City of Sweeny

Request for Proposal

Enterprise Resource Planning Web-Based Software

General Ledger, Accounts Payable, Purchasing, Payroll, Human Resources, Bank Reconciliation, Municipal Court, Asset Management, Secure Signatures, Utility Billing, Service Orders, Cash Receipting, Building Permits & Code Enforcement

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Section 1 – Project Overview

The City of Sweeny, Texas is requesting proposals for replacement software for their current systems. The City desires to upgrade to a single web-based software system that provides fully-integrated solutions for accounting, budgeting, payroll, municipal court, utility billing, service orders, cash receipting, building permits and code enforcement with the ability to import or export data directly to State/Federal reporting systems and to interface with any third-party systems as required.

The City of Sweeny is the westernmost municipality in Brazoria County, situated just west of the San Bernard River. The City is seeking a web-based software solution to address current requirements and that is scalable for future growth the City will experience.

GENERAL PROPOSAL REQUIREMENTS

- Vendors will submit their proposals on the forms provided by the request for proposal (RFP) and pricing should be detailed by module.
- Pricing should include detail on all costs related to software, required internet bandwidth, conversion of existing data, installation, training, project management, any additional out-of-pocket expenses the City would incur through the implementation/training of the software and annual recurring costs.
- Although the City prefers a single Vendor for all solutions, Vendors who choose to submit a joint RFP by combining various software packages, must submit a single RFP detailing the responsible vendor for each module and detail levels of integration, mutual support and responsibilities for each Vendor involved.
- Vendors may be selected by the City to provide a demonstration of programs proposed during the post RFP evaluation process at no cost to the City.

The City will select the successful proposal based upon several evaluation metrics including features as outlined in the RFP, effective integration of modules, ability to meet City's unique needs, company experience/stability, data conversion, training/implementation plan, technical support, price, and location and historically underutilized business status. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City of Sweeny as determined by the City. The City reserves the right to reject any or all proposals. Submission of a proposal by prospective vendor does not constitute an agreement. The City of Sweeny is seeking a web-based local government solution that will provide:

- True web-based software that does not require third-party software such as Windows Remote Desktop Services or Citrix.
- Provide secure connectivity to the software from any computer with internet access.
- Fully integrated modules with standard interface with other third-party systems
- MS SQL Server database
- Native compatibility with MS Office tools
- Reliable and responsive support, company growth and stability, deployment of software to similar sized cities.

Section 2– Project Scope and Current Systems

This RFP defines eleven (11) required modules and required system integrations. The City will review required modules under general selection criteria of product, service, reputation, and pricing. The City reserves the right to procure any of these modules as separate decisions.

Following are the modules required by the City:

Modules:

1. General Ledger
2. Bank Reconciliation
3. Accounts Payable
4. Purchasing – must work on requisition to purchase order and encumbrance method.
5. Asset Management
6. Secure Signatures
7. Payroll
8. Distributed Time Entry with text and email notification feature
9. Permitting and Inspections
10. Code Enforcement
11. Cash Receipting

In addition to the required modules, the City wishes to move forward with a consolidated bank account method of financial management and feels now, while a new financial accounting system is being implemented, is the perfect opportunity to move forward with consolidating accounts. The City will require support from the selected Vendor to assist with account consolidation and may be asked to make best practice recommendations to the City.

City's Current Software Systems

The City currently operates in several different programs which include:

PROGRAM	PURPOSE
MYGOV	PERMITTING, INSPECTIONS, CODE ENFORCEMENT
SAGE 50	FINANCIAL ACCOUNTING SYSTEM
ADP	PAYROLL
TYLER (POLICE)	CRIMINAL JUSTICE SYSTEM
TYLER (COURT)	CRIMINAL JUSTICE SYSTEM - COURT FINES
UDS	UTILITY DATA SYSTEM - UTILITY BILLING

Section 3– Project Timeline

Tentative Timeline

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust or reschedule project milestones as necessary.

Release Request for Proposal	December 22, 2023
Vendor Questions Due	January 19, 2024
Answers to RFP Questions E-mailed	January 26, 2024
Vendor Proposal Responses Due	**February 1, 2024**
Vendor Response/Reference Checks Complete	February 8, 2024
Final Selection	February 9, 2024
Contract Awarded / Council Approval	February 20, 2024

Section 4 – Vendor Instructions

Proposal Responses. The City must receive responses to this RFP no later than February 1, 2024. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one original with signatures and one electronic version of the Requirements section in <u>MS Word</u> format to the following address:

City of Sweeny
Lindsay Koskiniemi
102 W. Ashley Wilson Rd.
(979)548-3321
citymanager@sweenytx.gov

Proposal Response Format. The RFP response should adhere to the following format:

Section	Title	Contents
1	**Executive Summary**	Overview description of proposed solutions, vendor experience, and contact information (one page).
2	**Requirements**	Completed Requirements documents (Section 5) in MS Word format. The vendors should provide a ranking of 4, 3, 2, 1, 0 or F (Future) as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.
3	**Pricing**	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, and data conversion (list amount of data to be converted for each system).
4	**Implementation Methodology**	A summary of implementation methodology that includes a boilerplate implementation plan. Include a proposed plan for implementation of modules in a phased approach.
5	**Support Strategy**	Description of strategy to support ongoing use of the software after initial implementation.
6	**Other Information**	General Information and Overview. Client Reference List. Copy of Vendor Contract to be used for software subscription and services.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP. Costs for developing proposals in response to the RFP are the obligation of the vendor. All proposals will remain and accompanying documentation will become the property of the City of Sweeny and will not be returned.

Pre-Submittal Questions. There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City of Sweeny by January 26, 2024 (or via email) at citymanager@sweenytx.gov

RFP Amendments. The City reserves the right to request clarification on any proposal or to ask respondents to supply additional material deemed necessary to assist in the evaluation of the proposals. The City reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The City of Sweeny also reserves the right to cancel or reissue the RFP.

Rejection of Proposals. The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City of Sweeny.

Proposal Validity Period. Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City of Sweeny and the successful vendor.

Non-Obligation. Receipt of proposals in response to this RFP does not obligate the City in any way. The right to accept or reject any proposal shall be exercised solely by the City of Sweeny. The City of Sweeny shall retain the right to abandon the proposal process at any time prior to the execution of a contract with a vendor, and the City of Sweeny shall bear no financial or other responsibility in the event of such abandonment.

Section 5– Vendor and System Requirements

This section includes the vendor, technical and functional requirements to be evaluated in this RFP. This is not a comprehensive list of all of the City's requirements but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The City expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter "N/A". If a submitted RFP includes blank responses, then the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

Rating	Definition
4	**Standard and available in the current release**. Software fully supports this requirement. No customization or modification is required.
3	**Meets requirement with minor configuration or modification.** Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
2	**Available with third-party software application.** Indicate name of the application recommended and number of installations jointly completed.
1	**Does not meet requirement and requires substantial system modification.** Indicate timing required and estimated cost of modification.
0	**Not available.** Software will not meet requirement.
F	**Future Release.** Requirement will be available in future release. Indicate anticipated release month and year.

REQUIREMENTS OF ALL MODULES

Description	Rating	How is requirement accomplished?
General System Requirements		
1. Complete online help	4	Help icon on toolbar
2. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time	4	Unlimited users that are employees or contractors of the city are included with subscription
3. Drill down from queries or screens from summary to transactional detail	4	All visible hyperlinks support drill-down functionality.
4. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements	4	Partner with CardConnect, a web-based PCI compliant merchant provider
5. Support services to City personnel from 8:00AM – 5:00PM CST weekdays except for holidays	4	Stated hours in our subscription agreement and headquartered in Lubbock, TX
Data Structure		
1. Interface with similar data in other modules (see table on page 5)	4	All modules have logical integration and referential integrity in MS SQL Server
2. Import and export data in formats compatible with Microsoft Office	4	Reports can be generated to Excel. Word is used for all document generation.
3. Preference for MS SQL Server 2014 or higher; no proprietary databases	4	All customers currently using MS SQL Server 2019 in our data center
4. User defined fields that can be accessed through queries and reports	4	Provide user-defined data fields that can be included in queries and reports
5. Encrypt database both in transit and at rest	4	FundView uses SSL to encrypt in transit and encrypts secure data at rest
Accounting Principles		
1. Multiple year history to be maintained separately, by year (changes to current year G/L account structure do not impact historical amounts)	4	FundView provides hard-close end-of-year process functionality but not required at a specific date.
2. Real time batch processing in all modules	4	Batches post in real-time after approval/update
Auditing Capabilities		
1. View history of who has accessed, created or modified data in each module	4	All modules provide a complete audit trail
Access Controls		
1. Provide secure internet access to software using Microsoft supported versions of Edge and Internet Explorer	4	Our subscription agreement clearly states support for Microsoft supported versions of Edge
2. Role based security where users can be assigned to multiple roles. Modify, view, or restrict access controls	4	FundView provides for role-based security profiles for users

Description	Rating	How is requirement accomplished?
Query Capabilities		
1. Conduct searches, review transactions and generate reports at all levels of the account structure by fiscal year, month, calendar years, or selected date	4	FundView financial reports allow for filtering by fund, department, account, as well as by date ranges and selected dates.
2. Perform keyword, wild card, and multiple field queries	4	Queries can be performed using keyword, wild card and using multiple fields
3. Save queries and make saved query available to other users	4	Queries can be saved with defined parameters as templates
Reports		
1. Report writer that produces both PDF and Excel formats	4	Most reports can be generated in PDF and Excel
2. Generate and save custom reports from queries or system-generated data	4	Reports can be saved with defined parameters as templates
3. Customizable templates for common reports	4	Reports can be saved with defined parameters as templates
4. Report criteria selection via drop downs, queries, or pick lists	4	Report selection criteria include drop downs, queries and pick lists
5. View reports online	4	All reports are generated to screen as a PDF first
6. Export data grids and reports in an Excel format	4	Both grids and reports can be exported to Excel
7. Directly e-mail a report	4	Reports can be directly emailed as PDFs
8. Historical reporting of prior financial data	4	Reports can be run from historical data
Printing		
1. Preview reports to screen as PDFs	4	Many reports are generated to screen as a PDF first
2. Print directly from software to any printer with a currently supported Windows driver	4	Printing from FundView is supported to any printer using a currently supported Windows driver
3. Printing to non-proprietary forms and labels	4	FundView does not require proprietary forms and labels for printing

REQUIRED MODULES

1. General Ledger

Description	Rating	How is requirement accomplished?
Structure and Accounting Principles		
1. The chart of accounts should allow the user complete control over structure	4	Account setup in FundView is user-defined and we offer best practices suggestions for creating a standardized chart of accounts
2. The system should be consistent with General Accounting Standards Board (GASB) standards	4	FundView has been developed to be GASB compliant
3. Ability to drill down to transactions specific to that account	4	All visible hyperlinks in the General Ledger grids support drill-down
4. Ability to easily view and reconcile bank statements for multiple bank accounts	4	FundView General Ledger includes a user-friendly bank reconciliation wizard
5. Ability to provide secure online access to reports for designated users	4,F	Next major release of General Ledger will include pre-defined read-only access to accounts and details which can be restricted at the user level by funds and departments.
6. Allow multiple periods, including an adjustment period, to remain open at once	4	The FundView General Ledger provides for 12 standard periods and an adjustment period in the same fiscal year.
7. Ability to lock previous year after year end closure to avoid inadvertent changes	4	FundView provides the ability to lock previous years after year end closure but there is no "year-end close process."
8. Ability to lock the previous month after month end closure to avoid inadvertent changes	4	The FundView General Ledger allows certain users to open/close periods.
9. View history of who has accessed, created, or modified information	4	The FundView General Ledger provides a complete audit trail.
10. Automatic journal entry reversals	4	All journal entries provide for automatic reversal
11. Allow for templated recurring journal entries	4	The FundView General Ledger provides the ability to save templated journal entries
12. Allows the user to define project numbers and designate part of the account number structure for reporting	4	The FundView General Ledger allows for a Project segment in the account structure
13. Allows for native attachment of images as documentation for journal entries	4	The FundView General Ledger allows for attachments of images and documents
Budgeting		
1. Support multiple active budget versions (i.e. original, amended, adopted, etc.)	4	The Budget Manager allows for an unlimited number of active budget versions
2. Ability to increase/decrease budget amounts by account under a variety of methods such as percentages and/or fixed amounts	4	The Budget Manager allows the user to increase/decrease accounts by percentages as well as fixed amounts.

3. Ability to create departmental budgets with the click of a button and lock each budget upon completion separately	4	Create departmental budgets and lock are checkbox options on create/manage budget.
4. Multiple departments can update their budget information simultaneously	4	Unlimited users can access and update their budgets at the same time
5. Ability to attach any file type to specific budget line item, including images, PDFs, Excel or Word documents	4	Budget Manager allows for the attachment of documents and images.
6. Online view of reports	4	Reports are rendered online first

2. *Accounts Payable*

Description	Rating	How is requirement accomplished?
1. Track aging of items and other exceptions	4	Accounts Payable provides for 30 60 90 and over 90 tracking of due dates
2. Allow for simplified addition of new vendors directly from transaction input process	4	Add vendor function included at payables input and on vendor master
3. Recurring payables processing	4	Templates defined at the vendor level
4. Vendor discount management	4	Discount options selected at vendor level
5. Access vendor history by vendor name, invoice date, check date and account	4	Each of these options can be used to access vendor history
6. Block duplicate invoice processing	4	Duplicate invoice number validation is performed at the vendor level
7. Check printing	4	Check printing is included
8. Allow for secure digital signatures with defined number of required signatures, approved position with approval, associated users in those positions and passwords/digital signatures by user	4	Secure Signatures allows the city to define roles, number of signatures required and assigning individuals/passwords to those roles
9. Supports 1099 reporting requirements. 1099 management to the invoice line-item level; not just the vendor or the invoice	4	FundView Accounts Payable allows for tracking of 1099 and non-1099 charges on the same invoice
10. Integrates with other systems such as Municipal Court, Building Permits and Utility Billing to process refund checks	4	Accounts Payable provides refund check processing for Municipal Court, Permits and Utility Billing.
11. Payment approval list generated for City Council approval	4	Payables Management provides for a register of payment items requiring approval
12. Electronic payment to vendors (ACH, wire, debit)	4	FundView Accounts Payable supports tracking of EFT payments
13. Bank reconciliation for multiple accounts	4	Bank Reconciliation tool allows for use within multiple bank accounts.
14. Allows for attachment of images such as purchase orders, invoices, etc.	4	FundView Accounts Payable allows for attachment of supporting documents and images
15. Automatically saves image of check to invoice when paid	4	A check summary is automatically stored at the invoice upon payment processing

3. *Purchasing*

Description	Rating	How is requirement accomplished?
1. Ability to define approval levels, user account levels, user access, notification and routing of Requisitions requiring approvals.	4,F	Purchasing allows the Administrator to define users, approval thresholds, approval routing and notifications. *At this time, FundView Purchasing is in development and is scheduled for general release Q3 of 2024.*
2. Requisition input should be processed in a batch format creating a system level audit trail of input, edit, approval, and update of data. Batches can be department specific for approval and processing purposes.	4,F	Purchasing in FundView will follow the logic of batch input for Requisitions, Approvals, receiving invoices against the Purchase Order and posting to Accounts Payable ready for Payment Processing
3. Approving the requisition and creating the purchase order will establish an encumbrance in the general ledger.	4,F	Creating a Purchase Order in Purchasing will also create the Encumbrance in the General Ledger
4. When the Invoice is matched to the Purchase Order and received, this will create an open item in Accounts Payable and clear the related encumbrance in the General Ledger.	4,F	Receiving the Invoice against the Purchase Order will create the open Invoice in Accounts Payable and clear the related encumbrance.
5. Requisition approvals can be routed with text/email notifications or both.	4,F	FundView uses Azure to route/send all Requisition and Purchase Order approval text or email notifications.
6. Provide dashboard for Requisition Approvals by user	4,F	Purchasing will include a Requisition Approval Console that displays all Requisitions requiring user approval with drill down to detail.
7. Provide budget validation for all Requisitions with account restrictions by user.	4,F	Requisition Input will provide budget validation at the account, department or fund level as determined by the city.
8. Ability to natively attach documents and images to the Requisition or the Purchase Order.	4,F	Purchasing allows for attachment of supporting documents and images on the Requisition and the Purchase Order.
9. Shares Vendor File with Accounts Payable.	4,F	Purchasing and Accounts Payable share common Vendor Master File.
10. Allow multiple Requisition/Purchase Order formats that can be printed and attached using Microsoft Word templates.	4,F	Purchasing generates documents using MS Word templates from the Requisition to the Purchase Order and provides a PDF attachment of the document to the Purchase Order automatically.
11. Requisitions can be reviewed using a smart device/tablet in the field, thereby eliminating the requirement to return to the office. The approver can review/approve or reject from the smart device.	4,F	All FundView modules are web-based and accessible from a web-connected smart device. The Requisition Console will be specifically optimized for viewing on a web-connected smart device.

4. Payroll

Description	Rating	How is requirement accomplished?
1. Decentralized web-based time entry that compiles input into payroll module with approval levels	4	Distributed Time Entry provides decentralized web-based time entry with user-defined approval groups, levels of approval and access via smart device through the Employee Portal.
2. Ability to integrate an electronic timekeeping system	4	Distributed Time Entry provides an API interface to third-party electronic timekeeping systems.
3. Direct deposit to multiple bank accounts	4	Provides direct deposit with the option for an employee to allocate to more than one account.
4. Generate an electronic ACH file for employees. Allow electronic submission of related payroll benefits and deductions	4	Payroll creates an ACH file for direct deposit. It creates CSV files for upload to TWC and TMRS. It creates a report to assist in submitting electronic deposits of IRS tax deposits and other contributions.
5. Calculate multiple rules-based leave accruals based on length of service, employee group or position	4	Payroll provides for user-defined leave accrual calculations that will incorporate tenure, position, and groups in the algorithm.
6. Check printing	4	Payroll provides paycheck printing.
7. Process pay by hourly, salary and other user defined special pay types	4	Payroll provides user-defined pay types including hourly, salary and other special pay types.
8. Calculate overtime rates using built-in rates	4	Payroll provides for overtime calculations at built-in rates.
9. Allocate costs through multiple account codes by either a fixed amount or percentage	4	Payroll provides for allocations by either fixed amounts or percentages.
10. Unlimited user defined payroll deduction fields	4	Payroll provides for unlimited user-defined deduction codes.
11. Fully integrated with General Ledger and Accounts Payable	4	Payroll is fully-integrated with the FundView General Ledger and Accounts Payable.
12. Allows for native attachment of images to employee record and timesheets (doctor's notes, leave requests, etc.)	4	Payroll and Distributed Time Entry for attachment of documents and images to both the employee records and in time entry.
13. Support multiple payroll run dates (weekly, bi-weekly, monthly)	4	Payroll supports multiple payroll run dates including weekly, bi-weekly, monthly, etc.
14. Support multiple versions of user defined salary and rate tables	4	Payroll supports multiple payroll run dates including weekly, bi-weekly, monthly, etc.
15. Support mid-period hiring/termination payroll, automatic calculation of final pay amounts related to accruals and benefits	4	Payroll supports mid-period hiring/termination payroll processing, with final calculations related to accruals and benefits.
16. Reporting requirements for federal tax, deferred compensation, and retirement versus social security	4	Payroll provides reporting for federal taxes, deferred compensation, and retirement.
17. Automatic generation of W-2's	4	Payroll automatically calculates and

		generates W-2's.
18. Automatic calculation of retroactive pay for delayed merit pay adjustments relative to employee anniversary dates	F	Payroll automatically calculates retroactive pay for delayed pay adjustment to specified dates. *This payroll function has been documented for future development. No specific date of release is available.*
19. Automatically increases accruals based on anniversary date	4	Payroll provides automated increases to leave accruals when the anniversary date pushes the employee to the next calculation tier.
20. Automatic reporting of comp time, sick leave and vacation hours with reporting on employee pay stub, employee portal and time entry pages	4	Payroll tracks and reports on comp time, sick leave and vacation hours earned/taken. These are displayed on the employee paystub and on the Distributed Time Entry screens. The Employee Portal will be required for the employee to view this information online.
21. Web-based employee portal for paycheck history, W-2's, changes to demographic information, identify leave accrued, ability to enter time by pay code	4	The Employee Portal provides employees with access to their paycheck history, W-2's, to make changes to their demographic information, leave totals, and access to Payroll related city documents (i.e. Change to Direct Deposit forms, Time Off Requests).

5. Human Resources

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays certificate expirations, license renewals, pending/past due reviews and other relevant data	4	Human Resources includes a real-time dashboard that reflects Tasks, Pending Reviews, Certifications Expiring and Training Requirements due.
2. List employee demographics such as address, contact information, birthdate, ethnicity, licenses.	4	Within the "Personal" section of Human Resources, information including address, contact information, birthday, ethnicity, and licenses can be found.
3. Capture dependents, emergency contacts, education, work experience and examinations with results.	4	Within the "Personal" section of Human Resources, information around dependents, emergency contacts, education, work experience, and examinations can be captured.
4. User-defined setup of tracking elements for employee information.	4	Users may define the set up and tracking elements for employee information.
5. Certification tracking to include type, hours, completion date, expiration date, provider and ability to attach supporting documents.	4	Within the "Certifications" section of HR. Users can track certification type, hours, completion date, expiration date, provider, and has ability to attach supporting documents.
6. User-defined review process according to personnel policies to include steps, responsible parties, attachments, and notes	4	Human Resource "Reviews" is user-defined including next steps, responsible parties, attachments, and notes.
7. Define disciplinary incident types, actions to take, start/end dates for probation periods, responsible party, schedule next review, and ability to attach documents/images.	4	Within the "Discipline" section of Human Resources users can track incident types, actions to taken, start/end dates for probation periods, responsible party, schedule next review, and also have the ability to scan and attach documents/images.
8. Define training courses, types, hours attended, scheduled/completed dates, and ability to attach documents/images.	4	Within the "Training" section of Human Resources, user can track training courses, types, hours attended, scheduled/completion dates, and can scan and attach documents/images.
9. Ability to track assets issued to employees with user-defined categories. Track issue date, date returned, notes and ability to attach documents/images.	4	Within the "Assets" section of Human Resources users can track assets issued to employees with user-defined categories. There is also an ability to track the date issues, date returned, while also being about to create notes and attach documents and images.
10. Folder to capture employee forms such as resume, application, W-4, insurance application and other employee specific documents.	4	Human Resource includes a "Folder" that can hold employee forms such as resume, application, W-4, insurance application and other employee specific documents.
11. Allow document generation using Microsoft Word templates.	4	Documents are generated using MS Word templates from the employee Human Resource and provides a PDF attachment of the document to the case and the related employee.

6. Municipal Court

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays reporting dates, past due case statuses and other important alerts.	4	The FundView Court dashboard provides reporting due dates, past due statuses and other alerts
2. Create groups directly from the dashboard that allow documents and labels to be printed for notifications.	4	The FundView Court dashboard provides for creating groups to print documents and labels.
3. Ability to import citations from the cloud without using a third-party and print labels, complaints or any other document for the citations imported.	4	FundView uses a standard API to import citations from the cloud or on-premises
4. Payments integrated with Cash Receipting.	4	Court payments post directly to the Cash Receipting module
5. Online Payments integrated to Cash Receipting and post directly to Violation as Pending Payment until payment batch is posted.	4	FundView's FASTGovPay Credit Card and Online Payments allow payments taken online to post directly to a Violation as a pending payment until payment batch is posted.
6. Allow document generation from a Violation for user- defined documents and automatically attach to the Violation using Microsoft Word templates.	4	FundView Court generates documents using MS Word templates from the violation and attaches them to the violation
7. Generate a customizable docket list for all types of court dates including show cause and juvenile dockets.	4	FundView Court provides the ability to customize the docket by dates, types, and other filter parameters.
Provide a management console that allows all actions on an open case to be completed in a central location, including but not limited to the following: - Create 10 Day Notice document automatically - Issue FTA's/VPTA's - Create warrants and add the warrant fee automatically - Create the OmniBase file after the fee has been added automatically - Display specific reasons a case is not being sent to OmniBase - Create the Collections file once the fee has been added automatically.	4	The FundView Court Case Management Console allows the user to manage activities related to open cases including creating 10-day notices, issuing FTA's/VPTA's, creating warrants, automatically adding warrant fees, creating the OmniBase file after the fee is added, displaying why a case is not eligible for OmniBase, and creating files for the collection agency after the Collection Fee has been added.
9. Provide easy-to-manage payment plans. Add the time payment fee and print the document automatically when the plan is created.	4	FundView Court provides a very simple process to create/manage payment plans, generate the documents and automatically add the fee.
10. Ability to create the State Quarterly Report with the click of a button directly onto the form.	4	FundView Court creates a PDF file, of the State Quarterly Report, as well as a convenient link to the State Comptroller website for submittal.

11. Allow document generation from a Violation for standard TMCEC documents and attach to the Violation automatically using Microsoft Word templates.	4	FundView Court generates the standard TMCEC documents using MS Word templates from the violation and attaches them to the violation.
12. Ability to create the OCA XML file with the click of a button, provide a paper copy of the OCA report and the corresponding detail all with the click of a button.	4	FundView Court automatically creates a paper copy, XML file and detail report of the OCA Report, as well as a convenient link to the OCA website for submittal.
13. Create an OmniBase clearance file with the click of a button.	4	Within FundView Court Case Management, an OmniBase clearance file can be generated with a click of a button.
14. Take payment directly from Violation that integrates to batch in Cash Receipting.	4	Within FundView Court a payment can be taken directly from a violation. This payment will integrate to a batch in Cash Receipting.
15. Allow multiple violations for different violators to be paid on the same receipt.	4	Cash Receipting allows multiple violations with different violators to be paid on the same receipt.
16. Allow multiple user-defined actions to be triggered at the same time, i.e. change a status, add a fee, print a document, assign an attorney, change dockets, etc.	4	FundView Court allows for multiple actions as described to be complied into user-defined Action Sets that trigger all actions at the same time
17. Allow an unlimited number of user-defined fields to be tracked on each case.	4	FundView Court provides for Custom Fields that can be tracked on cases
18. Provide a display for warrants that the police department can view but not change.	4	The FundView Court Warrant Console provides the Police Department with access to Warrants and the ability to add notes, print a copy of the PDF of the Warrant, without access to the entire Violation Manager.
19. Allow for secure signatures and digital signatures so that the judge and the violator can sign the same document electronically.	4	The Secure Signature and Digital Signature modules allow judges and violators to sign the same document electronically.

7. Utility Billing

Description	Rating	How is requirement accomplished?
1. Provide ability to enter meter readings as well as service order information in the field using a smart device / tablet which will completely prevent duplicate data entry in the office	4	FundView Mobile Service Orders can be accessed in the field using a web-enabled smart device such as an iPad. The FundView Mobile Meter Reading solution offers the ability to enter meter readings during the billing cycle.
2. Allow generation of route schedules for meter readers to view, process and complete meter readings in the field using a smart device/tablet	4	Read sequence is defined at the meter level of the Utility Account. Route Management allows for these to be grouped logically and transferred to third-party meter reading solutions as well as FundView's Mobile Meter Reading solution.
3. Provide for acceptance of online payments as well as credit card payments at multiple workstations. Online payments are integrated to Cash Receipting and automatically create Online Payment batch. Online payments post directly to utility account as pending payment until Online Payment batch is posted	4	FundView provides all of this functionality through our FASTGovPay payment portal.
4. Full integration with Service Orders, General Ledger, Cash Receipting and Accounts Payable modules	4	Service Orders are used to schedule/complete tasks in Utility Billing. Billing posts to the General edger. Payments are posted to the General Ledger and Utility Accounts via Cash Receipting. Refund checks are automatically submitted to Accounts Payable for processing.
5. Integration with Cash Receipting to allow payments, pending and posted, to be reflected in real-time	4	Utility Billing Payments are processed through Cash Receipting in real-time.
6. Share common Property and Contact master files with Building Permits and Code Enforcement	4	All land based FundView applications share common Property and Contact master files.
7. Maintain meter master file for meters installed, as well as in inventory. Track meter specific information and provide relevant reporting.	4	Utility Billing includes a Meter Master file that tracks installed meters, out for repair and inventory
8. Calculate usage from meter readings providing exceptions with user-defined tolerance limits	4	Bill Process imports readings and converts to usage. Validation of expected usage provides alerts for abnormal usage.
9. Provide ability to produce multiple customer notices with a single cycle including bills, delinquent and disconnect notices	4	Each phase of a Billing Cycle can have notifications generated at each designated step.
10. Estimate usage for missing readings, new connections, final bills and unreadable cycles	4	Bill Process includes steps in the process to accommodate estimates when readings are unavailable. The usage will be flagged as an estimate in Usage History and accounted for in the next Billing Cycle.

11. Provide a user-defined multi-tiered billing rate structure for water usage	4	Utility Billing provides for user-defined rate calculations with various tier structures.
12. Ability to calculate multiple late fees and penalties based on user defined rates	4	Bill Process provides for multiple late fees/penalties with flat fee and percentage calculations.
13. Ability to ensure that deposit is not refunded until there is no longer a balance on the account	4	Utility Billing follows a logical process when the customer closes their account. Final charges are calculated, the deposit is either applied or refunded in full, depending on the business rules of the city. If there is a credit balance remaining once all processes are completed, a refund is automatically passed to Accounts Payable for processing.
14. Allow document generation from a utility account and attached to that account automatically using Microsoft Word templates	4	Utility Billing generates documents using MS Word templates from the utility account and provides a PDF attachment of the document to the account.
15. Provide ability to integrate with Automated Meter Reading (AMR)	4	FundView uses a standard API interface to export/import utility data to third-party reading solutions
16. Provide ability to integrate with Advanced Metering Infrastructure. (AMI)	4	FundView uses a standard API interface to export/import utility data to third-party reading solutions

8. Service Orders and Work Tickets

Description	Rating	How is requirement accomplished?
1. Service Orders are fully integrated with Utility Billing for activities such as Re-Reads, Meter Changes, New Connections, Disconnects, Final Reads, Transfers, etc.	4	Service Orders are fully integrated with Utility Billing and provide processes for all these tasks.
2. Work ticketing and routing system to allow city staff to property route complaint call to the right induvial to respond. Needs to have a space for router and responder to enter notes.	4	FundView Service Orders allows City Staff to assign prioritized general service orders to staff members out in the field. Within the creation of the service order the City may include initial instruction and the staff member out in the field may include completion notes as well.
3. Allow Service Orders to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office	4	FundView Service Orders can be accessed in the field using a web-enabled smart device such as an iPad
4. Service Orders can be created from the utility account, during meter reading input in the field and from the Service Order console in Utility Billing	4	Service Orders can be created at each of these locations using FundView. Third-party meter reading may not support creation of Service Orders.
5. Once the Service order is completed, the results will automatically update the utility account when approved	4	Completed Service Orders update the account in Utility Billing
6. Transfer Service Orders will automatically transfer payment history, deposit, contact information and prorated charges form the old service address to the new service address	4	Customer Transfer Service Orders will update this information in the new service address in Utility Billing upon completion of the service order.

9. Cash Receipting

Description	Rating	How is requirement accomplished?
1. Provide separate batches and reporting for each defined cashier. Allow multiple separate batches to be consolidated for posting to the General Ledger	4	FundView Cash Receipting allows for separate batches for each cashier. These batches can be combined for posting to the General Ledger.
2. Provide payment for a single item or multiple items on the same receipt	4	Cash Receipting allows for payment of a single item or multiple items on the same receipt.
3. Provide the ability to track payment method	4	Cash Receipting tracks payment method by Cash, Check, Money Order, Credit Card or Other
4. Provide a daily deposit with breakdown by cash, check, money order and credit card	4	Cash Receipting provides a report for the daily deposit that breaks down the payments by type.
5. Provide web-based interface to process credit card transactions both in-house and online	4	Using FASTGovPay, Cash Receipting provides an interface to CardConnect, a web-based third-party merchant provider for both in-house and online credit card payments.
6. Generate a customer receipt for each transaction. Provide batch register listing all transactions for balancing	4	Cash Receipting generates a receipt for the customer after the payment is processed and a batch register listing all payments, by type, for balancing.
7. Allow multiple users to operate in Cash Receipting at the same time	4	Cash Receipting allows multiple users to operate at the same time.
8. Complete integration with General Ledger, Utility Billing, Building Permits and Online Payments	4	Cash Receipting is fully integrated with the FundView General Ledger, Utility Billing, Permits and Online Payments modules.
9. Ability to view Transaction History reports online	4	Cash Receipting provides the permitted users to view a Transaction History report online.
10. Provide audit trail and reporting for voided payments	4	Cash Receipting provides an audit trail and reporting for voided payments.

10. Building Permits

Description	Rating	How is requirement accomplished?
1. User-defined permit types and related inspections	4	The FundView Permits module allows the user to define all permit types and create default inspection templates.
2. User-defined fee types and related calculations. Ability to create fee calculation input types	4	Permits provides user-defined fee types and their related calculations. The user can also create fee calculation inputs such as "Number of Water Heaters".
3. Share common Property and Contact master files with Utility Billing and Code Enforcement	4	The FundView Permits module shares common Property and Contact master files with FundView Utility Billing and Code Enforcement.
4. Payments integrated with Cash Receipting	4	FundView Permits payments post directly to the Cash Receipting module
5. Online Payments integrated to Cash Receipting and post directly to Permit as Pending Payment until payment batch is posted	4	Online Permit payments post directly to the Cash Receipting module as pending payments on the permit until approved and posted.
6. Ability to receive and track multiple deposits on each permit	4	Permits allows for multiple deposits by permit.
7. Ability to apply, transfer and refund deposits	4	Permits allows for applying deposits against permit fees, transferring deposits to another permit for the same contractor and refunding deposit balances through the FundView Accounts Payable module.
8. Allow all permits, past and present, to be viewed by property and by contractor	4	Permits displays all permits by property with the contractor listed. The Contractor contact record will display all permits issued to that contractor at all property locations in the city.
9. Ability to track insurance and licenses for each contractor, as well as related expiration dates	4	Permit contacts created with the Contractor type designation will track licenses, insurance and expiration dates for the contractor and display them on the Permit dashboard when expired.
10. Ability to set up specific templates for each type of email sent notifying contractors or owners of scheduled inspections, completed inspections (passed or failed) and changes to inspections	F	FundView has built text & email notifications within many solutions such as Utility Billing, Service Orders, Municipal Court, and Distributed Time Entry. Permit notifications are on the FundView development roadmap. At this time, FundView does not have a definite date as to when this enhancement will be released.
11. Ability to natively attach documents and images to the Permit and Contractor	4	Permits allows for attachment of supporting documents and images on both the permit and the contractor
12. Allow user defined data to be maintained by permit, property, and/or contact	4	Permits provides for Custom Fields at both the Permit and Project level.
13. Provide for creating projects on which multiple permits will be issued, such as the building of a single or multiple family residence	4	Permits allows for creating user-defined Project Types that can be used to group multiple permits issued together at a given address with different contractors by permit

14. Allow document generation from a permit and attached to that permit automatically, i.e. Application, Issued Permit, Notice, etc. using Microsoft Word templates	4	Permits generates documents using MS Word templates from the permit and provides a PDF attachment of the document to the permit
15. Allow inspections to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office	4	All FundView modules are web-based and accessible from a web-connected smart device. The Permits Inspection Console is specifically optimized for viewing on a web-connected smart device

9. Code Enforcement

Description	Rating	How is requirement accomplished?
1. User-defined code violations and related inspections/tasks	4	The FundView Code Enforcement module allows the user to define all violation types and create default inspection/task templates.
2. User-defined timelines for next steps in case management and triggers based on dates/ sequence of completed tasks	4	Code Enforcement tasks are defined with if/when parameters such as due ten days after the completion date of a prior task.
3. Share common Property and Contact master files with Utility Billing and Building Permits	4	Code Enforcement shares common Property and Contact master files with FundView Utility Billing and Permits.
4. Ability to set up enforcement officers and auto-assign tasks to a default officer if desired	4	Code Enforcement provides for user-defined officers and the ability to auto-assign tasks to specific officers.
5. Allow all code cases, past and present, to be viewed by property and by contact	4	Code Enforcement displays all code cases by property with the violator listed. The Violator contact record will display all code cases created for that violator at all property locations in the city.
6. Provide Task Console with filters to determine tasks due today, this week, by date range or past due	4	Code Enforcement includes a Task Console that can create groups of tasks filtered by violation type, due date, status date and assigned to.
7. Provide reporting by various filter parameters including types of violations, by officer, by location, etc.	4	The Case Report in Code Enforcement includes numerous filter parameters such as violation type, officer, location, date range.
8. Ability to natively attach documents and images to the code case	4	Code Enforcement allows for attachment of supporting documents and images on the violation case
9. Allow user defined data to be maintained by code case, property, and/or contact	4	Code Enforcement provides for Custom Fields to be added to the violation case and for reporting.
10. Allow multiple documents to be printed from a code case and attached to that case automatically, i.e. Initial Notice, Second Notice, Notice of Abatement, etc. using Microsoft Word templates	4	Code Enforcement generates documents using MS Word templates from the violation case and provides a PDF attachment of the document to the case
11. Allow tasks/inspections to be completed using a smart device/tablet in the field, thereby eliminating duplicate data entry in the office. Take photos of violations with smart device and attach to case in the field	4	All FundView modules are web-based and accessible from a web-connected smart device. The Code Enforcement Task Console is specifically optimized for viewing on a web-connected smart device

Section 6 - Evaluation of Proposals

The City's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the City's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

Evaluation Factors. Selection of finalists will be evaluated based on the following criteria:

- Quality, clarity and completeness of the proposal
- Adherence to requirements for RFP preparation. Vendor viability and strength
- Ability to meet City's functional and technical requirements
- Software scalability, flexibility and ease of use
- Compatibility and integration with existing software
- Vendor's experience on similar projects
- Total cost of ownership

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service	5%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements	25%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation, and maintenance, as well as dedicated resources and technical support during and after implementation	25%
4. Amount of proposed cost of system, implementation, conversion, training, and annual subscription	35%
5. Location of vendor in proximity to City of Sweeny	5%
6. HUB status of vendor	5%

Site Visits. The City may choose to conduct site visit(s) to the software vendor's headquarters and/or vendor's clients as part of the evaluation process. The site visits may be used to determine the successful vendor and will be conducted following scheduled software demonstrations of the Short-Listed vendors. Evaluation of the vendor client sites will be based on the following:

- Assessment of the vendor's service during system implementation.
- Assessment of the quality of vendor's ongoing support.
- Overall user satisfaction with the system.

Contract Award and Execution. The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

Turn-Key Project. The City is seeking a turn-key implementation of the software contemplated by this RFP. The Vendor shall provide all labor, materials, supplies and services necessary for the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, engineering, system and application database development, integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

Vendor Requirements: The selected vendor will be required to register as a vendor with the City by completing vendor registration paperwork and providing a copy of the vendor's liability insurance naming the City of Sweeny as additionally insured.

Section 7– TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Proposals – Public Information. The City will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that the City is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

Copyright and Confidentiality. Selected vendor shall maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

Prime Vendor. While it is the City's preference to select a single vendor to provide the software and services described in this RFP, it is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Litigation/Jurisdiction/Venue. Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the State of Texas.

Payment. The City will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager, the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Texas codes and regulations.

Satisfaction of the City Attorney. The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City Manager.

Choice of Laws. The contact/agreement shall be subject to and interpreted pursuant to the laws of the State of Texas.

Warranties. All warranties must be clear, concise and in writing. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

Separation. If the vendor is unable to meet the City's project requirements after selection, the City may withdraw from the agreement with a fourteen (14) day notice.

APPENDIX A: GENERAL INFORMATION AND OVERVIEW

Executive Summary

Fund Accounting Solution Technologies, Inc. (FAST/*FundView*)
Incorporated – 2008
Headquarters – Lubbock, TX

FundView is a fully integrated suite of true fund-based accounting solutions designed specifically for local governments. With over seventy-five combined years of local government software experience, our management team has powered the design and development of the powerful, user-friendly solutions we deliver to over one hundred and thirty municipalities here in Texas. Our subscription-based software-as-a service model allows your organization to upgrade to our state-of-the-art solutions, experience unparalleled customer support and save money as you better leverage your technology budget. Our services also include managing all software updates and data backups in conjunction with your disaster planning. We are committed to serving the needs of the Texas cities in our target market. Our FundView solutions are web-based, providing secure access from any internet connection.

Leadership Team
Brian G. Cook, CPA - CEO 30 years local government software experience BBA Accounting Texas Tech
Tami L. Cook, CPA - President 20 years local government software MS Accounting West Texas A&M
Zach Slaughter – Chief Operating Officer - 11 years local government software BS MIS Texas Tech
Amy Browning – Director of Client Services BS Accounting, Indiana State, MBA Ball State 22 years of Accounting Experience
Joe Wertz – Director of Sales BA Teaching Seattle University

Support Team
Yolanda Gaitan – 9 years with FundView, 17 years with City of Hale Center, Utility Billing/Court Clerk
Wanda Tallant – 10 years with Incode, Certified Payroll Specialist, BS Journalism Texas State University
Janetta Gaasch – 20 years bookkeeping experience, extensive knowledge of QuickBooks
Belinda Hohhertz – 21 years with the City of Tye, from Utility Billing/Court Clerk to City Secretary
Nan Billings –14 years with the City of Bangs, City Secretary
Theresa Gonzalez – 8 years with City of Cleburne Finance Department
Shonda Latimer – 4 years with the City of Bells, Utility Clerk/Court Clerk
Esmeralda Hernandez – Level 1 Certified Court Clerk, 2 years with City of Ballinger Court/Utility Clerk
Heather Moore – 3 years with Parker Water Supply Billing Manager
Arpegea Pagsuberon - 6 years with City of Olney, Certified Court Clerk/City Secretary/City Administrator

Our support team is available by phone and email from 8:00AM – 5:00PM, Monday – Friday except for holidays. Our contact information is as follows:
Fund Accounting Solution Technologies, Inc.
5225 S Loop 289
Suite 222
Lubbock, TX 79424
806.794.3278
support@fastsw.com
www.fastsw.com

Implementation & Conversion Plan

Fund Accounting Solution Technologies, Inc. (FundView) leverages a very comprehensive and flexible implementation methodology that we have developed and tuned over many similar installations of our software. By managing the implementations remotely, we save the city considerable out-of-pocket expenses and can more easily adjust scheduling in the event of staff challenges, illness, etc.

FundView also uses ConnectWise software to manage every aspect of the implementation from a project perspective, as well as for support once the City is live on our FundView solutions. The following implementation summary and boilerplate examples leveraging the configurations we have created in ConnectWise.

General Overview: Responsibilities by Implementation Stage

Implementation Stage	FundView Responsibilities	Client Responsibilities
Contract Negotiations	Prepare and deliver software proposal/subscription agreement	Acknowledge proposal, sign software subscription agreement
Pre-implementation Consult	Initiate kick-off call and schedule project planning meeting, deliver documentation; lead planning calls and present project timeline, define scope of implementation, manage expectations; provide sign-off of implementation process	Attend kick-off call and all scheduled project planning meetings; return requested documentation and information per the determined timeline
Data Extraction & Conversion	Schedule date extraction: acquire necessary data and reports, evaluate client data	Authorize data conversion with implementation specialist; ensure necessary systems requirements are installed (i.e. Remote-access software)
Post-Conversion Analysis	Analyze data mapping; monitor implementation progress and update client accordingly, schedule training sessions; provide acknowledgement to customer for data accuracy and integrity	Review all data with implementation specialist and provide clarification for any questions; return signed documentation per the specified timeline
Training	Provide training on software to users, identify help documentation	Participate in all training sessions without distraction or interruption, communicate with implementation specialist if further clarification is needed
Go-Live	Transfer client from implementation to support, provide sign-off documentation to acknowledge "Live" environment; introduce process of submitting support tickets	Return all go-live sign-off documentation, complete all expectations as outlined in pre-implementation acknowledgement, discontinue use of legacy software immediately
Post-live Support	Act in "standby" status to provide immediate support and assistance to newly "Live" customers, continue addressing any post-conversion data anomalies	Communicate constantly with implementation specialists to ensure full understanding of new software modules and address data concerns
General Support	Assist with customer support tickets as necessary, provide updates regarding all changes in the software	Call or support tickets as necessary for assistance with software-related concerns

Timeline

FundView will work with the City of Sweeny to determine the most logical implementation. Work begins immediately after execution of the Subscription Agreement to define expectations, acquire data for conversion, and develop a timeline that will yield a successful implementation of the FundView solutions. Once the Project Manager from FundView has met with the designated parties from the City, we will provide date/time requirements for obtaining required data, conversion, training and go-live. FundView will provide added emphasis to time-critical processes such as Payroll and Utility Billing so that the City has a clear understanding of what to expect, what is required, and how the processes will work. The Implementation Team from FundView will assign designated resources with skills and experience that match the requirements of the various modules to be implemented. The overall timeline may vary based on the availability of team members form the City of Sweeny, but typically is completed in 90 - 120 days from the inception of the implementation process.

Training

FundView Software provides a comprehensive training approach for each module. We encourage multiple attendees so that cross-training occurs. Training is scheduled on dates/times that make sense for the City and are delivered via remote-access software. This allows employees to plan training at times that do not conflict with other duties and can focus on the content of the sessions. Training leverages the converted data from the City's legacy systems, so the training environment is more familiar during the sessions. The FundView Project Manager will schedule these dates/times in coordination with the City of Sweeny so that your team members are available. Each module follows a structured approach to using FundView and adapting it to the way the City of Sweeny does business.

Training Provisions

All training provided by FundView will be performed remotely using remote-access software. Remote-access software allows for both the instructor and City of Sweeny team members to dual access to the FundView software and communicating via a phone connection. It is recommended that each person attending the training sessions be as free from distractions as possible.
Sessions will be conducted on agreed upon dates/times. Should conflicts arise, rescheduling will occur as quickly as possible. Both parties will need to communicate as far in advance of any changes to the scheduled training to help keep the implementation flowing smoothly.

Annual Support Specifications

FundView Software provides support for all modules agreed upon. The Subscription Agreement covers both support for the software and updates to the installed software.

Company shall provide software related Customer support during standard support hours. Standard support hours are from 8:00am to 5:00pm Central Standard Time, Monday through Friday, excluding holidays. Support requests may be initiated via the Company's published support phone line, via e-mail to Company's support group. Company reserves the right to modify these support hours as Company sees fit to better serve its Customer. Assistance and support requests which require special assistance from the Company's development group will be taken and directed by support personnel.

The Company will maintain staff that is appropriately trained on the software products in order to render assistance, should it be required. The Customer will ensure that their staff members are trained in their respective roles prior to receiving training or requesting software assistance from Company staff members. Company is not responsible for any inability to train or provide support to a Customer staff member who has not been trained or does not understand the requirements of their role in order to effectively use the software.

Company will provide Customer with all updates that Company may make to the then current version of the Software covered in this Agreement.

Company will make available appropriately trained personnel to provide Customer additional training, program changes, analysis, consultation, data recovery, non-coverage maintenance service, etc. Company shall provide Customer with on-line support using desktop control software. These services may result in additional fees.

Operating System Requirements

Customer will access the hosted network environment via a reliable internet connection that provides a minimum 20Mbps download speed and 5Mbps upload speed. Company cannot be liable for software performance if Customer's internet connection speeds do not meet these minimum requirements. Customer will maintain updates to any third-party software required to access and use Company software via the secure internet connection.

Upgrade Guarantees

The Company agrees to provide and install all updates to the Software in the hosted environment provided Customer is in good standing regarding payments for Subscription Fees and any Services billed by Company to Customer. Company shall host the Software and may update the functionality, user interface, usability and other user documentation, training, and educational information of, and relating to the Software from time to time in its sole discretion and in accordance with this Agreement as part of its ongoing mission to improve the Software and customers' use of the Software.

If Customer has made modifications to the software products, Company will not support the modified software products, unless modifications were specifically authorized in writing by Company.

For as long as a current Subscription Agreement is in place, Company shall promptly correct any functions of the software products which fail to substantially comply with Company's documentation for the Software. If Customer has made modifications to the software products, Company will not make such corrections, unless modifications were specifically authorized in writing by Company.

www.fastsw.com - (806) 794-3278

Pricing Assumptions

Annual Operating Budget - $2 - 3MM
Number of Bank Accounts - 16 - 20
Number of Monthly Payment - 251 - 300
Number of Active Employees - 21 - 30
Number of Active Water Meters - 1001 - 1500
Number of Active Gas Meters - 1001 - 1500
Number of Monthly Citations - 1 - 100
Number of Annual Permits - 1 - 100
Number of Annual Code Enforcement Cases - 101 - 200
Data Conversion/Migration - GL AP PY UB MC
Remote Training

Subscription Pricing - Annual

PRODUCT DETAILS	RECURRING AMOUNT
FundView Financial Solutions	
General Ledger	$3,000.00
Bank Reconciliation	$1,500.00
Accounts Payable	$2,500.00
Purchasing	$4,000.00
Asset Management	$3,000.00
Payroll	$3,500.00
Distributed Time Entry	$2,500.00
Human Resources	$2,000.00
Secure Signatures	$1,500.00
FundView Citizen Relationship Management Solutions	
Utility Billing - Multiple Metered Services	$5,000.00
Service Orders	$3,000.00
AMR Interface	$2,500.00

Municipal Court	$2,500.00
Citation Import	$1,000.00
Permits	$2,250.00
Cash Receipting	$1,000.00
Code Enforcement	$1,750.00
Annual Subtotal:	**$42,500.00**

Professional Services - Initial Year Only

PRODUCT DETAILS	PRICE
FundView Financial Solutions - Remote Training	
General Ledger	$1,750.00
Bank Reconciliation	$1,000.00
Accounts Payable	$1,500.00
Purchasing	$3,000.00
Asset Management	$2,000.00
Payroll	$2,500.00
Distributed Time Entry	$2,000.00
Human Resources	$1,500.00
Secure Signatures	$500.00
FundView Citizen Relationship Management Solutions - Remote Training	
Utility Billing	$3,000.00
Service Orders	$1,500.00
AMR Interface	$1,000.00
Municipal Court	$1,500.00
Citation Import	$1,000.00
Permits	$2,000.00
Cash Receipting	$750.00
Code Enforcement	$1,500.00
Data Conversion/Migration	
General Ledger	$2,000.00
Accounts Payable	$1,500.00
Payroll	$2,000.00

Utility Billing	$4,000.00
Municipal Court	$2,000.00
Project Management Design Configuration	
Project Management	$1,500.00
AMR Interface Configuration/Testing	$1,500.00
Citation Import Configuration/Testing	$1,500.00
Data Center Installation/Configuration	$500.00
Data Backup Configuration/Testing	$500.00
Subtotal:	**$45,000.00**

Optional Subscription Pricing - Annual

PRODUCT DETAILS	RECURRING AMOUNT
FundView Citizen Relationship Management Solutions	
Warrant Console	$750.00
CityCentral Customer Portal - Utility Billing & Court ($200 Per Month)	$2,400.00
FundView Software - FASTGovPay Credit Card & Online Payments	
FASTGovPay Utility Billing - Credit Card & Online Payments	$1,000.00
FASTGovPay Municipal Court - Credit Card & Online Payments	$750.00
FASTGovPay Permits - Credit Card & Online Payments	$750.00
FundView Software - Text & Email Notifications	
Utility Billing - Text & Email Notifications ($150 Per Month)	$1,800.00
Service Order - Text & Email Notifications ($50 Per Month)	$600.00
Municipal Court - Text & Email Notifications ($100 Per Month)	$1,200.00
Distributed Time Entry - Text & Email Notifications ($100 Per Month)	$1,200.00
* Optional Annual Subtotal:	**$10,450.00**

Optional Professional Services - Initial Year Only

* Optional

PRODUCT DETAILS	PRICE
FundView Citizen Relationship Management Solutions - Remote Training	
Warrant Console	$500.00
CityCentral Customer Portal - Utility Billing & Court	$1,000.00
FundView Software - FASTGovPay Credit Card & Online Payments	
FASTGovPay - Credit Card & Online Payments	$1,000.00
FASTGovPay - Credit Card & Online Payments Design/Configuration	$500.00
FundView Software - Text & Email Notifications	
Utility Billing - Text & Email Notifications	$1,000.00
Service Order - Text & Email Notifications	$500.00
Municipal Court - Text & Email Notifications	$500.00
Distributed Time Entry - Text & Email Notifications	$500.00
* Optional Subtotal:	**$5,500.00**

FundView Software ERP Solutions

FundView Annual Subscription Summary

DESCRIPTION	AMOUNT
Subscription Pricing - Annual	$42,500.00
Annual Total:	**$42,500.00**

FundView Professional Services - Initial Year Only

DESCRIPTION	AMOUNT
Professional Services - Initial Year Only	$45,000.00
Total:	**$45,000.00**

*Optional Subscriptions

DESCRIPTION	RECURRING
Optional Subscription Pricing - Annual	$10,450.00
Optional Subtotal:	**$10,450.00**

*Optional Services

DESCRIPTION	ONE-TIME
Optional Professional Services - Initial Year Only	$5,500.00
Optional Subtotal:	**$5,500.00**

Third Party Utility Bill Printing

FundView Software recommends the services of USIO, a distinguished third-party bill printing company, to facilitate the distribution of all utility bills. The pricing information presented below has been supplied by USIO.

It is worth noting that, although USIO possesses the capability to forward copies of the bills to the City of Sweeny for in-house printing, we highly recommend entrusting the bill printing responsibilities to our external partner. This ensures optimal utilization of resources and maintaining a high standard of professionalism in the billing process.

USIO Bill Printing:

City of Sweeny, TX Pricing January 17, 2024		
Item	Per	Charge Per Item
Bills and Late Notices		
• Print one image in full color on the front • Paper- 24#, 8.5x11" white paper with a 1/3 horizontal microperf • Postal Presorting and National Change of Address processing • Folding & Inserting • Mailing Envelope- Standard #10 double window with security tint	Bill	$0.175
Additional pages as needed- • One image, in full color, per side	Image	$0.045
Flats for Summary Bills (if needed) (6 or more physical sheets inserted in a single envelope) $0.35 for manually inserting & $0.15 for 9"x12" catalogue envelopes	Envelope	$0.550
Initial Setup: Template(s), process test data	5 hours	Included
Programming: Template changes after initial setup, changes after live file received	Hour	$225
Minimum file processing fee:		$100
Postage: Two months' escrow deposit required, based on estimated volumes, .54 each. Bills only		$1,535

Volume Estimate: 1420 Bills, Late Notices - unknown

USIO Providing Bill Copies for In-house printing:

City of Roma Bill PDF Creation January 4, 2024		
Description:		
Setup (flat fee up to 5 hours)		$250
Create one file of PDFs & return to customer for printing & mailing		
Format: Postcard - Standard 4-up on 8.5 x 11 sheet OR Letter format - 8 1/2 x 11		
Variations to standard bill setup may be additional.		
Programming beyone initial setup as needed, per hour		$225
Monthly Quantity	**Per**	**Unit Price**
Varies	Bill	0.078

Minimum file processing fee - $50

CUSTOMER LIST

Zach Adames
IT Director
City of Sweetwater

██████████████

Christian Lecroy
Utility Billing Administrator
City of Sweetwater

██████████████
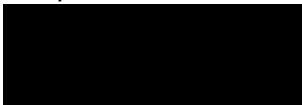
Mike Smith
City Manager
City of Jacksboro

████████████████

Donna Langehennig
Finance Officer
City of Mason

██████████████████
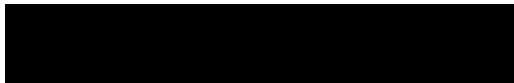
Robert Hemminger
City Manager
City of Iowa Colony

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