports, well-related reports/statements, reading sheets and meter read reports	Choose an item.	Click or tap here to enter text.
3.3.5	Provides ability to charge special amounts/fees (future RAC Sustainable Ground Water management Administration fee or other charges)	Choose an item.	Click or tap here to enter text.
3.3.6	Provides automatic indication if there are multiple location IDs for a single customer ID	Choose an item.	Click or tap here to enter text.
3.3.7	Generate a summary bill for a customer having multiple accounts (i.e., Master Account Billing)	Choose an item.	Click or tap here to enter text.
3.3.8	Ability to manage different units of measurement when billing metered water consumption including water consumption implied from electric usage (hour-meter), and converting consumption measured in gallons, ccf, acre-ft, cfs, miner-ft, etc. as necessary	Choose an item.	Click or tap here to enter text.
3.3.9	Provides the ability to generate well exception reports, track minimal pumpers (less than 25 acre ft in a 12-month period or no charge accounts)	Choose an item.	Click or tap here to enter text.
3.3.10	Ability to enter and modify meter readings. Enter codes for RAC well related reports (i.e., roll over)	Choose an item.	Click or tap here to enter text.
3.3.11	District facilities are billed through an interdepartmental billing process to or within the financial system using the utility billing information and consumption/production is tracked for each account.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.3.12	Ability to create work orders with real-time, bi-directional interfaces between the proposed solution and the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.

3.4 Agriculture Irrigation (Canal) Billing

The solution should provide for the general and specific functionality listed below.

#	Requirement	Response Code	Response/Comments
3.4.1	Supports multiple canal reads per day for a single meter	Choose an item.	Click or tap here to enter text.
3.4.2	Supports the ability to manage agriculture water orders and billing across a one meter to multiple accounts configuration (sequencing per customer on the same meter)	Choose an item.	Click or tap here to enter text.
3.4.3	Supports billing based on scheduled charges and unscheduled charges (e.g., surcharges for being within the City of Coachella for utility user taxes charged on water usage and remitted to the City of Coachella, for Quagga mussels, supply charges specific to a certain class of customers, etc.)	Choose an item.	Click or tap here to enter text.
3.4.4	Provides the ability to process Canal Availability charges - annual assessments on landowners that have access to canal systems (e.g., Assessed per year by size of property, Assessed/reduced by the amount of water that the landowners use) including revenue calculation based on fixed availability charge and canal billing reconciliation (comparing daily reads to monthly reads) – see District website FAQs for this calculation	Choose an item.	Click or tap here to enter text.
3.4.5	Provides the ability to calculate and process remaining balances that will transfer to property taxes if a balance remains (Canal Water Availability charge)	Choose an item.	Click or tap here to enter text.
3.4.6	Provides the ability to generate a final bill with a new mailing address for real-time print and mail, and a flag to exclude from the next bill generation	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.4.7	Provides ability to charge special amounts, fees, or fines	Choose an item.	Click or tap here to enter text.
3.4.8	Can manage customers making mid-order changes (e.g., request for a 5-day order being reduced to a 3-day order) including various sources initiating the change (Zanjeros, Customer Service Representatives, Customers)	Choose an item.	Click or tap here to enter text.
3.4.9	Provides the ability to allow agriculture water customers to make online orders and access a self-service portal for purposes of tracking water use against target consumption amounts associated with Canal Availability annual assessments	Choose an item.	Click or tap here to enter text.
3.4.8	Ability to report on canal water accounts including such elements as – location ID, associated devices, associated accounts, etc. Ability to track permits and expiration dates (e.g., Hemp).	Choose an item.	Click or tap here to enter text.
3.4.9	Provides the ability to identify one meter serving multiple parcels and allow for proper crediting of canal water payments to the availability assessment.	Choose an item.	Click or tap here to enter text.
3.4.10	Supports construction-meter consumption billing.	Choose an item.	Click or tap here to enter text.
3.4.11	Allow for accounts to be billed through an interdepartmental billing process to or within the financial system using the canal billing information and have consumption tracked for each account.	Choose an item.	Click or tap here to enter text.

3.5 Non-potable Water Billing

The solution should provide for the general and specific functionality listed below.

#	Requirement	Response Code	Response/Comments
3.5.1	Provides the ability to integrate recycled water customer billing with the ability to manually enter and/or modify reads.	Choose an item.	Click or tap here to enter text.
3.5.2	Supports calculation for Non-potable Water Charge - Type A (West RAC Rate Per Acre-Foot 85% of Total) Type B (Canal Class Total Rate Per Acre-Foot) Type C (East RAC Rate Per Acre-Foot 85% of Total) Other Charges such as Conservation Charges	Choose an item.	Click or tap here to enter text.
3.5.3	Allow for accounts to be billed through an interdepartmental billing process to or within the financial system using the non-potable billing information and have consumption tracked for each account.	Choose an item.	Click or tap here to enter text.

3.6 Tax Roll Services

The solution should provide for the general and specific functionality listed below.

#	Requirement	Response Code	Response/Comments
3.6.1	Provides tax roll processing charges to customers' accounts to the County tax rolls (for both Riverside and Imperial Counties).	Choose an item.	Click or tap here to enter text.
3.6.2	Ability to deliver information to/interface with property tax rolls for purposes of collecting all amounts owed related to domestic water delinquencies, sanitation accounts, sewer, standby charges, and canal water availability assessments. See Sections 7.4 and 7.5.	Choose an item.	Click or tap here to enter text.
3.6.3	Supports Fixed Charge Processing "tax roll" transfer to Riverside and Imperial County. Ability to process and place charges (Residential Sewer, Sewer Availability, Water Availability, Canal Water Availability, and all delinquencies) on the parcel's property taxes. See Sections 7.4 and 7.5.	Choose an item.	Click or tap here to enter text.

3.7 Irrigation Water Availability Assessment

#	Requirement	Response Code	Response/Comments
3.1.1	Supports Canal Availability charges, Canal revenue calculation based on fixed availability charge and Canal billing reconciliation (comparing daily reads to monthly reads) – see District FAQs for this calculation	Choose an item.	Click or tap here to enter text.
3.1.2	Provides the ability to process Canal Availability charges-annual assessments on landowners that have access to canal systems (i.e., Assessed per year by size of property, Assessed/reduced by the amount of water that the homeowners use) and ability to run daily reports.	Choose an item.	Click or tap here to enter text.
3.1.3	Provides the ability to calculate and process remaining balances that will transfer to property taxes if a balance remains (Canal Water Availability charge) unsatisfied/unpaid. Remaining balances should be updated on the account daily.	Choose an item.	Click or tap here to enter text.

4. Human Resources (HR) and Payroll

4.1 Recruitment

The proposed system(s) should fully integrate with NeoGov which the District currently uses for its recruitment and talent management, onboarding, off-boarding, performance management, and training and development processes. Also, the solution should provide functionality to manage the entire recruitment process (from position request through to hiring) should the District choose to manage recruitments internally. The solution should track the history of candidate submissions and vetting results (interview, testing, reference checks, drug testing, background checks, etc.). Specific requirements for both the integrated and internally managed options are listed below.

#	Requirement	Response Code	Response/Comments
4.1.1	Supports recruitment modules that integrate with other HR applications to reduce dual entry. See sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.1.2	Supports the maintenance of all budgeted and authorized positions	Choose an item.	Click or tap here to enter text.
4.1.3	Tracks and reports budgeted, filled, frozen and vacant positions	Choose an item.	Click or tap here to enter text.
4.1.4	Associates positions with funding source	Choose an item.	Click or tap here to enter text.
4.1.5	Allows position(s) to be a one-to-many relationship for reporting (e.g., business analyst may exist in many departments and provide means to report totals)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.1.6	Links positions to required skills, certifications, required training, etc.	Choose an item.	Click or tap here to enter text.
4.1.7	Eliminates redundant entry with data sharing abilities from ERP system to NeoGov. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.1.8	Provides electronic data share of approved positions from ERP system to NeoGov. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.1.9	Provides electronic data share of applicant to hire from ERP system to NeoGov. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.1.10	Where applicable, provides electronic forms and workflow for routing review and approvals through the process, including new position requests	Choose an item.	Click or tap here to enter text.
4.1.11	Provides automated workflow for new position request/approval process and recruitment process including automated candidate contact workflows via email and text messages	Choose an item.	Click or tap here to enter text.
4.1.12	Provides a web portal for recruitment information to be posted and allow applicants to submit application and documents. The District currently uses Governmentjobs.com for recruitments.	Choose an item.	Click or tap here to enter text.
4.1.13	Supports sharing and display of lead/candidate resumes among interview panelists. Manages panelist contact information and hiring recommendation.	Choose an item.	Click or tap here to enter text.
4.1.14	Reports on status of recruitment tasks	Choose an item.	Click or tap here to enter text.
4.1.15	Provides option for information within the application to be available for statistical analysis and dashboards available to communicate common processed information (e.g., number of open recruitments, number of candidates in each recruitment phase such as interviewing, selection, background, onboarding, etc.)	Choose an item.	Click or tap here to enter text.
4.1.16	Includes candidate tracking/management based on skills and certification inventory. For example, an unsuccessful candidate for an Engineering position does not have a PE, but comes up as a recommended candidate for an open Project Manager position because they have the required PMP certification.	Choose an item.	Click or tap here to enter text.

4.2 Onboarding

The system should provide functionality to manage processes and procedures for employee onboarding. This includes the initiation of the process and a checklist of tasks that need to be performed to successfully educate an employee on the organization and its culture and prepare them with the necessary knowledge, skills, access, equipment, etc. to become effective and contributing members of the organization as quickly as possible. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.2.1	Integrates with other HR applications to reduce dual entry. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.2.2	Supports workflow designed to alert all staff required to act on a new hire	Choose an item.	Click or tap here to enter text.
4.2.3	Works with employee self-service web portal to facilitate onboarding process, including completion and submission of documents, benefit enrollment forms, pre-requisite training (such as anti-harassment training and which might include interfacing with the District's third-party training management provider, etc. See Sections 7.4 and 7.5)	Choose an item.	Click or tap here to enter text.
4.2.4	Integrates with IT processes related to equipment issuance, network logins, email address, systems access (roles/access). See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.2.5	Reports on status of completion of specific onboarding tasks including employee orientation, forms completion, etc.	Choose an item.	Click or tap here to enter text.
4.2.6	Provides the ability to accept electronic signatures by new hires to sign enrollment forms, acknowledge receiving District equipment, safety training, etc.	Choose an item.	Click or tap here to enter text.

4.3 Employee Master File

The solution should maintain an employee master file that includes data elements such as employee ID, basic demographics, address information, emergency contacts, survivor/beneficiary information, dependent information, history of salary changes (effective start and end dates), training and certification requirements, and history of personnel actions. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.3.1	Ensures Position control integrates with pay tables to assist with providing a complete position profile	Choose an item.	Click or tap here to enter text.
4.3.2	Provides the ability to attach employee photo	Choose an item.	Click or tap here to enter text.
4.3.3	Provides employee directory functionality including: <ul style="list-style-type: none"> - a field for "Preferred Name" or "Nickname" which may be different from a legal name - a field for employee's direct supervisor 	Choose an item.	Click or tap here to enter text.
4.3.4	Provides the ability to manage multiple phone numbers and email accounts for both employees and emergency contacts	Choose an item.	Click or tap here to enter text.
4.3.5	Provides the ability to track District property (badge, PC, phone, vehicle, uniforms, etc.) provided to employee throughout employee's tenure with District	Choose an item.	Click or tap here to enter text.
4.3.6	Provides the ability to attach documents (e.g., email messages) to an employee file	Choose an item.	Click or tap here to enter text.
4.3.7	Maintains complete history of positions held and salary changes	Choose an item.	Click or tap here to enter text.
4.3.8	Provides the ability to manage retiree demographic information and retirees do not purge out of the system	Choose an item.	Click or tap here to enter text.
4.3.9	Provides Seniority Listing	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.3.10	Provide flexible org charting reporting function	Choose an item.	Click or tap here to enter text.
4.3.11	Provides ability to select data required for labor costing/negotiations (e.g., CalPERS, health, pay, employment dates, position title, etc.)	Choose an item.	Click or tap here to enter text.
4.3.12	Provides Federal and State government mandated HR reporting: <ul style="list-style-type: none"> • Federal HR/Payroll Reports <ul style="list-style-type: none"> ○ IRS Report/Extract (Quarterly) ○ SSA W-2 Report/Extract (Annual) ○ Support EDD Form DE-9 and IRS Form 941 Reporting ○ EEOC EEO-4 Report/Extract (Odd Years) ○ DOL VETS 100 Report/Extract (Annual) ○ Census Reporting (Annual) • State HR/Payroll Reports <ul style="list-style-type: none"> ○ EDD New Hire Report/Extract (Every Pay Period) ○ EDD PIT, SDI, UI Report/Extract (Quarterly) ○ State Controller's Compensation Report 	Choose an item.	Click or tap here to enter text.
4.3.13	Provides ability to track, report, and reconcile garnishments, union dues, retirement contributions, benefits paid by employees and employer, deferred compensation contributions, etc. within a pay period, month, fiscal or calendar year.	Choose an item.	Click or tap here to enter text.
4.3.14	Ability to integrate with the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.

4.4 Benefits Administration

The solution should provide flexible rules and eligibility-based benefits management functionality to manage public employee and retiree benefits such as medical, dental, disability, and life insurance. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.4.1	Complies with current and future Affordable Care Act (ACA) requirements (e.g., automatic notification to employee when a dependent is approaching coverage discontinuance at age 26)	Choose an item.	Click or tap here to enter text.
4.4.2	Complies with Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements	Choose an item.	Click or tap here to enter text.
4.4.3	Complies with Health Insurance Portability and Accountability Act (HIPAA) requirements	Choose an item.	Click or tap here to enter text.
4.4.4	Supports California Public Employees Retirement System (CalPERS) to manage pension, health, and retirement benefits for California public employees and retirees	Choose an item.	Click or tap here to enter text.
4.4.5	Supports California Public Employees Retirement System (CalPERS) to manage benefits for part-time, seasonal, and temporary employees including tracking and notification of employees nearing 1,000 hours or 960 hours for working retired annuitants	Choose an item.	Click or tap here to enter text.
4.4.6	Maintains eligibility dates for different plans based on different rules (which may differ from hire dates)	Choose an item.	Click or tap here to enter text.
4.4.7	Updates employee benefit records and reflects changes in pay in HR and payroll systems/modules and applicable 3rd party benefit providers whenever there are changes due to a life event, changes in eligibility rules, or requests for benefits	Choose an item.	Click or tap here to enter text.
4.4.8	Provides the ability to establish benefit tiers according to employee type (e.g., Board Members, full-time employees, part-time employees, retirees)	Choose an item.	Click or tap here to enter text.

4.4.9	Ability to export required retirement 401, 457, and Roth data transfer files required by vendors. Files usually require employee name, employee address, and contribution amount, but may vary for each vendor. The District currently offers plans with Lincoln, Nationwide, and CalPERS. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.4.10	Provides the ability to generate reports to a 3 rd party benefit provider on an as needed basis (e.g., open enrollment data)	Choose an item.	Click or tap here to enter text.
4.4.11	Provides the ability to generate reports detailing amounts paid by the District for specific benefits versus amounts paid by employees	Choose an item.	Click or tap here to enter text.
4.4.12	Provides the ability to report on all employees enrolled in a specific benefit (e.g., insurance)	Choose an item.	Click or tap here to enter text.
4.4.13	Provides ACA reporting Form 1095C	Choose an item.	Click or tap here to enter text.
4.4.14	Ability to generate annual sick time payouts distribution reports	Choose an item.	Click or tap here to enter text.

4.5 Leave Administration

The solution should provide ability to capture, track and manage available leave balances, leave taken, payments, and balances for various types of leaves (e.g., paid time off (PTO), vacation, sick, California Family Rights Act (CFRA) Family Medical Leave Act (FMLA), disability, worker's compensation, light duty, donated and leave for recipients and donors, etc.). For all types of leave, this includes the ability to calculate, track, and monitor look back and look forward periods for eligibility. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.5.1	Provides the ability to capture, track and manage leave balances, including leave earned and taken, for all types of leave (e.g., paid time off (PTO), vacation, sick, California Family Rights Act (CFRA), Family Medical Leave Act (FMLA), disability, worker's compensation, light duty, donated and leave for recipients and donors, etc.)	Choose an item.	Click or tap here to enter text.
4.5.2	Provides integration with ExecuTime (if Vendor does not replace) for vacation/leave requests. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.5.3	Notifies employees of leave that will be lost, cease to accrue, or be automatically paid	Choose an item.	Click or tap here to enter text.
4.5.4	Provides leave codes to track medical related leave with notifications to employees and appropriate staff when balances are low	Choose an item.	Click or tap here to enter text.
4.5.5	Supports processes related to reasonable accommodation including notifications to medical professionals, interactive interviews, notifications to unions, tracking accommodation expirations and renewal notifications	Choose an item.	Click or tap here to enter text.
4.5.6	Provides the flexibility to validate employee time-off requests when employee does not have the requested code	Choose an item.	Click or tap here to enter text.
4.5.7	Provides the ability to administer disability management and return to work programs, including tracking and monitoring of medical limitations and modified duty, fitness for duty evaluations, communication, notifications, verification, etc.	Choose an item.	Click or tap here to enter text.
4.5.8	Ability to generate ad hoc leave balance report by employee	Choose an item.	Click or tap here to enter text.
4.5.9	Provides notification to HR and the employee when the accrual balance is nearing a District defined threshold	Choose an item.	Click or tap here to enter text.

4.6 Training and Certification

The solution should provide the functionality to manage training and certification records and/or integrate with a Learning Management System (LMS). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.6.1	Provides a comprehensive learning management system that can provide course creation, sign up, testing, and tracking of courses.	Choose an item.	Click or tap here to enter text.
4.6.2	Supports tracking required position-specific job certifications, licenses, mandatory training, expirations, and specialized skills such as Spanish fluency, etc.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.6.3	Provides automated notification of expiring certifications/licenses to supervisors and employees based on user-defined rules	Choose an item.	Click or tap here to enter text.
4.6.4	Associates certifications with applicable pay codes such that employees are paid or not paid based on the status of their certification	Choose an item.	Click or tap here to enter text.
4.6.5	Updates employee records in HR and payroll systems/modules such that changes in pay can occur based on completion of training/certification events	Choose an item.	Click or tap here to enter text.
4.6.6	Provides prior notification of certification and license expiration/renewal dates (e.g., 90, 60, 30 days prior)	Choose an item.	Click or tap here to enter text.
4.6.7	Include features for Succession Planning, such as electronic 9-box assessment with multiple user input, aptitude scores and reports, and career and individual development plans. Tracks and reports high potentials.	Choose an item.	Click or tap here to enter text.
4.6.8	Includes gamification options to increase employee engagement through game like elements.	Choose an item.	Click or tap here to enter text.
4.6.9	Provides customizable tracking for internal certifications, such as a certified District Trainer, and a complex hybrid-delivery Leadership program that includes internal and external training, skill certification, and multiple methods of meeting requirements.	Choose an item.	Click or tap here to enter text.

4.7 Performance Reviews

The solution should provide the functionality to manage annual performance reviews/evaluations, including the tracking of notification, initiation, review results, and approvals. Performance reviews and evaluations may vary based on position, job class, term (interim, probationary). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.7.1	Provides performance evaluation functionality including form creation, notification, workflow, and integration with other HR applications and Employee Self Service. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.7.2	Provides workflows to manage an electronic employee performance review/evaluation process	Choose an item.	Click or tap here to enter text.
4.7.3	Updates employee records in HR and payroll systems/modules as part of a workflow process to reflect changes in pay if needed, including one-time bonus pays based on final performance review results	Choose an item.	Click or tap here to enter text.
4.7.4	Provides automated notification of performance reviews to supervisors and managers based on user-defined rules	Choose an item.	Click or tap here to enter text.
4.7.5	Provides the ability to auto-assign training based on review results (and which might require integration with the District's third-party training management provider including providing notices of completion to interested parties if training is managed in the ERP. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.7.6	Provides the ability to define and manage electronic forms within the workflow	Choose an item.	Click or tap here to enter text.
4.7.7	Provides the ability to attach external forms and documents throughout the workflow	Choose an item.	Click or tap here to enter text.
4.7.8	Provides alerts on past due evaluations and escalation notifications	Choose an item.	Click or tap here to enter text.
4.7.9	Provides workflow to process the appropriate Performance Review as needed	Choose an item.	Click or tap here to enter text.

4.8 Personnel Actions

The solution should provide the functionality to manage personnel actions from initiation, review, authorization, and approval for actions such as promotions, demotions, salary increases, disciplinary events, as well as suspensions, separations, and leaves. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.8.1	Provides automated online forms for completion and electronic workflow to reviewers and approvers with redaction of certain sensitive information and support for digital signatures	Choose an item.	Click or tap here to enter text.
4.8.2	Provides notification to employee upon approval of personnel action	Choose an item.	Click or tap here to enter text.
4.8.3	Updates employee records in HR and payroll systems/modules to reflect changes in pay if needed	Choose an item.	Click or tap here to enter text.
4.8.4	Uses end dates to automatically stop the action at a specified time (e.g., discontinue administrative leave without pay, leave of absence, discontinue add pays such as temporary assignment pay, etc.)	Choose an item.	Click or tap here to enter text.
4.8.5	Provides the ability to set future effective date of a personnel action (e.g., promotion, COLA, etc.)	Choose an item.	Click or tap here to enter text.

4.9 Employee Self-Service

The solution should provide employee self-service functions that allow access and update rights to designated employee information. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.9.1	Provides ability through employee self-service function to update employee records in HR and payroll systems/modules and applicable external systems (e.g., CalPERS, 3rd Party Benefit Providers, etc.).With automatic notifications to HR for HR staff to review and approve the requested changes	Choose an item.	Click or tap here to enter text.
4.9.2	Provides the ability for employees to view and print paycheck history, personnel actions, leave balances, W-2s, etc.	Choose an item.	Click or tap here to enter text.
4.9.3	Provides the ability for employees to create “What-If” scenarios (e.g., Paycheck “What-if” Calculator)	Choose an item.	Click or tap here to enter text.
4.9.4	Provides the ability for employees to update/change W-4, benefits during open enrollment, and profile data (e.g., address, phone number, emergency contact beneficiaries, 457 deferred contribution plans, etc.) and deferred compensation contribution. System automatically notifies HR of changes and allows HR staff to review and approve the requested changes	Choose an item.	Click or tap here to enter text.
4.9.5	Provides the ability for employees to reset password	Choose an item.	Click or tap here to enter text.
4.9.6	Provides workflow to track progress of employee onboarding, off boarding, separation checklist, and benefits enrollment	Choose an item.	Click or tap here to enter text.
4.9.7	Allows employees to request time off and have this electronically approved by manager	Choose an item.	Click or tap here to enter text.
4.9.8	Provides the ability for employees to request cash-out of leave based on certain criteria (e.g., Specific pay period, limit of # of hours, etc.)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.9.9	Employee self-service sites provide a communication portal for HR and the employee to share information prior to an employee's first day.	Choose an item.	Click or tap here to enter text.
4.9.10	Supports workflow integration with employee elections (COBRA/457). See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.9.11	Allows employees to view workplans, training events completed and upcoming, certifications or specialized skills including their status and expiration dates if applicable. Information should be imported from an LMS system, or a training and certification module proposed under section 4.6.	Choose an item.	Click or tap here to enter text.
4.9.12	Provides a mobile friendly platform.	Choose an item.	Click or tap here to enter text.

4.10 Pay Administration

The solution should provide functionality to manage employee pay including wages, special pay, employee loans, State, Federal and local taxes, accruals and Federal and State legislation including Fair Labor Standards Act and Family Medical Leave Act. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.10.1	Provides the ability for wages to be based on user defined rules (e.g., status, overtime rules and eligibility, out of class, longevity pay code, premium pays, multiple work schedules, Fair Labor Standards Act (FLSA) overtime, accommodating FLSA split days, etc.)	Choose an item.	Click or tap here to enter text.
4.10.2	Provides the ability to configure multiple accruals (e.g., comp time, leave, workers compensation, vacation, etc.)	Choose an item.	Click or tap here to enter text.
4.10.3	Provides the ability to manage multiple garnishment cycles (e.g., 24 pay periods, 26 pay periods, etc.)	Choose an item.	Click or tap here to enter text.
4.10.4	Provides the ability to establish multiple garnishments using the same garnishment code for a single employee and automatically calculate a percentage (e.g., 25%, 50%) for the garnishment amount (based on gross pay minus qualifying deductions as designated by the District based on garnishment withholding orders)	Choose an item.	Click or tap here to enter text.
4.10.5	Supports multiple earning/pay codes including, but not limited to regular pay, overtime pay, shift differential, acting pay, working out of class pay, and special pays that may change between pay periods, etc.	Choose an item.	Click or tap here to enter text.
4.10.6	Supports setup of earning codes, deductions codes and others at the bargaining unit level	Choose an item.	Click or tap here to enter text.
4.10.7	Supports multiple employee groups with different benefits (e.g., differing leave accrual level, differing premiums, etc.)	Choose an item.	Click or tap here to enter text.
4.10.8	Provides the ability for the user (District management) to define wages that are "PERSable", including different setups for different employee groups, salaries, benefits, and other similar accumulators, that may have overtime calculations in a different pay classification	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.10.9	Tracks when employees are eligible for scheduled pay raises (e.g., longevity pay code) and provides automated workflow to notify supervisor of scheduled pay raise. Upon supervisor approval, triggers automated notification that: <ul style="list-style-type: none"> Automatically notifies employees and their supervisors Automatically updates employee records in HR and Payroll systems/modules to reflect changes in pay 	Choose an item.	Click or tap here to enter text.
4.10.10	Automatically generates payables for payroll deductions (e.g., insurance, pension, taxes, etc.)	Choose an item.	Click or tap here to enter text.
4.10.11	Calculates step, increment, and percentage pay adjustments (CPI/COLA) for all or a group of employees (e.g., bargaining units, classes, etc.) and then mass updates the changes	Choose an item.	Click or tap here to enter text.
4.10.12	Provides an automated process to calculate retroactive pays, including all special pays associated with the employee and the ability to apply different CalPERS employer and employee rates based on the retroactive pay date(s). Contribution amounts may change every July 1 st .	Choose an item.	Click or tap here to enter text.
4.10.13	Provides the ability to monitor, adjust, comply, and report to CalPERS the proper compensation amounts for “highly compensated employees” in compliance with Section 401(a)(17) of the Internal Revenue Code	Choose an item.	Click or tap here to enter text.
4.10.14	Supports flexible definition of shift work and work schedules to ensure compliance with FLSA legislation	Choose an item.	Click or tap here to enter text.
4.10.15	Tracks beginning of benefit date, benefit used date, etc.	Choose an item.	Click or tap here to enter text.
4.10.16	Supports creating an accrual for FMLA so that the leave can be recorded as part of employee time entry without creating a payroll check and withholding deductions	Choose an item.	Click or tap here to enter text.
4.10.17	Provides ability to allocate payroll expenses based on a percentage across fiscal years or months when a pay period includes workdays across fiscal years or months. Payroll accruals are currently performed monthly.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.10.18	Provides ability for payroll staff to view an employee's pay advice or pay stub for the current or any prior pay periods	Choose an item.	Click or tap here to enter text.
4.10.19	Ability to generate an annual estimate of the cost of Medicare for retirees, including monthly, quarterly, and annual payment amounts	Choose an item.	Click or tap here to enter text.
4.10.20	Ability to track and disburse Medicare reimbursements for retirees	Choose an item.	Click or tap here to enter text.
4.10.21	Ability to intercept reimbursements for accidental personal Purchasing card use by an employee	Choose an item.	Click or tap here to enter text.
4.10.22	Provides an ability to maintain and report FLSA information as required by legislation	Choose an item.	Click or tap here to enter text.
4.10.23	Provides the ability to review/reprint a payroll register for a prior pay period	Choose an item.	Click or tap here to enter text.
4.10.24	Provides ability to report Family Medical Leave Act (FMLA) leave on an employee time entry without creating a payroll check and withholding deductions	Choose an item.	Click or tap here to enter text.
4.10.25	Allows for reporting accrual and usage of benefit	Choose an item.	Click or tap here to enter text.
4.10.26	Ability to generate ad hoc report of worker's compensation payments	Choose an item.	Click or tap here to enter text.

4.11 Time and Attendance

The solution should provide functionality through either an Employee Self Service portal or module to collect time, perform exception-based time entry, and make time adjustments to multiple work schedules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.11.1	Provides remote time entry by employees based on Districted approved permissions including via a mobile application; with the ability to disable or enable this feature without reconfiguring or updating the system.	Choose an item.	Click or tap here to enter text.
4.11.2	Provides workflow to collect time, perform exception-based time entry, and time adjustments to multiple work	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	schedules, including approval and submission to payroll system/module at the department level		
4.11.3	Provides the ability to define and validate business rules at time of collection (e.g., allows employees to enter requests that will cause employee leave balances to be exceeded, but creates a warning when approved by a supervisor and when processing payroll)	Choose an item.	Click or tap here to enter text.
4.11.4	Prevents employees from entering invalid data (e.g., earnings or pay codes they are not authorized to use)	Choose an item.	Click or tap here to enter text.
4.11.5	Allows employees to enter prior period leave and hours worked while a new period is open, but not to a closed and processed payroll period. (e.g., new payroll period starts on a Saturday, but timesheets for the prior pay period are due by Monday for payroll processing. Two period would be open until all hours are entered and approved in the prior pay period)	Choose an item.	Click or tap here to enter text.
4.11.6	Allows employee to associate project codes with each line of time entered in quarter hour (0.25) increments	Choose an item.	Click or tap here to enter text.
4.11.7	Allows employee to associate project codes with overtime entered without the assignment being overwritten by pre-set expense distributions	Choose an item.	Click or tap here to enter text.
4.11.8	Includes notes or comments associated with hours submitted at the project level	Choose an item.	Click or tap here to enter text.
4.11.9	Allows multiple pay periods to be open for time entry purposes (one future pay period only). Pay periods should be locked once payroll is being processed.	Choose an item.	Click or tap here to enter text.
4.11.10	Provides the ability to reconcile pay period schedule with the calendar/fiscal year in support of processes that will facilitate W2 generation and accrued payroll	Choose an item.	Click or tap here to enter text.
4.11.11	Provides the ability to identify and track seasonal, intern and part-time employee work hours on a weekly basis to ensure adherence to annual limits	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.11.12	Provides the ability for system to accommodate different shifts and alternative work schedules such as 9/80, 4/10, 3/12 with one 8-hour day, etc.	Choose an item.	Click or tap here to enter text.
4.11.13	Provides Time and Attendance in support of job-costing including ability to associate the time with more than three fields (with the ability to enter multiple equipment IDs)...with room for future expansion	Choose an item.	Click or tap here to enter text.
4.11.14	Supports real-time, bi-directional interfaces between the proposed time and attendance solution and the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.

4.12 Payroll

The solution should support the importing and entering of time from multiple sources; calculate employee payroll, deductions, and accruals based on components managed in the HR benefit and pay administration modules; process payments for government and 3rd party agencies (e.g., benefits, retirement, etc.); support State, Federal, and local tax filings; and support electronic workflow. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
4.12.1	Supports time entry and payroll system integration if those systems are not part of a single solution (e.g., ExecuTime integrated with vendor's payroll system). See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.12.2	Supports multiple concurrently open payrolls (e.g., vacation, sick, comp time cash outs, terminations, etc.)	Choose an item.	Click or tap here to enter text.
4.12.3	Supports the ability for employee to communicate miscellaneous information that ensures sick time payout processing in a single system	Choose an item.	Click or tap here to enter text.
4.12.4	Provides and enforces rule-based validation and prevents duplicate earning codes at employee level, etc.	Choose an item.	Click or tap here to enter text.
4.12.5	Accommodates payroll for Board Members including correct application of policy and rules (e.g., no payment for multiple meetings on a single day, maximum of ten (10) meetings in a single month, etc.)	Choose an item.	Click or tap here to enter text.
4.12.6	Provides user-defined exception hours analysis	Choose an item.	Click or tap here to enter text.
4.12.7	Supports multiple 're-runs' of payroll prior to final payroll run	Choose an item.	Click or tap here to enter text.
4.12.8	Supports payment of standby pay	Choose an item.	Click or tap here to enter text.
4.12.9	Generates paychecks, direct deposits (supporting deposits across multiple accounts on a single check), EFT files, CalPERs file(s), and related positive pay files, etc. Including direct deposits for final and retirement checks.	Choose an item.	Click or tap here to enter text.
4.12.10	Provides the ability to establish and manage car allowances, including calculation and reconciliation of imputed income. Ability to separate taxable and non-taxable portions of a car	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	allowance based on reported mileage calculated using the IRS mileage reimbursement rate.		
4.12.11	Provides options for correcting, updating, etc. information to process payroll. Options include updating the source and re-running etc.	Choose an item.	Click or tap here to enter text.
4.12.12	Supports employee payroll and HR changes with ePAFs (Electronic Personnel Action Forms)	Choose an item.	Click or tap here to enter text.
4.12.13	Supports secure digital signature	Choose an item.	Click or tap here to enter text.
Paystub			
4.12.14	Identifies all elements used to calculate pay on the paystub	Choose an item.	Click or tap here to enter text.
4.12.15	Identifies key information for employee (e.g., leave balances, allocation of direct deposit accounts, employee vs. employer pay benefits, etc.) on the paystub	Choose an item.	Click or tap here to enter text.
4.12.16	Generates PDF/electronic copy and automatically posts stub to the employee self-service portal	Choose an item.	Click or tap here to enter text.
4.12.17	Manual payments requested are expected optionally to run as an electronic payment versus check only	Choose an item.	Click or tap here to enter text.
4.12.18	Ability to generate year-end payroll compensation report by employee including the value of benefits paid by the employer.	Choose an item.	Click or tap here to enter text.

4.13 Separation/Off Boarding

The system should provide functionality to manage processes and procedures for employee separation due to termination, retirement, resignation, or transfer. This includes the initiation of the process and a checklist of tasks that need to be performed to successfully exit an employee based on type of separation. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.13.1	Updates employee records in HR and payroll systems/modules and applicable external systems (e.g., CalPERS, 3rd Party Benefit Providers, etc.). See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.13.2	Offers checklist and workflow process that ensures all applicable staff are notified of a separating employee	Choose an item.	Click or tap here to enter text.
4.13.3	Provides offboarding functionality that integrates with other HR applications. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.13.4	Provides workflow to track progress of employee off boarding/separation checklist	Choose an item.	Click or tap here to enter text.
4.13.5	Supports integration with fixed assets/inventory available to assist with the return of equipment, and items issued to the employee. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
4.13.6	Supports updates between the proposed solution and the District's Enterprise Asset Management Software (NEXGEN) to automatically inactivate separated employees in NEXGEN.	Choose an item.	Click or tap here to enter text.

5. Land Management

5.1 Planning

The solution should provide for the general and specific functionality listed below.

#	Requirement	Response Code	Response/Comments
Application Intake			
5.1.1	Provides the ability for the applicant to submit an electronic project application, including attachment/submission of electronic copies of plans and other application-related documents <ul style="list-style-type: none"> Includes ability to indicate that a submission is “pending” until the application and related required documents have been confirmed 	Choose an item.	Click or tap here to enter text.
5.1.2	Provides the ability to associate multiple parcels and/or addresses with a project application	Choose an item.	Click or tap here to enter text.
5.1.3	Provides the ability for applicant to specify their preferred method of communication (e.g., email, text, US Mail, etc.)	Choose an item.	Click or tap here to enter text.
5.1.4	Provides the ability for automatic time and date stamp of the application submittal	Choose an item.	Click or tap here to enter text.
5.1.5	Provides an online portal for application submittal and related customer payment(s) processing	Choose an item.	Click or tap here to enter text.
5.1.6	Provides automated workflows based on application types	Choose an item.	Click or tap here to enter text.
5.1.7	Provides auto-correct parcel and mailing address functionality based on a USPS address verification database to reduce inaccurate data entry.	Choose an item.	Click or tap here to enter text.
Deposits/Trust Accounts			
5.1.8	Provides the ability to track the establishment of trust/deposit accounts tied to specific projects, and issue a receipt for the deposit amount (at the “project level”, not customer/account level”)	Choose an item.	Click or tap here to enter text.
5.1.7	Provides the ability to charge project expenses against the project (e.g., staff time from multiple departments in quarter	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	hour (0.25) increments, consultant time in quarter hour increments (0.25), public noticing, postage, etc.)		
5.1.8	Provides the ability to track remaining balances in deposit or trust accounts and notify assigned District staff member and applicant when the balance approaches and/or falls below minimum balance limits (based on amounts or percentages defined during system set-up as a minimum, or determined on a project-by-project basis)	Choose an item.	Click or tap here to enter text.
5.1.9	Provides the ability to initiate a refund of remaining deposit amounts once a related project has been completed	Choose an item.	Click or tap here to enter text.
5.1.10	Provides accounting for and interfaces with the financial system for refunds of deposited amounts as necessary at the conclusion of a project. See Sections 7.4 and 7.5		
Project Management			
5.1.11	Provides the ability to log and track submission of an application and organize related correspondence, technical reports (including large PDF documents), impact reports, project history, notes, site photos, public comments, resolutions, ordinances, and conditions of approval. <ul style="list-style-type: none"> This includes tracking of multiple submittals on any project, as well as multiple versions of file attachments and associated dates Please discuss/identify in “Response Comments” column whether file attachments may be grouped in “folders” within the project application record to facilitate easy access by District staff and if District staff has ability to rename the attachments 	Choose an item.	Click or tap here to enter text.
5.1.12	Provides the ability to link multiple projects into a single master project	Choose an item.	Click or tap here to enter text.
5.1.13	Provides the ability to create multiple levels of parent/child relationships between project records	Choose an item.	Click or tap here to enter text.
5.1.14	Provides the ability to identify project timeline and schedule project milestones associated with an application	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	<ul style="list-style-type: none"> Includes ability to default milestones to a date according to the application type and pre-defined processing deadlines provided by the District 		
5.1.15	Provides the ability to track applications that will require the approval of the Director of Development Services or the District Board	Choose an item.	Click or tap here to enter text.
5.1.16	Provides the ability to identify and indicate when a project application is complete and ready for review via workflow	Choose an item.	Click or tap here to enter text.
5.1.17	Provides the ability to assign project applications for review, including ability for an authorized user to modify prior assignments <ul style="list-style-type: none"> Reviewers may include District staff and a variety of external, 3rd party reviewers who may or may not have direct access to the District's system 	Choose an item.	Click or tap here to enter text.
5.1.18	Provides the ability to track consultant contracts (e.g., budgets, invoices, task completion, etc.), monitor the "burn rate" on a real-time basis, and trigger notification of the need for an evaluation of the budget when a deposit balance reaches a District-specified level	Choose an item.	Click or tap here to enter text.
5.1.19	Provides the ability for District staff to assign/reassign internal and external reviewers, consultants, including automated notification of the plan review assignment	Choose an item.	Click or tap here to enter text.
5.1.20	Provides the ability to track multiple reviewer statuses, review feedback, and key review dates, including application routing dates, review deadline/comment due date(s), and comments received date(s) for individual reviewers	Choose an item.	Click or tap here to enter text.
5.1.21	Provides the ability to track multiple review cycles tied to potential resubmittals, and segregate review comments and conditions by cycle	Choose an item.	Click or tap here to enter text.
5.1.22	Provides the ability to track whether approved project conditions have been completed or satisfied with a check box feature	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
Application & Plan Review			
5.1.23	Provides the ability to generate automated notifications of review assignments and review deadlines	Choose an item.	Click or tap here to enter text.
5.1.24	For electronic plan review (if implemented), provides the ability for simultaneous access by multiple users to input plan review conditions and comments on a single project record	Choose an item.	Click or tap here to enter text.
5.1.25	Provides the ability to track review status and approvals for a project directly from the project record	Choose an item.	Click or tap here to enter text.
5.1.26	Provides the ability to generate automated notifications of approaching or overdue reviews, including to both the assigned reviewer(s) and the related District staff member	Choose an item.	Click or tap here to enter text.
5.1.27	Provides the ability to capture review comments and feedback, including identification of reviewer and related review date(s)	Choose an item.	Click or tap here to enter text.
5.1.28	Provides the ability to insert standard comments and conditions from preset text libraries, including the ability to edit those comments or conditions specifically for the related record	Choose an item.	Click or tap here to enter text.
5.1.29	Provides the ability to store internal communication threads within the project to promote staff collaboration	Choose an item.	Click or tap here to enter text.
5.1.30	Provides the ability to track progress on related project so that, if no progress is reported on a project for a District-specified duration, the application may be expired, and notification generated to the applicant and assigned District staff <ul style="list-style-type: none"> Notification to be provided to applicant via the applicant's preferred communication method 	Choose an item.	Click or tap here to enter text.
5.1.31	Provides the ability to capture comments and conditions of approval to be consolidated into a common letter or report for the applicant	Choose an item.	Click or tap here to enter text.
5.1.32	Provides the ability to automatically monitor and alert to upcoming permit expirations (e.g., 30 days, 60 days, etc.), including to both District staff and applicant	Choose an item.	Click or tap here to enter text.
Corrections/Resubmittals			
5.1.33	Provides the ability to track status of corrections by a reviewer, which may activate approval or redistribution/re-routing to applicable departments	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
5.1.34	Provides the ability to track the location of plans when corrections are required (e.g., whether the plans were picked up by a third-party reviewer, or applicant and if so, the date that the plans were picked up and by whom)	Choose an item.	Click or tap here to enter text.
5.1.35	Provides the ability for District staff to track and reroute applications if changes in the submission are received from the applicant	Choose an item.	Click or tap here to enter text.
5.1.36	Provides the ability to track entitlements for which building permits have not been issued or have not been finalized	Choose an item.	Click or tap here to enter text.
History Tracking			
5.1.37	Provides for easy access to and retrieval of historical data (e.g., parcel, bond, submission, occupancy, record history, etc.)	Choose an item.	Click or tap here to enter text.
5.1.38	Provides the ability to maintain historical data, (e.g., parcel number or address), even when information in GIS is changed or updated	Choose an item.	Click or tap here to enter text.
Inquiries & Reporting			
5.1.39	Provides the ability to generate an invoice and/or statement, including all fees (e.g., permit, impact, engineering, etc.) and charges (e.g., employee review hours or other), either for a single permit or multiple permits with invoice integration into the general ledger.	Choose an item.	Click or tap here to enter text.
5.1.40	Provides the ability to generate a consolidated report of review comments and conditions, grouped by reviewer role. The report should include identification of the review cycle	Choose an item.	Click or tap here to enter text.
5.1.41	Provides the ability to generate a variety of application status and tracking reports including but not limited to <ul style="list-style-type: none"> Status reports for a user-specified application or project record Identification of applicants that have not responded to correction notices after a specified number of days Inactive projects (based on a District-defined parameter) Projects scheduled for review, grouped by District Board meeting dates <ul style="list-style-type: none"> Funding status of grants or developer contributions 	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
5.1.42	Provides the ability to log and organize correspondence, technical reports (including large pdf documents), impact reports, project history, notes, site photos, public comments, resolutions, ordinances, and conditions of approval	Choose an item.	Click or tap here to enter text.
5.1.43	Provides the ability to generate letters to the project representative specifying action taken and including attachments	Choose an item.	Click or tap here to enter text.
5.1.44	Provides the ability to calculate the average number of days for permit processing by various permit types, the number of total permits, number of completed and in process within a certain timeframe, and the number of new permits since the last reporting period <ul style="list-style-type: none"> Information to be available by District staff assigned These metrics will also need to include counter inquiries, sign permits, and other over the counter or administrative permits Submission by type (over the counter, electronic) 	Choose an item.	Click or tap here to enter text.
5.1.45	Provides the ability to automatically generate Notice of Final Action letters with attachments	Choose an item.	Click or tap here to enter text.

5.2 Engineering

The solution should provide for the general and specific functionality listed below relative to permit application, review/processing, deposit management and approvals.

#	Requirement	Response Code	Vendor Response/Comments
Permit Application			
5.2.1	Provides the ability for the applicant to submit an electronic project application, including attachment/submission of electronic copies of plans and other application-related documents <ul style="list-style-type: none"> Permit types may be simple (e.g., temporary dumpster, driveway replacement, etc.) or complex (e.g., improvement plans); each permit type has its own application form and related workflow Proposed solution must include ability to indicate that an application submission is “pending” until the application and all related, required documents have been confirmed 	Choose an item.	Click or tap here to enter text.
5.2.2	Provides the ability to identify application requirements (e.g., traffic study, stormwater study, geotechnical report, traffic control plan, etc.) based on the permit type and allow to view a summary of the requirements	Choose an item.	Click or tap here to enter text.
5.2.3	Provides the ability to capture digital signatures on permit applications <ul style="list-style-type: none"> Including the ability to present and require a disclosure and acceptance of terms; language will differ according to permit type 	Choose an item.	Click or tap here to enter text.
5.2.4	Provides the ability to accept multiple permit applications within an overall project	Choose an item.	Click or tap here to enter text.
5.2.5	Provides the ability to inherit or refer to data captured on linked permits, cases, and processes, eliminating duplicate data entry	Choose an item.	Click or tap here to enter text.
5.2.6	Provides the ability to link an application to a GIS parcel, address, multiple addresses, street segment(s), XY coordinate(s), polygon, point, etc.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
5.2.7	Provides the ability to enter application/permit/checklist requests in the system	Choose an item.	Click or tap here to enter text.
5.2.8	Provides the ability for automatic time and date stamp of submittal	Choose an item.	Click or tap here to enter text.
5.2.9	Provides the ability to automatically validate a property owner on an application	Choose an item.	Click or tap here to enter text.
5.2.10	Provides the ability for the applicant to view the status and requirements of an application online	Choose an item.	Click or tap here to enter text.
5.2.11	Provides the ability to automatically populate system with information from fillable forms	Choose an item.	Click or tap here to enter text.
5.2.12	Provides the ability to generate an email from the system to the applicant, as well as to other project stakeholders with the project status and requirements (completed, pending, rejected, etc.)	Choose an item.	Click or tap here to enter text.
5.2.13	Provides the ability for the reviewer to email comment review letters, meeting coordination, permit reminders and digital permits to applicant with project attachments (permits, images, forms, or reports)	Choose an item.	Click or tap here to enter text.
5.2.14	Provides the ability for the system to automatically log the date, time, recipient, message of email, and names of attachments (if any) sent within the project Chronology or Communications/ Email Log	Choose an item.	Click or tap here to enter text.
5.2.15	Requires the ability to designate multiple authorized representatives on a specific permit application, including access to the related permit(s) via a Customer Portal	Choose an item.	Click or tap here to enter text.
5.2.16	Provides the ability to differentiate requirements between utility encroachment permits and regular encroachment permits	Choose an item.	Click or tap here to enter text.
5.2.17	Provides the ability to automatically monitor and alert to upcoming permit expirations (e.g., 30 days, 60 days, etc.), including to both District staff and applicant	Choose an item.	Click or tap here to enter text.
5.2.18	Provides the ability to amend permits after issuance	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
Deposits/Trust Accounts			
5.2.19	Provides the ability to track the establishment of trust/project deposit/security deposit accounts tied to specific projects, and issue a receipt for the deposit amount(s)	Choose an item.	Click or tap here to enter text.
5.2.20	Provides the ability to charge project expenses against the project deposit account (e.g., staff time from multiple departments, public noticing, consultant charges, recording fees, postage, etc.)	Choose an item.	Click or tap here to enter text.
5.2.21	Provides the ability to track remaining balances in deposit or trust accounts and notify District staff and applicant when the balance approaches and/or falls below minimum balance limits (based on amounts or percentages, or on a project-by-project basis)	Choose an item.	Click or tap here to enter text.
5.2.22	Proposed solution must be able to accept and track deposits for the purpose of paying for inspections on development projects	Choose an item.	Click or tap here to enter text.
5.2.23	Provides the ability to generate and send invoices, as well as corresponding monthly statement of project costs for the applicant	Choose an item.	Click or tap here to enter text.
5.2.24	Provides accounting for and interfaces with the financial system for refunds of deposited amounts as necessary at the conclusion of a project. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
5.2.25	Provides the ability to charge project costs against an allocated project budget and/or deposit	Choose an item.	Click or tap here to enter text.
Bonds and Securities			
5.2.26	Provides the ability to track bonds and securities related to a project; tracking must identify instrument type (e.g., bond or cash security) and capture related details including guarantor, contact information, bond number, letter of credit, amount, etc. <ul style="list-style-type: none"> Includes the ability to track multiple bonds or securities for a project Note that different data tracking fields may be required depending on the specific bond types 	Choose an item.	Click or tap here to enter text.
5.2.27	Provides the ability to indicate on a project record whether a bond or security is required, and if the bond(s) and/or securities have been provided to the District	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
Application Review			
5.2.28	Provides the ability to designate and identify when an application is complete and ready for review	Choose an item.	Click or tap here to enter text.
5.2.29	Provides the ability to track the date that an application was submitted and routed to each of the reviewers, the deadline by which comments/feedback were requested, and the dates on which comments/feedback were provided	Choose an item.	Click or tap here to enter text.
5.2.30	Provides the ability to create and tie revisions and deferred submittals to a plan check	Choose an item.	Click or tap here to enter text.
5.2.31	Provides the ability for file numbers and permit numbers to be system generated according to the District preferred numbering sequence or for District staff to manually assign a project number <ul style="list-style-type: none"> Including ability to follow different numbering standards for differing permit types 	Choose an item.	Click or tap here to enter text.
5.2.32	Provides the ability to automatically determine estimated milestone dates based on project scope and District-defined planned task duration(s)	Choose an item.	Click or tap here to enter text.
5.2.33	Provides the ability to track the location of plans (paper or electronic) when corrections are required (e.g., whether the plans were picked up by the third party or applicant, and if so, the date that the plans were picked up and by whom)	Choose an item.	Click or tap here to enter text.
5.2.34	Provides the ability to add, modify and delete job valuation details for updates to associated fees <ul style="list-style-type: none"> Including automatic generation of an updated invoice which reflects the updated fees 	Choose an item.	Click or tap here to enter text.
5.2.35	Provides the ability to track status of corrections by a reviewer, which may activate approval or redistribution/re-routing to applicable departments <ul style="list-style-type: none"> Including the ability to track when corrections have been satisfied in subsequent submissions 	Choose an item.	Click or tap here to enter text.
5.2.36	Provides the ability for District staff to assign/reassign internal and external reviewers, consultants, including automated notification of the plan review assignment	Choose an item.	Click or tap here to enter text.
5.2.37	Provides the ability to capture and track details related to any required Certificates of Insurance related to a project	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
5.2.38	Provides the ability to establish a library of standard conditions by permit subtype for use by reviewers, including the ability to edit the conditions for a specific permit application	Choose an item.	Click or tap here to enter text.
5.2.39	Provides ability to establish a library of standard corrections by permit subtype for use by reviewers, including the ability to edit the conditions for a specific permit application	Choose an item.	Click or tap here to enter text.
Permit Issuance			
5.2.40	Provides the ability to issue moving (e.g., repetitive haul) permits and limited “annual permits” per established District practices	Choose an item.	Click or tap here to enter text.
5.2.41	Provides the ability to add or update sub-contractors on utility encroachment permits after issuance, pending staff review and approval of related insurance and licensing	Choose an item.	Click or tap here to enter text.
5.2.42	Provides the ability to utilize the GIS buffering function to identify parcels within a specific distance of a project and generate a mailing list of property owners	Choose an item.	Click or tap here to enter text.
5.2.43	Provides the ability to reference old permits that were issued under now-inactive addresses related to the subject property address	Choose an item.	Click or tap here to enter text.
5.2.44	Provides the ability for engineering permits to inherit conditions of approval from a development application that covers the related area/parcel for the permit	Choose an item.	Click or tap here to enter text.
5.2.45	Provides the ability to prevent encroachment permit issuance if the related parcel, address, street, or polygon has an existing encroachment permit in force (e.g., prevent issuing a permit for a trench cut if a parade has already been permitted for the same street – with override ability)	Choose an item.	Click or tap here to enter text.
5.2.46	Provides the ability to flag a parcel or address with an alert, including notes and related information, to be displayed to the user when entering a new permit	Choose an item.	Click or tap here to enter text.
5.2.47	Provides the ability to automate alerts tied to District-defined project milestones (e.g., Encroachment Approval Date, Permit Issuance Date, etc.)	Choose an item.	Click or tap here to enter text.
5.2.48	Provides the ability to log/track the completion of work tasks by the contractor for encroachment permits to ensure proper billing for and inspection of related work	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
5.2.49	Provides the ability for automated notifications of approaching permit expirations (e.g., 90-day advance, 60-day advance, 30-day advance) <ul style="list-style-type: none"> Notice should be provided via preferred communication method to applicant, and via the application dashboard to the assigned staff member and supervisor 	Choose an item.	Click or tap here to enter text.
5.2.50	Provides the ability to automate identification of required inspections and related fees to be assessed based on project type and/or size (e.g., small vs. large grading projects)	Choose an item.	Click or tap here to enter text.
Project Warranty			
5.2.51	Provides the ability to generate an internal, automatic notification that a final inspection is due before the expiration of a project warranty	Choose an item.	Click or tap here to enter text.
5.2.52	Provides the ability to generate an automated notice at the completion of the warranty period, and after final inspections confirm completion of all outstanding work, that the final bond amount may be released	Choose an item.	Click or tap here to enter text.
Inquiries & Reporting			
5.2.53	Provides the ability to track inspections by related project or inspection type, inspector, scheduled date and completed date	Choose an item.	Click or tap here to enter text.
5.2.54	Provides the ability to generate application/project status reports which identify key project details, planned milestone dates, task completion dates, and planned vs. actual task durations	Choose an item.	Click or tap here to enter text.
5.2.55	Provides the ability to generate and send a final inspection report to a project's associated applicant and/or contractor	Choose an item.	Click or tap here to enter text.
5.2.56	Provides the ability to automatically generate a report to identify applicants that have not responded to correction notices after a specified number of days	Choose an item.	Click or tap here to enter text.
5.2.57	Provides the ability to automatically generate a report to identify applicants with issued permits that have not requested an inspection after a specified number of days	Choose an item.	Click or tap here to enter text.
5.2.58	Provides the ability to generate reports listing plan checks pending, plan checks returned, revisions, deferred submittals	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
5.2.59	Provides automated notification and reporting for pending permit expiration, along with automatic generation of notification to applicant via the applicant's preferred notification method	Choose an item.	Click or tap here to enter text.
5.2.60	Supports the tracking of projects with no activity recorded for a period of time determined by the District (e.g., 60 days, 180 days, etc.)	Choose an item.	Click or tap here to enter text.
5.2.61	Tracks PO budgets and expenditures for consultant inspection(s)	Choose an item.	Click or tap here to enter text.
5.2.62	Proposed solution must be able to accept and track hours worked in quarter hour (0.25) increments on a project application review or inspections and charge corresponding amounts against available deposit.	Choose an item.	Click or tap here to enter text.
5.2.63	Provides the ability to initiate a refund of remaining deposit amounts once a related project has been completed by sending a system-generated report and supporting documentation to the Finance Department	Choose an item.	Click or tap here to enter text.

5.3 Plan Check

The solution should provide for the general and specific functionality listed below relative to plan submittal, review coordination/completion, references to standard conditions with associated application of fees, approvals, etc.

#	Requirement	Response Code	Response/Comments
Plan Submission			
5.3.1	Provides the ability to accept submission of land development applications via an online portal, track comments electronically on the plans, send receipt of submission to applicant, receive related payments from customers, and manage plans via workflow	Choose an item.	Click or tap here to enter text.
5.3.2	Provides the ability to identify and track whether a submittal is an original version or a resubmittal	Choose an item.	Click or tap here to enter text.
5.3.3	Provides the ability to upload Comment Response Letter separate from plan resubmittal	Choose an item.	Click or tap here to enter text.
5.3.4	Provides the ability to upload revised and subsequent plan submissions to original plan submission	Choose an item.	Click or tap here to enter text.
Plan Review Coordination			
5.3.5	Provides the ability to manage a “completeness review” prior to advancing a project application for internal review by District staff	Choose an item.	Click or tap here to enter text.
5.3.6	Provides the ability to automatically forward a project application for internal review by District staff upon completeness review	Choose an item.	Click or tap here to enter text.
5.3.7	Provides the ability for workflow set-up to be configured for plan review by multiple departments or divisions concurrently	Choose an item.	Click or tap here to enter text.
5.3.8	Provides the ability for multiple submission cycles, including the ability to track and review comments, citations, and required modifications separately for each cycle	Choose an item.	Click or tap here to enter text.
5.3.9	Provides the ability to distribute electronic plans to, coordinate review with, and receive comments and plan edits from offsite or remote consultants	Choose an item.	Click or tap here to enter text.
5.3.10	Provides the ability to automatically notify the reviewer of pending items and related upcoming due dates	Choose an item.	Click or tap here to enter text.
5.3.11	Provides the ability to alert/display when there are multiple zoning/conditions on an individual parcel (e.g., single parcel with residential and commercial zones, or a zoning overlay)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
5.3.12	Provides the ability to automatically assign plan reviews (e.g., on a project type basis) and allow for supervisors to override such assignments	Choose an item.	Click or tap here to enter text.
5.3.13	Provides the ability to establish a deadline for completion of plan review and submission of comments to assigned District staff <ul style="list-style-type: none"> Includes tracking of related responses 	Choose an item.	Click or tap here to enter text.
5.3.14	Provides the ability to add QR codes, bar codes and/or labels to physical (hard copy) plans to support tracking of hard copy plans	Choose an item.	Click or tap here to enter text.
5.3.15	Provides the ability to track specific review deficiencies from each review cycle, bringing forward unresolved deficiencies to subsequent review cycles	Choose an item.	Click or tap here to enter text.
5.3.16	Provides the ability to track modifications and revisions to each project	Choose an item.	Click or tap here to enter text.
5.3.17	Provides the ability to automatically update customer portal of review status and dates based on milestones completed	Choose an item.	Click or tap here to enter text.
5.3.18	Provides the ability via a dashboard for supervisors to see the “big picture” of assignments and due dates	Choose an item.	Click or tap here to enter text.
5.3.19	Provides the ability to capture and measure performance metrics of staff (e.g., number of projects assigned, number of hours reported)	Choose an item.	Click or tap here to enter text.
Plan Review Completion			
5.3.20	Provides the ability to include citations of current District code language when reviewing and commenting on proposed plans	Choose an item.	Click or tap here to enter text.
5.3.21	Provides the ability to insert standard comments during the plan review process, including the ability to modify standard comments to meet project specific circumstances	Choose an item.	Click or tap here to enter text.
5.3.22	Provides the ability for standard comments to be formatted with bullet points/lettered lists, as necessary, and to maintain that formatting on printed comments	Choose an item.	Click or tap here to enter text.
5.3.23	Provides the ability to associate plan review annotations with written comments	Choose an item.	Click or tap here to enter text.
5.3.24	Provides the ability for District staff and consultants to enter and track dates and hours spent in quarter hour (0.25) increments on review effort, including charging the related costs against the associated project deposit or account	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
5.3.25	Provides the ability to collect and assemble multiple reviewer comments, either by selectable pulldown or check off menu, into one or more consolidated reports or letters	Choose an item.	Click or tap here to enter text.
5.3.26	Provides the ability for reviewers to mark when comments have been addressed with a resubmittal, so that only outstanding comments carry forward with subsequent plan review comments	Choose an item.	Click or tap here to enter text.
5.3.27	Provides the ability to accept and track performance guarantee deposits, including tracking the expected term for holding the deposit (e.g., 18 months, or other duration)	Choose an item.	Click or tap here to enter text.
5.3.28	Provides the ability to automatically forward a project application for internal review by District staff upon submission completeness review based on a predetermined workflows with the ability to add/delete reviewers	Choose an item.	Click or tap here to enter text.
5.3.29	Provides the ability for staff to invoice costs (e.g., item number 5.3.24) of plan checks to customers on a monthly basis	Choose an item.	Click or tap here to enter text.
Development Conditions			
5.3.30	Provides the ability to establish and select from a library of standard conditions for condition-writing as part of development review and entitlement process	Choose an item.	Click or tap here to enter text.
5.3.31	Provides the ability to automatically identify conditions or calculate fees based on a property's location (e.g., water and sewer district, fire protection district, etc.) based on District-created GIS boundary data	Choose an item.	Click or tap here to enter text.
5.3.32	Provides the ability to automate internal controls for sign-off (e.g., check that conditions/activities have been met before allowing someone to sign off on their activities) or prevent permit issuance prior to satisfaction of conditions of approval	Choose an item.	Click or tap here to enter text.
5.3.33	Provides the ability for conditions to carry through, be associated with or be inherited to subdivided and consolidated parcels and addresses through either a spatial relationship or geographic reference to the parent entity	Choose an item.	Click or tap here to enter text.
5.3.34	Provides the ability to track the deadline for conformance changes, including the date that notice was provided to the applicant and automated notice when a specified number of days	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	has passed (to facilitate notification to the applicant that the deadline is approaching)		
5.3.35	Provides the ability to track conditions that will become due when a future activity occurs or is completed, including automatic notification at that milestone	Choose an item.	Click or tap here to enter text.
5.3.36	Provides ability to accept and track hours worked on a project application review or inspections and charge corresponding amounts against available deposit	Choose an item.	Click or tap here to enter text.
5.3.37	Provides the ability to generate an invoice for services provided to developers	Choose an item.	Click or tap here to enter text.
5.3.38	Ability to accommodate all existing District fees (refer to District fee structure), including pre-paid fees	Choose an item.	Click or tap here to enter text.
5.3.39	Ability to track hours spent in quarter hours (0.25) increments on each project and automatically invoice into financial system	Choose an item.	Click or tap here to enter text.
5.3.40	Integration with ePlan software (e.g., Bluebeam, ePlanSoft, etc.)	Choose an item.	Click or tap here to enter text.
5.3.40	Provides robust reporting capabilities that provide data including but not limited to average number of days for plan check completion	Choose an item.	Click or tap here to enter text.

6. Facilities and Maintenance

6.1 Facilities Management

The vendor shall support real-time, bi-directional interfaces with the District's Enterprise Asset Management Software (NEXGEN) to capture labor cost and track financials associated with work orders. See Sections 7.4 and 7.5.

#	Requirement	Response Code	Response/Comments
Facilities Management			
6.1.1	Supports real-time, bi-directional interfaces with the District's Enterprise Asset Management Software (NEXGEN) to capture labor cost and track financials associated with work orders	Choose an item.	Click or tap here to enter text.

6.2 Fleet Management

The solution should provide fleet management functionality fully integrated with NEXGEN and the general ledger to create, capture, and maintain information (asset ID, cost, dates, etc.) associated with vehicle assets. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
Fleet Management			
6.2.1	Ability to track and maintain information on each piece of equipment including: <ul style="list-style-type: none"> • Equipment number • Year • Make • Model • VIN/Serial number • License plate • Color • Engine size • Date acquired • In service date • Out of service date • Disposal date • Disposal revenue/salvage value • Financials • Additional Equipment • Features Added • Purchase Price • Useful life • Depreciation • Replacement Cost • Maintenance Costs • Operating Costs 	Choose an item.	Click or tap here to enter text.
6.2.2	Ability to track fleet service hours in quarter hour (0.25) increments and interface hours to District's Timekeeping application. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
6.2.3	Maintain historical information for each piece of equipment including: <ul style="list-style-type: none"> • Vehicle mileage and fuel quantity and costs (transferred from the Fuel Master application (If applicable)) • Parts • Labor • Work contracted-out • Accident or damage, date of incident, repair cost • Warranty from initial claim to reimbursement received • Required inspections (e.g., Smog and CHP) 	Choose an item.	Click or tap here to enter text.
6.2.4	Ability to assign a vehicle/equipment to a department, to a driver, or to multiple drivers	Choose an item.	Click or tap here to enter text.
6.2.5	Ability to inquire and view all costs associated with a piece of equipment	Choose an item.	Click or tap here to enter text.
6.2.6	Ability to access system via tablet/laptop at service bays	Choose an item.	Click or tap here to enter text.
6.2.7	Provides for bar code scanning of vehicle identification number to access vehicle details, service details, and maintenance and inspection history	Choose an item.	Click or tap here to enter text.
6.2.8	Provides ability to track vehicle licensing, registration details, and insurance	Choose an item.	Click or tap here to enter text.
6.2.9	Supports integration for fuel management cost allocation to departments	Choose an item.	Click or tap here to enter text.
6.2.10	Provides the ability to capture and track inventory items utilized in the servicing of specific vehicles in Inventory Management (under Finance)	Choose an item.	Click or tap here to enter text.
6.2.11	Provides the ability to generate a report calculating the total cost of ownership over a vehicle's lifetime, including depreciation (straight line depreciation)	Choose an item.	Click or tap here to enter text.
6.2.12	Provides the ability to generate a report that tracks and calculates the total number of spare vehicles, and number of fleet vehicles in service and out of service.	Choose an item.	Click or tap here to enter text.
6.2.13	Provides the ability to process fuel transaction data and produce vehicle hours data	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
6.2.14	Supports real-time, bi-directional interfaces between the proposed fleet management solution and the District's Enterprise Asset Management Software (NEXGEN)	Choose an item.	Click or tap here to enter text.
Preventive Maintenance			
6.2.15	Ability to track preventive maintenance (PM) schedules and anticipated time for repairs for each piece of equipment, including generating and sending notices to appropriate District staff in advance, in any combination of time/ mileage	Choose an item.	Click or tap here to enter text.
6.2.16	Ability to track reactive maintenance reporting data for each piece of equipment in any combination of time	Choose an item.	Click or tap here to enter text.
6.2.17	Ability to create a shop schedule with a list of PMs due	Choose an item.	Click or tap here to enter text.
6.2.18	Ability to automatically generate an email/text notification to the Department and to the assigned driver (if applicable) that a PM is due	Choose an item.	Click or tap here to enter text.
6.2.19	Compatible with storing and tracking information related to the Vehicle Maintenance Reporting Standards (VMRS)	Choose an item.	Click or tap here to enter text.
6.2.20	Supports export of VMRS data to NEXGEN. See Sections 7.4 and 7.5	Choose an item.	Click or tap here to enter text.
6.2.21	Ability to analyze and track VMRS data from historical maintenance or repair events	Choose an item.	Click or tap here to enter text.
Job Orders			
6.2.22	Ability to create job order entries that automatically populate vehicle/equipment attributes (e.g., mileage, PM inspections, historical vehicle/equipment data, etc.)	Choose an item.	Click or tap here to enter text.
6.2.23	Ability to track direct and indirect job order labor rates to the District Timekeeping application	Choose an item.	Click or tap here to enter text.
6.2.24	Ability to assign multiple mechanics on one job order	Choose an item.	Click or tap here to enter text.
6.2.25	Ability to enter a vehicle number and display all previous work orders associated with the vehicle	Choose an item.	Click or tap here to enter text.
6.2.26	Ability to alert the user when a part is covered under warranty	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
Reporting			
6.2.27	Ability to generate a report listing PMs completed on time and the compliance percentage	Choose an item.	Click or tap here to enter text.
6.2.28	Ability to generate a report listing all equipment currently with an "open" work order	Choose an item.	Click or tap here to enter text.
6.2.29	Ability to generate vehicle replacement schedules based on lifecycle data	Choose an item.	Click or tap here to enter text.
6.2.30	Ability to generate a report listing all vehicles within a mileage range	Choose an item.	Click or tap here to enter text.
6.2.31	Ability to generate report listing of vehicles/equipment total annual costs and total overall costs per vehicle for year-end auditing	Choose an item.	Click or tap here to enter text.
6.2.32	Ability to generate a completed work order report by mechanic with PM task, time, asset numbers and description, etc.	Choose an item.	Click or tap here to enter text.

7. Technical

7.1 Maintenance and Support

The solution should be a commercially available product that supports the requirements below.

#	Requirement	Response Code	Response/Comments
7.1.1	Provides for upgrades to accommodate changes in laws, regulations, best practices, and new technology	Choose an item.	Click or tap here to enter text.
7.1.2	Provides near or real-time mirroring for Disaster Recovery service to an off-site location	Choose an item.	Click or tap here to enter text.
7.1.3	Includes complete installation, operation, and system maintenance documentation	Choose an item.	Click or tap here to enter text.
7.1.4	Provides a tool for District IT staff or service provider with District approval to update the system with patches and new releases	Choose an item.	Click or tap here to enter text.

7.2 Configuration

The solution should provide the ability for system administrators to create and apply 'custom' business rules to various processes. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
7.2.1	Provides the ability to create user-defined fields, screens, and hot keys	Choose an item.	Click or tap here to enter text.
7.2.2	Provides the ability to configure workflows, codes, report parameters, and other elements to meet specific business needs using configuration parameters provided by District and without the assistance of the software vendor	Choose an item.	Click or tap here to enter text.
7.2.3	Provides the ability to customize help text	Choose an item.	Click or tap here to enter text.
7.2.4	Provides the ability to customize common error messages	Choose an item.	Click or tap here to enter text.

7.3 Audit and Security

The solution should be designed to protect all data from unauthorized access or alteration. Potentially unique or custom requirements are listed below.

#	Requirement	Response Code	Response/Comments
7.3.1	Provides robust security options that are intuitive and offer multiple levels of access, managed at the user department level	Choose an item.	Click or tap here to enter text.
7.3.2	Enforces District's password policy: <ul style="list-style-type: none">• Must be non-printing/displaying• Must be a minimum length of 12 characters• Must use combination of alpha numeric and special characters• Must allow system administrator to define password expiration timeframe• Must allow system administrator to prohibit reusing of passwords	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
7.3.3	<p>Allows the system administrator to:</p> <ul style="list-style-type: none"> • Configure control access to the application, modules, transactions, and data • Define data access rights (e.g., create, read, update, delete) by user ID or functional role • Define functional access rights (e.g., processes, screens, fields, and reports) by user ID or functional role • Restrict access to sensitive data elements (e.g., social security numbers, banking data, etc.) by user ID, user groups, or functional role 	Choose an item.	Click or tap here to enter text.
7.3.4	<p>Maintains audit logging to record access activity:</p> <ul style="list-style-type: none"> • Login/logout attempts by user and workstation • User submitted transactions • Initiated processes • System overrides • Additions, changes, or deletions to application-maintained data 	Choose an item.	Click or tap here to enter text.
7.3.5	Allows the system administrator to define what transaction types are audited	Choose an item.	Click or tap here to enter text.
7.3.6	Allows the system administrator to query the audit log by type of access, date/time stamp range, user identification, and terminal ID	Choose an item.	Click or tap here to enter text.
7.3.7	Provides single sign-on integration with Active Directory	Choose an item.	Click or tap here to enter text.
7.3.8	Captures defined transaction details and allows authorized staff to view that detail	Choose an item.	Click or tap here to enter text.
7.3.9	Provides object, row, and field level security	Choose an item.	Click or tap here to enter text.
7.3.10	Restricts access to specific screens or processes	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
7.3.11	Provides user group security	Choose an item.	Click or tap here to enter text.
7.3.12	Extends security settings to reporting tools/layers	Choose an item.	Click or tap here to enter text.
7.3.13	Describe where is(are) the data center(s) that would serve this implementation. All District data and intellectual property shall be housed in the continental United States.	Choose an item.	Click or tap here to enter text.
7.3.14	Provides disaster recovery options, including standard Recovery Point Objective (RPO) and Recovery Time Objective (RTO)	Choose an item.	Click or tap here to enter text.
7.3.15	Provides a licensing model for unlimited users with the ability to enable and disable users by an application administrator	Choose an item.	Click or tap here to enter text.
7.3.16	Provides cybersecurity to ensure the security of client data and your infrastructure	Choose an item.	Click or tap here to enter text.

7.4 Interoperability/System Interfaces

The solution should provide the ability to import and export data to and from external systems and/or integrate real-time with external systems. Specific requirements are listed below. Please see Section 7.5 for Current Integrations information.

#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
7.4.1	Supports upload of large amounts of data for transactional processing across all applications (an example would be the current electric utility bill which is converted to MS Excel and uploaded to AP)	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
7.4.2	Includes interfaces/services to accept data generated by external applications	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
7.4.3	Ensures transactions submitted via interface/services are subject to the same business rules as transactions submitted via the user interface	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
7.4.4	Provides a notification to users of transactions that fail edits and provides a way for users to view, update, delete, and automatically resubmit transactions for processing	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
7.4.5	Integrates or interfaces with the systems below in real-time, through scheduled two-way file exchanges and/or manually processed imports:	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> Utility Billing /CIS: 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> NEXGEN (API/ Bi-directional) 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> Port-O-Logic 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> InfoSend 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> Paymentus (API/Bidirectional) 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> VRS Software (Non-AMR meters) 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> Itron AMR Harmony Software 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> Honeywell CN80 (Handheld barcode readers) 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
	<ul style="list-style-type: none"> ○ Droplet (third-party rebate processor) Rebate data efficiently shared with UB customer accounts and accounts payable 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ○ Everbridge 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ○ RTL First (remittance processing) 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ○ Opex (check scanner) 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ● Finance 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ○ Bank (US Bank or other if change banks) 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ○ Lockbox payment processing 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ○ Petty cash 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ○ Tax roll assessment for both Riverside and Imperial Counties 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ● Human Resources/Payroll 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	<ul style="list-style-type: none"> ○ NeoGov 	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
	○ ExecuTime (API/bi-directional)	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	• Other	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ MasterWorks	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ ACOM	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ FileNet	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ Quatred (barcode scanning)	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ PetroVend (Fuel reporting, programs to parse raw PetroVend data for daily fuel transactions) ○ PetroVend ChipKey maintenance ○ Equipment information	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ Cognos/Monarch (BI reporting tool)	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ GIS Server	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ Geotab - fleet management, global positioning, and vehicle location services	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
	○ ESRI ArcGIS (Mapping, Data Management, Asset Database)	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
	○ BlueBeam (Plan Checking)	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

7.5 Current Integrations

The Solution should provide the ability to integrate in real-time with external systems. Vendor responses should be included in Section 7.4. Specific requirements are listed below. The District's current ERP solution is Naviline.

#	Integrations	Functional User/s	Functional Description	Current Frequency/Type	Comments
7.5.1	Paymentus	Customer Billing Customer Service Water Management	<ul style="list-style-type: none"> • UB Payment Processing and Customer portal (Domestic Portal, Misc. Portal) • Credit card processing/ payment through the phone • Interface with ERP and InfoSend 	API Integration Fusion API push payment to ERP Bi-directional	Vendor to integrate and support the following functions <ul style="list-style-type: none"> ○ Extracts customer information file for Paymentus ○ Paperless billing ○ Updates email address when updated in Paymentus ○ Updates autopay flag when the customer is on autopay in Paymentus ○ Migrates Auto-pay customers to Paymentus

7.5.2	InfoSend	Customer Billing	<ul style="list-style-type: none"> • Generate the billing invoice/delivery • Delinquency notice delivery • Canal water availability quarterly statements • Mail delinquent notices • Process Change of Addresses from Infosend and update the customer address in ERP 	Daily Uploads	Vendor to integrate or replace if functionality is part of standard application
7.5.3	ExecuTime	Payroll District- wide	<ul style="list-style-type: none"> • Timekeeping • Workorder charges/Job costing • Including GL string, PL string and Work Order synchronization • Multiple time splits to multiple strings per day 	Imports to ERP (Bi-weekly) Bi-directional	Vendor to integrate or replace if functionality is part of Standard application
7.5.4	Port-O-Logic	Operations	<ul style="list-style-type: none"> • Waste hauling • Discharge billing is the same as wastewater dumping. • This is currently a manual process for data entry, an import into the ERP is desired • Fee structure is not unique • Penalty payment is due by third notice or card is revoked 	Manual Entry	Vendor to integrate
7.5.5	NeoGov	HR	Genesis of the employee/recruiting /position-based budgeting data	Integrate to ERP - HR Module Bi-directional	Vendor to Integrate
7.5.6	VRS Software (Non-AMR meters)	Meter Readers	Manual entry meter information and uploads to ERP	Daily Uploads to ERP	File based integration
7.5.7	AMR Harmony Software (Honeywell software)	Meter Readers	Reads and stores meter information and uploads to ERP	Daily Uploads to ERP	File based integration
7.5.8	Everbridge	District-wide	Event management solutions <ul style="list-style-type: none"> ○ Mass internal/external notifications solution 	API	Customer information and address location with GPS coordinates from ERP to Everbridge

7.5.9	MasterWorks	Engineering	<ul style="list-style-type: none"> Used by Engineering to manage projects as well as construction inspection and Development Services. Workflow software for project management. 	Daily Export	Export from ERP to Masterworks
7.5.10	ACOM IBM Solution	District-wide Development and Administration users	<ul style="list-style-type: none"> ACOM software document generation programs are used to start various processes to create forms for HR, Purchasing, and Accounting departments <ul style="list-style-type: none"> Personnel Action Forms Emails Vendors a PDF PO from purchasing 	As needed	Vendor to replace functionality
7.5.11	Cognos	District-wide	Business intelligence report writer	Database connection	Vendor to integrate
7.5.12	RTL First (Remittance Processing)	Customer Billing	RT Lawrence "RTL First" programs load the SQL database with ERP data used in the scanned check verification. The process checks payments and transfers a check 21 file to the Bank and ERP system	Daily to ERP and to the Bank	Vendor to Integrate
7.5.13	Opex (Check Scanner)	Customer Billing	Scans checks and remittances for RTL's Check 21 software to process. Integrated to work with RTL First	The scanner will pull deposits by categories, and this makes reconciliation easier. Check 21, RTL, Paymentus, and Auto-pays (4-types) are the categories used by the District	Vendor to Integrate
7.5.14	NEXGEN	Operations	NEXGEN performs a Work Request (WR)/Job Order (JO) Cross Reference File Pull web service request. This web service provides a pull of WOs/JOs that have been created, updated, or deleted within the ERP since the last pull request.	Cross Reference File Pull web service request native Fusion API Bi-directional (real time preferred, 5 minute delay acceptable)	Vendor to integrate
7.5.15	BlueBeam	District-wide	BlueBeam provides plan checking of improvement plans submitted to the District.	Used daily	Vendor to integrate

7.5.16	ArcGIS	District-wide	ArcGIS stores asset data.	Used daily	Vendor to integrate
7.5.17	Geotab	Operations	Fleet management, global positioning, and vehicle location services	Daily, weekly, monthly, quarterly, and annual download of data	Vendor to integrate

7.6 Conversion Requirements

The District desires to convert a minimum of three (3) to five (5) years of the data necessary to continue its day-to-day business operations in the future system. The table below provides a list of data by functional areas.

System	Data	Description
NaviLine/iSeries - Core	General Ledger	Journal Entries/Transactional data and beginning balances
	Vendor Master Files	All active Vendor Master files
	Customer Data	General Billing active customers
	Outstanding Accounts/Receivable Balances	Accounts receivable accounts with open balances
	Assets	All available assets, current and historical
	Deposits	All deposit data
	Budget Data	Current/Past 5-year budget summary
	Purchasing	Open PO's
	Project Costing/Allocations	Historical data necessary to be able to properly close and capitalize projects that will be active at Go-Live
	Scanned Documents	None, official document files are stored in FileNet
	Land Development/Planning	Historical Data
	Inventory	Current counts
Payroll	Employee Master Data	Current and Historic
	Employee Job Status	Current and Historic
	Job Data Master/History	Current and Historic
	Benefits	At time of conversion
	Position Table	Current and Historic

System	Data	Description
	Pay Rate Tables/Earning Codes	Current and Historic
	Accrual Balances/Leave, furlough, comp, vacation, etc.	Current and Historic
Human Resources	Performance Evaluation/Step Information	Next review cycle
	Employee Events	HR training records
Environmental/Water Resources	Groundwater production/canal water use	Current and Historic
	Well database and water level	Current and Historic
Utility Billing	Customer accounts	Current and Historic
	Meter numbers	Current and Historic
	Backflow numbers	Current and Historic
	Master accounts list	Current and Historic
	Customer information	Current and Historic
	CVWD Wells Production History for state reporting	Current and Historic
	Inspection history	Current and Historic
	Sanitation capacity data	Current and Historic
	Construction accounts	Current and Historic
	Transaction history (billing, payments, adjustments, current balance due, etc.)	Current and Historic
	Landscape and irrigation data	Current and Historic
	Depth-to-Water database for maintaining wells	Current and Historic
	Workorder data	Current and Historic
	Consumption history (RAC, canal, domestic production)	Current and Historic
Fleet Management	Fleet management data: equipment number, year, make, model, VIN/Serial number, license plate, color, engine size, date acquired, in-service date, out of service date, disposal date, disposal revenue/salvage value, financial data, additional equipment, features added, purchase price, useful life, depreciation, replacement cost, maintenance costs, and operating costs.	Current and Historic (preferably back to 2009)

System	Data	Description
	Fleet maintenance data: vehicle mileage, fuel quantity and costs, parts, labor, work contracted-out, accident or damage, date of incident, repair cost, warranty from initial claim to reimbursement received, and required inspections (e.g., Smog and CHP).	Current and Historic (preferably back to 2009)

ATTACHMENT 1B

COST PROPOSAL

The District seeks a clear and comprehensive understanding of all costs associated with the software, implementation services, and ongoing maintenance of the proposed system. The District will evaluate proposals based on the “Total Cost to Implement (TCI)” and the “Total Cost to Operate (TCO).” TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus five (5) years of annual maintenance fees or SaaS service fees.

The Proposer’s implementation pricing must identify all costs required including:

- i. Software Licensing Costs
- ii. Installation and Implementation Services
- iii. Project management
- iv. Data conversion and migration
- v. Integration/Interface development
- vi. Training and documentation
- vii. Travel

The Proposer’s ongoing maintenance and support pricing should clearly identify the annual costs for five years including:

- i. Software Maintenance
- ii. Post Implementation Support
- iii. Post Implementation Evaluation Report (PIER)
- iv. Continuing Additional Training
- v. Post Implementation customization or future software integration/compatibility needs (hourly pricing)

The District has provided Proposers an electronic (MS Excel) spreadsheet Attachment 1B with a pricing template ***that must be completely filled out*** and included in Proposer’s response. The District will evaluate Proposer pricing Information based solely off the information provided in the Pricing Templates. The template provides space for Proposers to identify any assumptions or comments that will ensure the District understands what is being proposed.

ATTACHMENT 2
PROFESSIONAL SERVICES AGREEMENT

**COACHELLA VALLEY WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT**

This **Professional Services Agreement** ("Agreement") is entered into this **[**INSERT DAY**]** day of **[**INSERT MONTH**]**, 20[] by and between **Coachella Valley Water District**, a public agency ("CVWD") and **[**INSERT CONSULTANT NAME**]**, a **[**INSERT ENTITY'S LEGAL TYPE (E.G., CORPORATION, LIMITED LIABILITY COMPANY, ETC.)**]** ("Consultant"). CVWD and Consultant may be collectively referred to as the "Parties" and individually as a "Party."

RECITALS

A. CVWD is a public agency of the State of California and is in need of professional services for **[**INCLUDE A DESCRIPTION OF WHAT THE DESIRED SERVICES**]**.

B. CVWD issued a Request for Proposals ("RFP") seeking proposals from qualified consultants to provide the required professional services, a copy of which is incorporated herein by reference.

C. Consultant submitted a proposal in response to the RFP and CVWD selected Consultant to provide the required professional services.

D. Consultant is duly licensed in the State of California and has the necessary qualifications to provide such services.

E. The Parties desire to enter into this Agreement for the purpose of setting forth the terms and conditions upon which Consultant shall render certain services to CVWD.

NOW, THEREFORE, the Parties hereto hereby agree as follows:

ARTICLE 1

Scope of Services to be Performed and Term

1.1 **Scope of Services to be Performed.** The scope of services to be provided by Consultant is set forth on Exhibit "A" attached hereto and by this reference incorporated herein ("Services"). Consultant warrants that it will perform the Services as set forth herein in a competent, professional and satisfactory manner.

1.2 **Term of Agreement.** The term of this Agreement shall be from **[**INSERT DATE**]** to **[**INSERT DATE**]**, unless earlier terminated as provided herein. **[**INSERT THE FOLLOWING SENTENCE FOR MULTI-YEAR, OPTIONAL RENEWAL NOT TO EXCEED FOUR CONSECUTIVE YEARS; OTHERWISE, ALWAYS DELETE: CVWD shall have the unilateral option, at its sole discretion, to renew this Agreement and negotiate a revised price, if any, for no more than [INSERT NUMBER] additional one-year terms. If the parties are unable to reach an agreement, CVWD, at its sole discretion, will not move forward with the renewal option and shall re-bid the work.**]**

[USE THE FOLLOWING LANGUAGE ONLY IF THERE WILL BE A SET SCHEDULE OF ACTIVITIES SET FORTH IN EXHIBIT "A."]

(a) Consultant shall complete the Services within the term of this Agreement, and in accordance with the schedule set forth on Exhibit "A."

(b) Consultant shall commence work immediately upon receipt of a notice to proceed from CVWD. CVWD will have no obligation to pay for any services rendered by Consultant in advance of receipt of the notice to proceed, and Consultant acknowledges that any such services are at Consultant's own risk. Consultant shall confer as requested with CVWD representatives to review progress of work elements, adherence to work schedule, coordination of work, scheduling of review and resolution of problems which may develop.

(c) Amendments. CVWD, may, from time to time, make changes or authorize certain work set forth in the Scope of Services, including but not limited to, issuance of additional instructions, require additional work, or direct omissions of work previously ordered by issuing a Amendment to Consultant ("Amendment") and the provisions of this Agreement shall apply to all such Task Orders. The Task Order shall be in such form and content as set forth on Exhibit "D" attached hereto and by this reference incorporated herein. Consultant shall not perform and CVWD shall not be liable for any services performed by Consultant unless written authorization from CVWD is given to Consultant prior to the performance of such work. The cost of such Amendment which may or may not add to or reduce the work called for hereunder and any extension of completion date that might be required thereby, shall be mutually agreed upon in writing by CVWD and Consultant before commencement of the work called for by such Amendment.

1.3 Contract Documents. The following documents are incorporated into and made part of this Agreement by this reference:

Request for Proposals
Scope and Schedule of Services (Exhibit "A")
Consultant's Cost Proposal (Exhibit "B")
Insurance Requirements (Exhibit "C")
Addenda
Amendments issued in accordance with the Contract Documents (Exhibit "D")

1.4 Permits, Licenses, Fees and Other Charges. Consultant shall, in accordance with applicable laws and ordinances, obtain at his/her/its expense all permits and licenses necessary to accomplish the Services. Failure to maintain a required license or permit may result in immediate termination of this Agreement.

1.5 Qualifications. Consultant represents and warrants to CVWD that it has the qualifications, experience, licenses, and facilities necessary to properly perform the Scope of Services in a competent and professional manner.

1.6 Standard of Care. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

ARTICLE 2

Payment for Services Rendered/Reimbursement

2.1 Payment for Services Rendered. CVWD shall compensate Consultant for the services performed pursuant to this Agreement in the amount set forth on the schedule attached hereto as Exhibit "B" and by this reference incorporated herein. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$[INSERT NOT TO EXCEED AMOUNT] without a written amendment.

2.2 Billing Procedure.

(a) If applicable to this Agreement, Consultant shall, on a monthly basis, submit to CVWD, accurate, detailed and complete statements for services ("Invoices") actually performed during the previous month. The Invoices shall specify the percentage of completion (as of the end of the preceding month) of the work and compensation due Consultant. The Invoices shall be supported by such data substantiating the Consultant's right to payment as CVWD may require.

(b) Payment shall not constitute acceptance of any work completed by Consultant.

(c) The making of final payment shall not constitute a waiver of any claims by CVWD for any reason whatsoever.

2.3 Payment. CVWD shall make payment to Consultant within thirty (30) days of receipt of an undisputed invoice or the resolution of any billing dispute. CVWD may withhold a portion of an application for payment because of defective work not remedied or unsatisfactory prosecution of the work by the Consultant. CVWD will release any withheld funds upon Consultant satisfactorily remedying the issue that resulted in the withholding. CVWD will not pay late fees to the Consultant on the compensation due Consultant under the terms of this Agreement.

ARTICLE 3

Accounting, Inspection and Audit

3.1 Records. Consultant shall keep and shall preserve for four (4) years after final completion of the project, accurate and detailed records of all ledgers, books of account, invoices, vouchers, cancelled checks, and other documents or records evidencing or relating to the work, services and disbursements charged to CVWD under this Agreement (collectively, "Books and Records"). Any and all Books and Records must be maintained in accordance with generally accepted accounting principles and must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. During such four (4) year period, Consultant shall give CVWD and its agents, during normal business hours, access to such Books and Records. CVWD and its agents shall have the right to make copies of any of the said Books and Records.

3.2 Custody. Where CVWD has reason to believe that any of the Books and Records required to be maintained by this Article may be lost or discarded due to dissolution or termination of Consultant's business, CVWD may, by written request, require that custody of such Books and Records be given to a person or entity mutually agreed upon and such Books and Records

thereafter shall be maintained by such person or entity at Consultant's expense. Access to the Books and Records shall be granted to CVWD and its Representatives.

ARTICLE 4

Termination

4.1 Termination. CVWD may terminate the Agreement, in whole or in part, with or without cause, upon ten (10) days written notice to Consultant. Upon receipt of the termination notice, Consultant shall promptly discontinue services unless the notice directs to the contrary. In the event CVWD renders such written notice to Consultant, Consultant shall be entitled to compensation for all services properly rendered prior to the effective date of the notice and all further services set forth in the notice. CVWD shall be entitled to reimbursement for any compensation paid in excess of services rendered and shall be entitled to withhold compensation for defective work or other damages caused by Consultant's services. Consultant acknowledges CVWD's right to terminate this Agreement as provided in this Article, and hereby waives any and all claims for damages that might arise from CVWD's termination of this Agreement. Consultant shall deliver to CVWD and transfer title (if necessary) to all completed work, and work in progress including drafts, documents, plans, forms, maps, products, graphics, computer programs and reports. CVWD shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

ARTICLE 5

California Labor Code Provisions

5.1 Prevailing Wage Laws. Consultant is aware of the requirements of California Labor Code sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold CVWD, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

5.2 Registration. If the Services are being performed as part of an applicable "public works" or "maintenance" project, in addition to the foregoing, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants must be registered with the Department of Industrial Relations ("DIR"). Consultant shall maintain registration for the duration of the project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and

1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

5.3 Compliance Monitoring and Stop Orders. This Agreement may also be subject to compliance monitoring and enforcement by the DIR. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the DIR against Consultant or any subconsultant that affect Consultant's performance of Services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by CVWD. Consultant shall defend, indemnify and hold CVWD, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the DIR against Consultant or any subconsultant.

5.4 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

ARTICLE 6

Project Management

6.1 Representative of Consultant. [INSERT CONSULTANT'S REPRESENTATIVE] ("Consultant's Representative") is hereby designated as the principal and representative of Consultant authorized to act on its behalf with respect to the work and services specified herein and to make all decisions in connection herewith. Consultant shall not substitute Consultant's Representative without first notifying CVWD in writing of Consultant's intent. CVWD shall have the right to review the qualifications of said substitute. If CVWD determines said substitute Consultant's Representative is unacceptable, Consultant shall submit alternate candidates until CVWD determines that substitute Consultant's Representative is acceptable.

6.2 Representative of CVWD. [INSERT CVWD REPRESENTATIVE] is hereby designated as the representative of CVWD and except as otherwise provided herein authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith.

ARTICLE 7

Work Product

7.1 Work Product. All original papers, maps, models, designs, studies, surveys, reports, data, notes, computer files, documents, drawings and other work product (collectively "Work Product") produced by Consultant pursuant to this Agreement, except documents which are required to be filed with public agencies, shall be deemed solely the property of CVWD. Consultant will take such steps as are necessary to perfect or protect the ownership interest of CVWD in such Work Product. Upon completion, expiration or termination of this Agreement, Consultant shall turn over to CVWD all such original Work Product in Consultant's possession or control.

ARTICLE 8

Insurance

8.1 Insurance. Consultant agrees to procure and maintain, at Consultant's expense all insurance specified in Exhibit "C" attached hereto and by this reference incorporated herein. Consultant shall require all subconsultants to carry the same policies and limits of insurance that the Consultant is required to maintain pursuant to this Article, unless otherwise approved in writing by CVWD, and shall furnish separate certificates and endorsements for each subconsultant..

8.2 Failure to Provide Insurance. If Consultant fails or refuses to procure or to maintain the insurance as required by this Agreement or fails or refuses to furnish CVWD with required proof that the insurance has been procured and is in force and paid for, CVWD shall have the right, at CVWD's election and upon ten (10) days' notice to Consultant, to terminate this Agreement or procure and maintain such insurance. The premiums paid by CVWD shall be treated as an amount due from Consultant with interest at the rate of ten percent (10%), to be paid on the first (1st) day of the month following the date on which the premiums were paid. CVWD shall have the right to offset any amounts CVWD pays hereunder with amounts due Consultant for services rendered pursuant to this Agreement. CVWD shall give prompt notice of the payment of such premiums, stating the amounts paid and the names of the insurer or insurers, and interest shall run from the date of the notice.

ARTICLE 9

Indemnification

9.1 Consultant's Duty to Indemnify. To the fullest extent permitted by law, Consultant shall defend (with counsel of CVWD's choosing), indemnify and hold CVWD, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Consultant, CVWD, its officials, officers, employees, agents, or volunteers.

If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code Section 2782.8), then, and only to the extent required by Civil Code Section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

Consultant's obligation to fully defend and indemnify CVWD, its Board, members of the Board, employees, and authorized volunteers shall extend to any and all liability incurred by CVWD based on an allegation that Consultant has been misclassified as an independent contractor or failed to pay any or all necessary state or federal taxes.

ARTICLE 10

General Provisions

10.1 Notices. All notices permitted or required under this Contract shall be given at the following address, or at such other address as the parties may provide in writing for this purpose:

Coachella Valley Water District:

[INSERT CONSULTANT'S NAME]:

P.O. Box 1058

Coachella, CA 92236

Attn: J.M. Barrett, General Manager

[**INSERT ADDRESS

INSERT ADDRESS**]

Attn: [**INSERT NAME**]

The parties may designate, in writing, other individuals to whom notice is to be given. Notices shall be deemed to be received upon personal delivery to the addresses above; if sent by overnight delivery, upon delivery as shown by delivery service records; if sent by facsimile, upon receipt as confirmed by the sending facsimile equipment; if by United States Postal Service, five days after deposit in the mail.

10.2 Notification. In the event of a problem or potential problem that could impact the quality or quantity of Services or the level of performance under this Agreement, the Consultant shall, within one (1) business day of actual knowledge of the problem or potential problem, notify CVWD in writing and by telephone.

10.3 Separate Contracts. Consultant understands that this is not an exclusive Agreement and that CVWD shall have the right to negotiate with and enter into separate contracts with others providing the same or similar services as those provided by Consultant as CVWD desires.

10.4 Compliance with Applicable Laws. Consultant shall, in the performance of this Agreement, comply with all federal, state and local laws and regulations and orders issued under any applicable law.

10.5 Disputes. If any disputes should arise between the Parties concerning the work to be done under this Agreement, the payments to be made, or the manner of accomplishment of the work, Consultant shall nevertheless proceed to perform the work as directed by CVWD pending settlement of the dispute.

10.6 Setoffs and Counterclaims. All claims for moneys due or to become due to Consultant shall be subject to deduction by CVWD for any setoff or counterclaim arising out of this or any other of CVWD's agreements with Consultant.

10.7 No Waiver. The fact that CVWD has made payment under this Agreement shall not be interpreted so as to imply CVWD has inspected, approved or accepted the work which has been performed by Consultant. No delay or omission in the exercise of any right or remedy by the non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. A Party's consent to or approval of any act by the other Party requiring the Party's consent or approval shall not be deemed to waive or render unnecessary the other Party's consent to or approval of any subsequent act. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the Agreement.

10.8 Assignment and Subcontractors. Consultant shall not assign or subcontract any portion of the work to be performed under this Agreement or any of the rights or obligations under this Agreement, without the prior written consent of CVWD, which consent may be withheld in CVWD's sole and absolute discretion. Any attempted assignment in violation of the provisions of this paragraph shall be void. Subject to the foregoing, this Agreement shall be binding upon the heirs, administrators, successors and assigns of CVWD and Consultant.

10.9 Independent Contractor. The Consultant shall act as an independent contractor in the performance of the services provided for in this Agreement and shall furnish such services in Consultant's own manner and method and in no respect shall Consultant be considered an agent or employee of CVWD, maintaining complete control over all men and operations. No provisions of this Agreement shall be intended to create a partnership or joint venture between Consultant and CVWD and neither Party shall have the power to bind or obligate the other Party, except as expressly set forth in this Agreement. This provision shall apply even if Contractor co-locates at CVWD offices for purposes of this Agreement.

10.10 Non-Liability of CVWD Officials and Employees. No official or employee of CVWD shall be personally liable to the Consultant in the event of any default or breach by CVWD or for any amount which may become due to the Consultant or for any breach of the terms of this Agreement.

10.11 Conflict of Interest. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

10.12 Confidential Information. All information gained or Work Product produced by Consultant in the performance of this Agreement will be considered confidential, unless such information is in the public domain. Consultant shall not release or disclose any such information or Work Product to persons or entities other than CVWD without the prior written consent of the General Manager of CVWD, except as otherwise required by law. Consultant shall promptly notify CVWD should Consultant or its Representatives be served summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, requests for admissions or other discovery request or court order from any third party regarding this Agreement and the services performed under this Agreement.

10.13 Amendment. This Agreement may not be amended except by a subsequent writing which is signed by the Parties.

10.14 Cooperation. Consultant shall cooperate in the performance of work with CVWD and all other agents.

10.15 Incorporation of Recitals. The Recitals and section titles set forth herein are incorporated herein and are an operative part of this Agreement.

10.16 Governing Law, Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of California. The Parties agree that any action or proceeding to enforce or relating to this Agreement shall be brought exclusively in the federal or state courts located in Riverside County, California, and the Parties hereto consent to the exercise of personal jurisdiction over them by any such courts for purposes of any such action or proceeding.

10.17 Attorneys' Fees and Costs. If any action in law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, each Party shall pay its own attorneys' fees.

10.18 Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid or unenforceable, then the Parties agree that such invalidity or unenforceability shall have no effect whatsoever on the balance of this Agreement.

10.19 Counterparts. This Agreement may be signed and delivered in any number of counterparts, each of which, when signed and delivered, shall be an original, but all of which shall together constitute one and the same Agreement.

10.20 Entire Agreement. This Agreement contains the entire agreement between the Parties with respect to the subject matter of this Agreement and any agreement or representation with respect to the same or the obligations of either Party with respect to the same which is not expressly provided in this Agreement or in a written document which is signed by the Party to be charged, shall be null and void.

10.21 Time is of the Essence. Time shall be of the essence as to all dates and times of performance contained in this Agreement.

10.22 Authority to Execute. Each Party represents and warrants to the other Party that all necessary action has been taken by such Party to authorize the undersigned to execute this Agreement and to bind it to the performance of its obligations hereunder.

10.23 Binding on Successors. All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the Parties hereto, shall be binding upon and inure to the benefit of such Party, its successors and assigns.

10.24 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification obligations, shall survive any such expiration or termination.

10.25 Third Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than CVWD and the Consultant.

[SIGNATURES ON FOLLOWING PAGE]

**PROFESSIONAL SERVICES AGREEMENT
SIGNATURE PAGE**

IN WITNESS WHEREOF, the Parties have hereunto set their hands on the first day date above written.

**COACHELLA VALLEY WATER
DISTRICT**

[INSERT CONSULTANT NAME]

By: _____

By: _____
(Authorized Representative of Consultant)

Printed
Name: _____

Printed Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

PROFESSIONAL SERVICES AGREEMENT

EXHIBIT LIST

EXHIBIT "A" SCOPE AND SCHEDULE OF SERVICES

EXHIBIT "B" CONSULTANT'S COST PROPOSAL

EXHIBIT "C" INSURANCE REQUIREMENTS

EXHIBIT "D" AMENDMENT

EXHIBIT "A"
TO
PROFESSIONAL SERVICES AGREEMENT
SCOPE AND SCHEDULE OF SERVICES

Final negotiated scope and schedule of services to be inserted upon award.

EXHIBIT "B"
TO
PROFESSIONAL SERVICES AGREEMENT
CONSULTANT'S COST PROPOSAL

The Successful Respondent's cost proposal to be inserted upon award.

EXHIBIT "C"
TO
PROFESSIONAL SERVICES AGREEMENT

INSURANCE REQUIREMENTS

1. Time for Compliance. Consultant shall not commence Work under this Agreement until it has provided evidence satisfactory to the Coachella Valley Water District ("CVWD") that it has secured all insurance required under this Section. Consultant shall require and verify that all subconsultants maintain insurance meeting all the requirements stated herein. Consultant shall not allow any subconsultant to commence work on any subcontract until each subconsultant has provided evidence satisfactory to Consultant that it has secured all insurance required under this Section.
2. Minimum Requirements. Prior to the beginning, and throughout the duration of services to be performed, Consultant shall, at its expense, procure and maintain, insurance against claims arising from Consultant's rendering of professional services, including claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subconsultants. Consultant shall require all of its subconsultants to procure and maintain the same insurance for the duration of the Agreement and shall verify subconsultants' compliance as set forth in the Section entitled "Subconsultant Insurance Requirements" below. Such insurance shall meet at least the following minimum levels of coverage:
 - (A) **Commercial General Liability Insurance** which shall be written on an occurrence basis and be at least as broad as the latest version of ISO form CG 00 01 with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Such policy shall include Broad Form Contractual Liability coverage.
 - (B) **Business Automobile Liability insurance** which shall be as broad as ISO form CA 00 01 covering bodily injury and property damage with a combined single limit of not less than \$1,000,000 per accident for all owned, non-owned, and hired automobiles used in connection with the services or operations to be performed under this Agreement.
 - (C) **Workers' Compensation Insurance** with statutory limits, and **Employer's Liability insurance** with limits of not less than \$1,000,000 per accident or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of CVWD, its directors, officials, officers, employees, agents, and volunteers.
 - (D) **Professional Liability Insurance (Errors & Omissions Liability)** covering the services to be performed under this Agreement with limits of not less than \$5,000,000 per occurrence or claim and \$5,000,000 in the aggregate. This coverage may be written on a claims-made form. If coverage is written on a claims-made form, the provisions set forth in the Section entitled "Provisions Applicable to All Insurance Requirements :Claims-Made Coverage" below shall apply. If this

contract is for services that do not involve geotechnical engineering, surveying or the preparation of design or construction documents, the limit may be reduced to \$2 million per occurrence or claim and in the aggregate with written approval from CVWD. CVWD reserves the right to require a project-specific endorsement. Consultant shall require each of its subconsultants to maintain Professional Liability insurance with the same limits, unless otherwise approved by CVWD.

3. Provisions Applicable to All Insurance Requirements.

(a) **Additional Insured Coverage.** Except for the Workers' Compensation and Professional Liability insurance policies, all liability policies shall be endorsed to include CVWD, its directors, officials, officers, employees, agents, and volunteers as additional insureds on all primary, umbrella or excess policies for ongoing and completed operations performed by, or on behalf, of Consultant, including materials, parts or equipment furnished in connection with such work. Coverage for the additional insured under the Commercial General Liability policy shall be as broad as that provided by ISO CG 20 10 (ongoing operations) and 20 37 (completed operations).

(b) **Acceptability of Insurers.** Unless otherwise reviewed and accepted by CVWD, all required insurance must be placed with insurers with a current A.M. Best rating of not less than A- VII and be admitted to do business in California, or approved by the Surplus Lines Association.

(c) **Verification of Coverage.** Consultant shall furnish CVWD with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to CVWD. The certificates of insurance shall be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements must be received and approved by CVWD before work commences. CVWD reserves the right to require complete, certified copies of all required insurance policies, at any time. Acceptance of Consultant's Certificates of insurance does not relieve Consultant of the insurance requirements, nor decrease the liability of Consultant under this Agreement. It is Consultant's responsibility to ensure its compliance with these insurance requirements. Any actual or alleged failure on the part of CVWD to obtain proof of insurance required under this Agreement shall not in any way be construed to be a waiver of any right or remedy of CVWD, in this or any regard.

(d) **Primary and Noncontributory.** The insurance required to be maintained by Consultant shall be primary and any insurance or self-insurance maintained by CVWD shall be excess only, and not be required to contribute with it.

(e) **Umbrella or Excess Insurance.** Any Umbrella or Excess insurance shall also apply on a primary and noncontributory basis for the benefit of CVWD, before CVWD's own primary insurance or self-insurance shall be called upon to protect it as a Named Insured.

(f) **Waiver of Subrogation.** Consultant shall obtain waiver of subrogation endorsements stating that Consultant and its insurers waive any and all rights of recovery against CVWD, its directors, officials, officers, employees, agents, and volunteers. Consultant shall pay all damages and costs arising out of Consultant's failure to provide a waiver of subrogation from its insurers.

(g) **Broader Coverage and Limits.** The insurance requirements under this Agreement shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Agreement are sufficient to cover the obligations of Consultant hereunder.

(h) **Severability of Interest (Cross Liability).** A severability of interest provision must apply for the additional insureds, ensuring that Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the policies' limits.

(i) **Notices; Cancellation or Reduction of Coverage.** At least fifteen (15) days prior to the expiration of any such policy, evidence showing that such insurance coverage has been renewed or extended shall be filed with CVWD. If such coverage is cancelled or materially reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with CVWD evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. In the event any policy of insurance required under this Contract does not comply with these specifications or is canceled and not replaced, CVWD has the right but not the duty to obtain the insurance it deems necessary and any premium paid by CVWD will be promptly reimbursed by Consultant or CVWD may withhold amounts sufficient to pay premium from Consultant's payments. In the alternative, CVWD may suspend or terminate this Agreement. No policy required to be maintained by Consultant shall be canceled and not replaced with equivalent coverage without thirty (30) days prior written notice to CVWD, unless cancellation is due to the non-payment of premium, in which case, ten (10) days prior written notice shall be provided.

(j) **Claims-Made Coverage.** For any coverage provided on a claims-made form (which type of form is only permitted at CVWD's sole discretion) the following shall apply:

- i. The retroactive date must be shown, and must be before the date of this Agreement and before the commencement of services or operations related to this Agreement;
- ii. Insurance must be maintained and Certificates of Insurance must be provided to CVWD for at least five (5) years after the expiration or earlier termination of this Agreement;
- iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of this Agreement or commencement of any services or operations related to this Agreement, Consultant must purchase an extended reporting period for a minimum of five (5) years after the expiration or earlier termination of this Agreement.

(k) **Deductibles, Self-Insurance, Self-Insured Retentions.** Any deductibles, self-insurance, or self-insured retentions (SIRs) applicable to the required insurance coverage shall be declared to, and accepted by, CVWD. At the option and request of CVWD,

Consultant shall provide documentation of its financial ability to pay the deductible(s), self-insurance, or SIR.

4. Subconsultant Insurance Requirements. Consultant shall not allow any of its subconsultants to commence work on any subcontract relating to the work under the Contract until Consultant has verified that all subconsultants have procured insurance meeting all requirements under this Agreement and provided evidence to Consultant of such insurance. If requested by Consultant, CVWD may approve different scopes or minimum limits of insurance for particular subconsultants. The Contractor and CVWD shall be named as additional insureds on subconsultants' Commercial General Liability insurance.
5. Reservation of Rights. CVWD reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

END OF EXHIBIT C - INSURANCE REQUIREMENTS

EXHIBIT "D"
TO
PROFESSIONAL SERVICES AGREEMENT
AMENDMENT

AMENDMENT NO. **[INSERT NUMBER**]** TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE
COACHELLA VALLEY WATER DISTRICT
AND
[INSERT CONSULTANT NAME**]****

Parties and Date.

This **[**INSERT NUMBER**]** Amendment to the Professional Services Agreement (“Amendment”) is made and entered into this **[**INSERT DATE**]** day of **[**INSERT MONTH**]**, **[**INSERT YEAR**]** by and between the Coachella Valley Water District (“CVWD”) and **[**INSERT NAME OF ENTITY EXACTLY AS IN ORIGINAL AGREEMENT**]** (“Consultant”). CVWD and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Amendment.

Recitals.

CVWD and Consultant entered into that certain Professional Services Agreement dated **[**INSERT DATE**]** (“Agreement”), whereby Consultant agreed to provide **[**INSERT A BRIEF DESCRIPTION OF SERVICES PROVIDED**]**.

CVWD and Consultant now desire to amend the Agreement for the **[**INSERT NUMBER**]** time to **[**INSERT DESCRIPTION OF INTENT FOR AMENDMENT (E.G. REVISE SCOPE OF SERVICES OR EXTEND TERM) **]**.

Terms.

*****Use if purpose of amendment is to revise scope or services, otherwise delete*****

Revised Scope of Services. The Services to be provided by Consultant shall be revised to include the Services set forth in Exhibit “1” attached hereto and incorporated by this reference.

*****Use if purpose of amendment is to extend term, otherwise delete*****

Contract Extension. The term of the Agreement shall be extended for **[**INSERT TIME EXTENSION (E.G. one (1) year**]** commencing on **[**INSERT EXPIRATION DATE OF EXISTING AGREEMENT**]** and ending on **[**INSERT NEW EXPIRATION DATE**]**.

Compensation. The total compensation shall **[**INSERT increase OR decrease OR remain the same**]** so that the total amount paid for services rendered by Consultant under the Agreement shall not exceed the sum of \$**[**INSERT NOT TO EXCEED AMOUNT**]**.

Continuing Effect of Agreement. Except as amended by this Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

Adequate Consideration. The Parties stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment. Consultant further accepts the terms and conditions of this Amendment as full and final resolution of any and all claims, asserted or otherwise, arising out of or related to the subject of this Amendment and acknowledges that the compensation

and/or additional time, if any, set forth herein is adequate and comprises the total compensation and/or time due for the change(s) included in this Amendment.

Counterparts. This Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date first herein above written.

COACHELLA VALLEY WATER DISTRICT

[INSERT CONSULTANT NAME]

By: _____

By: _____
(Authorized Representative of Consultant)

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____