



City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Invitation for Bids

Specifications and Proposal Documents Attached

Bid No.: 2015-01

Opening Date and Time: August 8, 2014

Title: City and School District of New London Request for Proposal for Integrated Government Financial Management Software

Special Instructions:

The following information must appear in the lower left hand corner of the envelope:

Sealed Bid No.: 2015-01

Not to be opened until August 8, 2014 at 2:00PM

Return Bid to:

Dedra Aker, Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320

Bids shall not be accepted after the Opening Date and Time indicated above.



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PLEASE RETURN THIS FORM IMMEDIATELY

Acknowledgement: Receipt of Invitation for Bids

Bid No.: 2015-01

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures and will ensure that you receive any addendum that may be issued.

Date Issued: July 18, 2014

Date documents received: _____/_____/_____

Do you plan to submit a response? Yes_____ No_____

Print or type the following information:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Received by: _____

Note: Faxed or e-mailed acknowledgements are requested.

Fax No.: (860)447-5297

E-mail: daker@ci.new-london.ct.us

Fax this sheet only. A cover sheet is not required.



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Standard Invitation for Bids (IFB) and Contract Terms and Conditions

All Invitations for Bids issued by the City of New London (City) will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation for Bids.

Incorporated by reference into this contract are the provisions of Section 2-66 through 2-71 and Section 2-73 of the Code of Ordinances of the City of New London.

The contractor agrees to comply with the Code of Ordinances as they exist on the date of the contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Submission of Bids

1. Bids must be submitted on forms supplied by the City of New London. Telephone, facsimile or e-mail bids will not be accepted in response to an Invitation for Bids. An original and three (3) copies of the Proposal Form including an electronic version shall be returned to the Purchasing Agent.
2. The date and time bids are to be opened are given in each Invitation for Bids issued. Bids received after the specified date and time of the bid opening given in each Invitation for Bids will not be considered. Bid envelopes must clearly indicate the bid number as well as the date and time of the bid opening. The name and address of the bidder should appear in the upper left-hand corner of the envelope.
3. Incomplete proposal forms may result in the rejection of the bid. Amendments to bids received by the Purchasing Agent after the date and time specified for the bid opening shall not be considered. Bids shall be computer prepared, typewritten or handwritten in ink. Bids submitted in pencil shall be rejected. A person duly authorized to sign bids for the bidder shall sign all bids. Unsigned bids shall be rejected. The person signing the Proposal Form or their authorized designee must initial errors, alterations or corrections on both the original and copy of the Proposal Form to be returned. In the event an authorized designee initials a correction, there must be written authorization from the person signing the Proposal Form to the person initialing the erasure, alterations or corrections. Failure to do so shall result in rejection of the bid for those items erased, altered or corrected and not initialed.
4. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the Invitation for Bids.
5. Alternate bids will not be considered. An alternate bid is defined as one that is submitted in addition to the bidder's primary response to the Invitation for Bids.
6. Prices should be extended in decimal, not fraction, to be net and shall include delivery and transportation charges fully prepaid by the Contractor to the destination specified in the Invitation for Bids and subject only to cash discount.
7. Pursuant to Sections 12-412 and 12-412(1) of the Connecticut General Statutes, the City of New London is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in the bid prices.
8. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
9. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

Standard Invitation for Bids (IFB) and Contract Terms and Conditions

10. All bids will be opened and read publicly and upon award are subject to public inspection.

Guaranty or Surety

11. Bid bonds, performance bonds, and labor and material bonds will be required as specified below. Guaranty or surety may be in the form of certified check. Bonds must meet the following requirements: Corporation – must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all of the partners and indicate they are “doing business as”; Individual – must be signed by the owner and indicated as “Owner”. The surety company executing the bond or countersigning must be licensed in Connecticut and an official of the surety company must sign the bond with the corporate seal affixed over the signature. Signatures of two (2) witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

Bid Bond – Ten percent (10%) due at time of bid for all contract services and public works/construction projects that exceed twenty thousand dollars (\$20,000.00)

Performance Bond – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

Labor and Material Payment Bonds – One hundred percent (100%) of contract price for projects that exceed fifty thousand dollars (\$50,000.00).

Award

12. Award of this contract will be made to the lowest responsible, qualified bidder and will be based on net cost and City specifications. The City of New London reserves the right to award this contract to other than the low bidder and to make multiple awards if deemed in the best interest of the City.
13. The City of New London allows a fifteen percent (15%) local vendor preference. A New London based business will be considered the lowest responsible bidder if its bid is within fifteen percent (15%) of the low bid and it is willing to accept the award at the low bid price. Any bidder claiming to be a New London based business must provide documentation that all of its motor vehicles are registered in New London and that payment of all of its property and motor vehicle taxes are current.
14. The City of New London may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.
15. The Purchasing Agent may correct inaccurate awards resulting from clerical or administrative errors.

Other Requirements

16. The City has an employment preference goal that jobs be offered to local residents on public prevailing wage projects with thresholds great than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a participating workforce comprised of twenty-five (25%) local residents of New London County, CT, with residents of the City of New London, CT getting a priority representing fifty percent (50%) of said participation, which will include twenty-five percent (25%) female and minority.
17. The City has an employee training preference goal that apprenticeship opportunities be made available for state licensed trades on public prevailing wage projects with thresholds greater than \$100,000 for renovation and \$400,000 for new construction. For such projects, it is understood that contractors shall make a good faith effort to employ a minimum of ten percent (10%) of the workforce per state licensed trade as apprentices and, of this number, a minimum of fifty percent (50) shall be in the first year of apprenticeship training.

Standard Invitation for Bids (IFB) and Contract Terms and Conditions (con't)

Contract

18. The existence of a contract shall be determined in accordance with the requirements set forth above.
19. The Contractor shall not assign or otherwise dispose its contract or its right, title or interest, or its power to execute such contract to any other person, firm or corporation without the prior written consent of the City of New London.
20. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the City of New London to purchase these commodities or services on the open market. The contractor agrees to promptly reimburse the City of New London for excess cost of these purchases. The purchases will be deducted from the contracted quantities.
21. The Contractor agrees to hold the City of New London harmless from liability of any kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the Contract; Guarantee its products against defective material or workmanship; repair damages of any kind, for which it is responsible to the premises or equipment, to its own work or to the work of other contractors; obtain and pay for all licenses, permits, fees etc., and to give all notices and comply with all requirements of the City of New London, the State of Connecticut and the U.S. Government.
22. Insurance requirements generally apply to contract services, professional services and public works improvement/construction projects. The Contractor will carry commercial general liability insurance to protect the City of New London from loss. The following minimum limits shall be met:

Bodily Injury and Property Damage – One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

Products or Completed Operations - One million dollars (\$1,000,000.00) each occurrence; two million dollars (\$2,000,000.00) aggregate

Professional Liability (Errors and Omissions) Coverage appropriate to the contractor's operations – Two million dollars (\$2,000,000.00) each occurrence

Commercial Automobile Coverage including owned, non-owned, leased and hired vehicles (if used on City of New London property) – One million dollars (\$1,000,000.00) combined single limit for each accident.

Workers' Compensation Coverage - Will be in accordance with State of Connecticut requirements at the time of bid.

Any deductible or self-insured retention must be disclosed and any claim payments falling within the deductible shall be the responsibility of the contractor.

The Contractor shall require all subcontractors to carry the same forms and minimum coverages that it is required to provide. Evidence of these coverages must be provided to the City of New London Purchasing Agent prior to the contractor or subcontractor coming onto the work site.

All insurance policies shall be endorsed to the City of New London, its officers and employees as additional insured, and shall not be reduced or cancelled without thirty (30) days prior written notice to the Purchasing Agent. In addition, the contractor's insurance shall be primary as respects the City of New London, and any other insurance maintained by the City of New London shall be excess and not contributing insurance with the contractor's insurance.

23. Notwithstanding any provision or language in this contract to the contrary, the Mayor may, without cause, terminate this contract upon approval by the City Council, whenever he/she determines that such termination is in

Standard Invitation for Bids (IFB) and Contract Terms and Conditions (con't)

the best interest of the City of New London. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City of New London for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both Immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City of New London all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing its duties under this contract, whether completed or in progress. All such documents, information and materials shall become the property of the City of New London. In the event of such termination, the contractor shall be entitled to reasonable compensation as determined by the Mayor, however, no compensation for lost profits shall be allowed.

Delivery

24. All products and equipment delivered must be new unless otherwise stated in the proposal specifications.
25. All deliveries will be to the locations specified by the City of New London. The City of New London does not have a loading dock therefore all Contractors will be responsible for inside delivery without assistance from City of New London personnel.
26. Payment terms are net 45 days after receipt of goods or invoice, whichever is later, unless otherwise specified.
27. Charges against a Contractor shall be deducted from current obligations. Money paid to the City of New London shall be payable to the Treasurer, City of New London.

Saving Clause

28. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The contractor will give written notice of the cause and probable duration of any such delay.

Advertising

29. Contractors may not reference sales to the City of New London for advertising and promotional purposes without prior approval of the City of New London.

Rights

30. The City of New London has sole and exclusive right and title to all printed material produced for the City of New London and the Contractor shall not copyright the printed matter produced under this contract.
31. The Contractor assigns to the City of New London all rights, title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the Connecticut General Statutes. This assignment occurs when the contractor is awarded the contract.
32. The Contractor agrees that it is in compliance with all applicable federal, state and local regulations, including but not limited to Connecticut General Statutes Section 7-148i. The Contractor also agrees that it will hold the City of New London harmless and indemnify the City of New London from any action which may arise out of any act by the Contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Sections 22a-194 to 22a-194g of the Connecticut General Statutes related to product packaging.
33. This contract is subject to the provisions of Executive Order Number Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provision of Executive Order Number Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and Section 16 of Public Act 91-58, nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.



City of New London

Department of Finance-Purchasing Agent
 13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Bid Proposal Form Page 1 of 2

Bid No.: 2015-01	Bid Opening Date: August 8, 2014	Bid Opening Time: 2:00 P.M.	Bid Surety:	Date Issued: July 18, 2014
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Project:

**City and School District of New London
 Request for Proposal for Integrated
 Government Financial Management Software**

REQUEST FOR PROPOSALS: Pursuant to the provisions of Section 2-69 of the Code of Ordinances of the City of New London, sealed proposals will be received by the Purchasing Agent for the City of New London, at the address above for furnishing the commodities and/or services herein listed.

IMPORTANT: Both pages of this form must be completed, signed and returned by the proposer as part of the proposal package.

NOTE: Proposer means Individual/Sole Proprietor, Partnership or Corporation name.

Section 1 of 3 – Proposer Information

Complete Company Name (Trade Name, Doing Business As)		SSN or FEIN		
Company Address	Street	City	State	Zip Code
Contact Name (Typed or Printed)	Telephone Number (Include Toll-Free Numbers)		FAX Number	
Written Signature of Person Authorized to Sign Proposals on Behalf of the Above Named Company				Date Executed
← SIGN HERE				
Type or Print Name of Authorized Person		Title of Authorized Person		
Company's E-Mail Address		Company's Web Site		
Is Your Business a: <input type="checkbox"/> Proprietorship (Individual), <input type="checkbox"/> Partnership or <input type="checkbox"/> Corporation ? (Type of Corporation - _____)				
Is Your Business Currently a State of Connecticut Certified Small Business? <input type="checkbox"/> Yes (Attach Certificate Copy to Bid) <input type="checkbox"/> No				
If your business is a Partnership , you must attach the names and titles of all partners to this bid when returned.				
If your business is a Corporation , in which State are you incorporated?				
Is your business reportable to the IRS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a 1099/W2 will be mailed to you at year end.				
Remittance Information: In this box indicate the Remittance Address of your business if different from above.				



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13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Bid Proposal Form Page 2 of 2

Section 2 of 3 Important Information for Proposers

AFFIRMATION OF PROPOSER: The undersigned proposer affirms and declares:

1. That this proposal is executed and signed by said bidder with full knowledge and acceptance of the provisions of the Standard Proposal and Contract Terms and Conditions of current issue and in effect on the date of bid issue. These Standard Proposal and Contract Terms and Conditions are made a part of the contract.
2. That should any part of this proposal be accepted in writing by the City of New London within thirty (30) days from the date of proposal opening unless and earlier for acceptance is specified by the proposer the proposal schedule, said proposer will furnish and deliver the commodities and/or services for which this proposal is made, in the quantities and at the prices proposed, and in compliance with the provisions of the STANDARD PROPOSAL AND CONTRACT TERMS AND CONDITIONS, COMMODITY SPECIFICATIONS, PROPOSAL SCHEDULE AND SPECIAL PROPOSAL AND CONTRACT TERMS AND CONDITIONS. Should award of any part of this proposal be delayed beyond the period of thirty (30) days or an earlier date specified by the proposer in the proposal schedule, such award shall be conditioned on the proposer's acceptance.
3. Acceptance of the conditions set forth herein, agreement in strict accordance therewith, and will furnish and deliver the commodities and/or services to the City of New London at the prices bid therein.
4. Should the Purchasing Agent determine that the proposer has not completed Section 1 – Proposer Debarment and/or Suspension included as part of this document, then such determination may be just cause for disqualification from the evaluation of this proposal.

Section 3 of 3 – Proposer Debarment and/or Suspension

Has the bidder, any company officials, or any subcontractor to the bidder, any of its company officials received any notices of debarment and/or suspension from contracting with the State of Connecticut, the federal government, any other state within the United States, any of its territories or any governmental entity?

Yes No

If the above signed bidder, any company official or any subcontractor to the bidder **has** received notice of debarment and/or suspension from contracting with the State of Connecticut, the federal government or any governmental entity, said notices must be attached to this document when submitting this bid.

Number of notices attached _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we _____

_____ as Principal, and _____
a corporation duly organized under the laws of the State of _____ as Surety are held and firmly
bound unto the **City of New London, 181 State Street, New London, CT 06320**, hereinafter called the "Owner" in the sum
of _____ Dollars (\$ _____), for the payment of which sum
well and truly to be made, the said Principal and Surety, bind ourselves, our heirs, executors, administrators, successors,
and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid dated _____ to

NOW THEREFORE, if the Owner shall accept the bid of the Principal and the Principal shall enter into a Contract with the
Owner in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding or
Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
such Contract and give such bond or bonds, if the Principal shall pay to the Owner the difference not to exceed the
penalty hereof between the amount specified in said bid and such larger amount for which the Owner may in good faith
contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise
to remain in full force and effect.

Signed and sealed this _____ day of _____ 200.

(Principal) (Seal)

(Witness)

(Title)

(Surety) (Seal)

(Witness)

(Title)

Attorney-in-Fact, State of _____, Power-of-Attorney for person signing for Surety Company must be attached to Bond.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____ certify that I am the _____
_____, of the Corporation named as Principal in the within bond; that _____
_____ who signed the said bond on behalf of the Principal was then the _____
_____ of said corporation; that I know his signature, and his signature thereto is genuine; and
that said bond was duly signed, sealed, and attested to for and in behalf of said corporation by authority of this governing
body.

_____ Affix
Corporate
Seal

Title _____



City and School District of New London
Request for Proposal for
**Integrated Government Financial Management
Software**

Proposal # 2015-01

Issued: July 18, 2014
Due: August 8, 2014

***City and School District of New London –
Request For Integrated Government Financial Management System Proposal***

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**City of New London
New London, Connecticut**

**Standard Instructions, Conditions and Reservations
For Proposals on Contracted Services**

Subject: Request for Proposal No. 2015-01

Issued: July 18, 2014

Due On: August 8, 2014

Re: **Integrated Government Financial Management System**

The City of New London, Connecticut will receive **SEALED PROPOSALS** for performing the work as outlined in the accompanying specifications, in accordance with the following instructions, conditions and reservations:

I. CITY OF NEW LONDON BACKGROUND

A. Statement of Purpose

The City and School District of New London (hereinafter referred to as the City) is seeking qualified software vendors to replace their current financial management, human resource systems and other core software systems, which include general ledger, purchasing, accounts payable, budgeting, fixed assets, and payroll, collectively referred to as the Government Financial Management Systems (GFMS).

Finance/Payroll/Human Resources

The successful vendor(s) must be able to provide software solutions, project management services, installation services, training, hardware implementation (if required), and data conversion services.

The City is interested in both on premise as well as vendor hosted solutions. Vendors are encouraged to provide pricing for both options (if available). However, vendors are not required to provide both solutions (e.g. you may propose a locally hosted, on-premise solution and not propose a vendor hosted solution).

B. City of New London Overview

The City of New London is a historic waterfront community in Southeastern Connecticut with slightly more than 25,000 residents. New London has a total area of 6 square miles. The City includes one of the country's leading liberal arts colleges, a

*City and School District of New London –
Request For Integrated Government Financial Management System Proposal*

nationally recognized arts museum, a concentration of National Register of Historic Places and Districts, one of the finest deep water harbors on the eastern seaboard, the region's major performing arts center and one of the finest recreational beaches on Long Island Sound. The combined City and School District operating budget is approximately \$81 million dollars.

C. Project Overview

The purpose of this project is to implement a combined Government Financial Management Systems (GFMS) to support both the City and School District. The City of New London recognizes that better system integration and improved management tools will enhance each department's abilities to sufficiently process, track and report on the variety of financial and business data critical to their operations. In addition, limited access to financial and other electronic information has resulted in a reliance on independent tracking methods that prevent users from easily sharing information within their respective departments.

A GFMS will provide the primary foundation for the City and School District's operations. The project entails the identification and implementation of a GFMS that meets the City and School District's financial and business operating needs. The software solution should be easy-to-use, comprehensive, and reliable. Ultimately, the goal is to provide all personnel, regardless of location, easy access to complete, timely, and reliable information as required.

D. Definition of Integration

By use of the word "integrated" we mean data records that are shared between modules can be entered once into the system and are automatically posted and/or updated in any other module or area where that same data record resides. This is different than "interfaced" data which is communicated between subsystems, but independent of each other. As part of this RFP, please indicate when a module interfaces rather than is integrated with another part of the system.

E. Goals & Objectives of Computer Operations

As previously mentioned, the purpose for this project is to implement a new software solution that will enhance the financial needs of the City and School District while providing management with the tools required to direct the City. Within this context, the goals and objectives of this effort are:

1. To empower users with real-time, up-to-date access to information.
2. Identify a software solution that provides for future growth and expansion.
3. Implement an easy to use, graphical user interface that allows for varying levels of computer expertise and ever-changing technology.
4. Select a system that allows importing and exporting of information into other applications including but not limited to: Microsoft Excel, Word and Access.

*City and School District of New London –
Request For Integrated Government Financial Management System Proposal*

F. Proposal Process

New London will receive sealed proposals until 2:00 PM on August 8, 2014 in the Accounting Office. Please direct all mail to the following address:

New London City Hall
Attention: Dedra Aker
Accountant/Purchasing Agent
13 Masonic Street
New London, CT 06320
(860) 447-5215

Any proposal may be withdrawn prior to the above scheduled time for receiving proposals, or any authorized postponement thereof. Any proposals received after the date and time specified will **NOT** be considered. All proposals shall remain firm for a period of not less than one hundred eighty (180) days from the proposal due date, unless such period is extended, in writing, by both parties. The City reserves the right to reject any or all proposals, or parts thereof.

1. Proposal Inquiries

Any questions regarding the RFP's content and intention will be fielded and clarifications will be made. No questions or clarifications will be addressed unless received via email by the Accountant/Purchasing Agent, daker@ci.New-London.CT.US. All questions must be received no later than the due date identified under section 3. Key Project Dates. Any responses to these questions shall be sent to all registered vendors by email.

2. Instructions

Proposals may be hand-delivered or mailed to the attention of Dedra Aker, Accountant/Purchasing Agent, at the above address and must be in a sealed envelope clearly marked "Government Financial Management System." Please submit one (1) original and three (3) copies of the proposal. Also, include an electronic copy of the proposal on CD media.

If you wish to receive an electronic version (MS Excel) of the features and functions checklist, please contact Dedra Aker, Accountant/Purchasing Agent.

***City and School District of New London –
Request For Integrated Government Financial Management System Proposal***

3. Key Project Dates

The key dates for this proposal are as follows:

Item	Date
a. Proposal posting	July 18, 2014
b. Vendor Questions Due	July 25, 2014
c. Answers to Questions Due	July 31, 2014
d. Proposal response due	August 8, 2014
e. <i>Selection of Finalists</i>	August 15, 2014
f. <i>Test Drive Vendor Presentations</i>	August 25, 2014 to August 29, 2014
g. <i>Reference Checks</i>	September 3, 2014
h. <i>Vendor Selection</i>	September 12, 2014
i. <i>Begin Contract Negotiations</i>	September 12, 2014

*Items e-i are tentative due dates.

4. Method of Award

The goal of this process is to award the GFMS contract to the vendor presenting software solution that best meets the needs of the City and the School District.

Cost is an important factor, but will not be the sole determining factor in the selection process associated with the acquisition of a GFMS.

5. Award Procedure

The City is soliciting sealed proposals from all vendors offering services. The proposals need to include line item cost information for: projected module to be purchased, software implementation/consulting services, data conversion, training, and annual maintenance. The vendors RFP response will be evaluated based on: software functionality, evidence that the offering is a complete and integrated software solution, vendor experience in providing software solutions to similar types of cities (size, structure, complexity) to New London. A complete listing of evaluation criteria is identified in the next section. After this evaluation, the City will develop a “Short List” of up to 2-3 Qualified Software Vendors for each software suite.

Based on this short list, the City will invite these vendors to participate in the next phase of the evaluation process, the “Test Drives.” The “Test Drives” provide an opportunity for the City and School District personnel to review the overall capabilities of the software solution(s). The successful vendor(s) will receive written notice from the City and be provided with information for this presentation.

***City and School District of New London –
Request For Integrated Government Financial Management System Proposal***

Please note: Only the Qualified Software vendors will be given an opportunity to provide a “Test Drive.”

The City may also perform additional due diligence and visit selected client reference sites to gain a better understanding of how their software solution(s) operate. The City reserves the right to request detailed responses to follow up questions identified during the Test Drives.

Selected vendors will be asked to provide a “Best and Final Offer (BAFO)” for their solution(s) to the City. The City will select the preferred vendor and negotiate a contract inclusive of final project costs. Ultimately, the City Council will ratify the final contract(s) inclusive of contract cost.

6. Evaluation Criteria

All Vendor(s) submitting a RFP response will be evaluated based on the following criteria:

- a. Software functionality, as indicated in the responses to the general and functional requirements.
- b. Background and experience in providing software solutions to cities similar in size, structure, and complexity to the City of New London. Additional weight will be given to companies with installations in Connecticut cities.
- c. Financial condition/stability of the company.
- d. Accuracy and format of the RFP response.

Short listed Vendor(s) will be evaluated based on the additional following criteria:

- a. The vendor’s on-site, hands-on software Test Drive (only selected vendors will perform the on-site test drive).
- b. Vendor’s client references and demonstrated record of successful implementations.
- c. Complete integrated software solution.
- d. Total cost.

The City will select the vendors, systems and/or modules it deems as the best possible solution and value for the City, which may not be the lowest priced option.

Notice of Award will be issued to advise the successful vendor of the intended award of the contract, and of the vendor’s obligations to the City in the way of proposal documents furnished by the vendor, including the Performance Bond and the required Insurance Certificate (as covered in Section G). Until the successful vendor meets these obligations, the vendor is forbidden to proceed with the contract.

*City and School District of New London –
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G. Conditions

1. Taxes

Since the City of New London is exempt from all taxes, no charges for taxes of any kind should be included in your proposal or on any invoices to the City.

2. Assignment of Contract

The Contract may not be assigned, sublet or transferred without the prior written consent of the City.

3. Prices

Prices quoted must be firm, for acceptance by the City of New London, for a period of one hundred eighty (180) days. Prices shall include all applicable duties. Vendors shall be required to contract for awarded items at prices quoted in their original proposal.

4. Federal, State and Local Laws

All applicable Federal, State and local laws, rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

5. RFP Responses

The RFP document and responses to this RFP will become part of the contract between the City and the selected vendor.

6. Exception to Specifications

No protest regarding the validity or appropriateness of the specifications or of the Invitation for Proposals will be considered, unless the exception is filed in writing with the RFP response. All proposals rendered shall be considered meeting the attached specifications unless exceptions are noted on a separate page dated and signed by the vendor within their RFP response.

II. SOFTWARE SYSTEM REQUIREMENTS

In this section, we have provided a breakdown of the critical functions and features we require on a module by module basis. It is our intention that the selected system will meet, and exceed, all of the stated criteria. Integration of all these modules within a software suite is required in order to ensure accuracy, timeliness and minimize duplication of effort. The software modules are identified and detailed below. However, we recognize that each vendor's software modules might not be organized in the same fashion as outlined on the following pages. The functionality of the overall software system is critical to the City of New London, not the module name. As you respond to this RFP please identify the module that contains this functionality if it is not within the designated module. We will be carefully weighing independent application functionality against ease-of-integration issues as we evaluate the responses.

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A. General Ledger

The general ledger should be a roll-up of the detailed transaction information typically originating within other installed modules, including accounts payable, accounts receivable, grants/projects, payroll, etc. The general ledger should, in detail, track all financial transactions by GL account number. The general ledger should also support Connecticut Department of Education's mandated chart of accounts structure. The general ledger should allow users the ability to "drill down" into various levels of transaction information.

Financial statements should be generated on a fund accounting basis. The general ledger module must be able to store multiple years' worth of information in order to generate comparative information using budget and/or actual figures. This module should have its own financial report writer capabilities in order to produce numerous financial statements with a variety of "roll-up" scenarios and consolidation reports.

B. Budget

The Budget module should be used to enter and track next year's City proposed financial budget figures. Budget figures for FTE's and other expenditures should be entered in summary and/or line item detail allowing reports to be generated based on City departments. The goal is to enter and submit budget requests online without reentry of information. Each Department should be able to submit their budget (derived originally from the previous year's FTEs and expenditure information) and incorporate their respective budget into the overall City budget. The module must also use position control to appropriately forecast and track salary and benefits costs by position.

This module should also be able to track multiple revisions (budget adjustments) to original budget figures for a given fiscal year as well as track comments/notes to line item details. Up to five budget revisions need to be tracked for a single year. The system should store multiple years of historical budget information allowing the user to compare these figures using "budget vs. actual" across multiple fiscal years.

C. Purchase Requisitions

The Purchase Requisitions module should allow departments to electronically create a requisition to purchase goods and/or services. Users should be able to create a "requisition" by either selecting items from an on-line catalog, from an approved supplier list, and/or by entering free-form descriptive text. The module should confirm the available budget amount for each line item, and not allow a requisition to exceed a line item without appropriate approval. A requisition should update pre-encumbrance amounts in the Budget and/or General Ledger module(s).

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D. Purchase Orders

The purchase orders module should generate and track purchase orders from initiation to receipt of goods. This module should track all items ordered by date, type and vendor. Purchase order information should automatically update the accounts payable module. Receipts can be entered in either the accounts payable or purchase order modules automatically updating the status of items received or backordered.

E. Accounts Payable

The accounts payable module should keep track of current and aged accounts payable transactions and automatically update financial information in the general ledger. Accounts payable should maintain a complete historical record of each vendor, determine which invoices to pay by due date and automatically print checks. This system should allow printing of cash requirement reports as well as a cash projection report. The accounts payable module should directly integrate with the purchase order and general ledger modules.

F. Accounts Receivable

The accounts receivable module should directly integrate with the general ledger and grants management. Accounts receivable should maintain current and aged accounts receivable balances, track cash receipts, post cash and adjustments entries to invoices and automatically update financial information in the general ledger. Accounts receivable should maintain a complete historical record of all clients' invoices and respective payments for a minimum of 5 years. This module must also be able to generate bills for a wide variety of purposes.

G. Fixed Assets

The fixed assets module should provide full asset maintenance, tracking and reporting for City assets reportable under GASB 34. The module should calculate depreciation according to all common methods (MACRS, ACRS, straight line, etc.) recognized by the IRS. Standard reports should provide a full history as well as future projections of asset values and depreciation schedules. Users should have the ability to export all and selected asset data to common file formats (Excel, ASCII, comma delimited).

H. Grants/Project Management

The grants/project management module should be able to interface to the general ledger, accounts payable and accounts receivable module. This module should be able to easily track income and expenditures against a grant and/or project. The module should track the entire grant/project process, from an initial inquiry to an approval of a grant/project. The grants module should allow users to set up multiple funds or budgets for a grant/project.

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I. Human Resources

The human resources module must be tightly integrated with the payroll module. This module should be able to maintain employee's personal information including employee pay rates according to tenured and non-tenured experience, sick time, vacation time, and any other paid time off.

This system should be able to maintain customized personnel information by adding custom fields for employee's record such as evaluations and job performance. The system should also provide an interface or have experience in exchanging data with automated substitute management systems.

J. Payroll

The payroll module must accommodate the multi-union operations of the City. This module should support the wide variety of deductions and burden costs associated with personnel, including the reporting requirements of the various unions associated with the employees. Payroll must be highly integrated with the other modules of the system, including grant/project and general ledger, to ensure all labor costs are captured and accurately reported. The payroll module must be able to encumber by employee. This module must be able to generate the appropriate information required by the State of Connecticut.

K. Report Writer

Developing new and more meaningful reports is a critical component of the integrated system. The City of New London requires an easy to use, yet sophisticated report generator that will allow the organization to create their own unique set of reports. The report writer should allow personnel to extract information and summarize on any piece of data captured in the system.

The report writer should be Windows-based, allowing drag & drop capabilities and allow for:

- Multiple report formats (using column heading and line descriptions)
- Sorting on any selected field
- Computations based on selected fields or constant values
- Selections of records using Boolean logic
- Sub-totals and summary information on any selected field

In addition, the City should have the capability to extract information from the integrated system and directly import it into Microsoft Word, Excel or Access. It is also critical that the software support the import and export of data to common file format standards, including ASCII and popular spreadsheets. It would be preferable if the system could directly import and export to existing Excel and Access data files using DDE/OLE technology to simplify this process.

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L. On-line Search Capabilities

Access to information directly from displays is an important component of the integrated system. The City of New London requires a comprehensive on-line inquiry capability for all identified modules. These displays should allow users access to both summary and detail information within the system in a “drill-down” fashion to support the “data mining” concept so critical to the organization’s operations. Search capabilities should be extensive, including, but not limited to, partial text, phonetic, and field specific criteria. The displays should also allow users to sort information by a variety of pre-defined criteria.

M. Security

The integrated system needs to allow for various levels of security. This includes the following:

- Assign security level requirements by user profile or user group for all applications.
- Assign security by menu, screen and field option level.
- Assign independent security levels for creating, modifying, inquiry only and deleting information.
- Approval authorities can be assigned to individual users.

III. PROJECT GOALS AND OBJECTIVES

A. Project Objectives

The objective of this software selection project is to address many of the functions and process support issues lacking in the present systems. Our concerns are focused on several areas. We will be looking at the proposed software packages to address these areas, which include:

- Eliminating unnecessary duplication of efforts,
- Improving timeliness and accuracy of information entered,
- Allowing for up-to-the-minute information to management to support critical business decisions,
- Decentralized processing,
- Integrating data between modules.

B. System Platforms

The City and School District have standardized on the Microsoft Windows network operating system. The City has also adopted the Microsoft Windows desktop operating system as their standard as well. Although the selected software solution does not have to reside on these platforms, it would be preferable.

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The database for the integrated system should be based on a currently available and standard relational database product. A relational database will help satisfy the on-line queries and ad-hoc reporting requirements already identified.

C. Training and Vendor Support

We will be evaluating the depth and quality of peripheral services, such as user training, vendor support and system maintenance. The extent to which these services are offered and managed will be considered heavily in our decision.

D. “Test Drives”

After all responses to the RFP have been evaluated and reviewed, the City may select two to three vendors to move into the next phase of evaluation. The “Test Drive” is the phase of evaluation that allows the City to see the proposed system first hand. The Project Team will develop and provide the selected software vendors in advance with operational scenarios in order to confirm that the software will meet the organizational needs. It is our goal to “test drive” the vendors software system to confirm its ease of use, flow of information entered, and ability to report on and extract information.

IV. RESPONSE GUIDELINES

To assist vendors in successfully responding to the Request for Proposal, we have developed a proposal outline and several documents that must be completed and submitted with the proposal. Please format your responses as outlined below:

- A. Vendor Information
- B. Package Profile
- C. Report Writer
- D. Other Services
- E. Cost Summary
- F. Software Functionality and Features List

THE DESIGN AND FORMAT OF THESE DOCUMENTS ARE THE SOLE PROPERTY OF THE CITY OF NEW LONDON. Use of these formats without the express permission of the City is prohibited. If additional space is necessary to complete your response, please indicate this on the respective form and provide the additional documentation.

A. Vendor Information

The first section of your proposal should include the following:

1. Company Information (first page):
 - a. Company Name, Address, Phone Number, Fax Number, E-Mail Address and web site (if applicable).
 - b. Name and title of the individual(s) authorized to make representations for the vendor.

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2. The vendor shall represent and warrant in the proposal that:
 - a. The software proposed shall conform to the vendor's written specifications.
 - b. The software proposed shall function according to published manufacturer specifications at the acceptance date for such software.
 - c. The vendor shall also modify, adjust, repair and/or replace said software as the City deems it to be necessary or appropriate to have it perform in full accordance with the vendor's written specifications.
3. a "Statement of Qualifications" that contains the following:
 - a. Historical, financial, sales, and organizational information for the past three years.
 - b. Briefly describe the most relevant (installed) project(s) of the software solution of similar size and scope as is proposed. Details of other relevant system experience that would be valuable in the completion of this project may be provided. If applicable, provide relevant experience and qualifications for all proposed subcontractors.
 - c. All personnel that will manage the project, as well as their qualifications and experience in similar projects.

NOTE: Any personnel assigned to this project may not be substituted with other personnel unless approved by the City in writing. Any proposal to substitute shall be in writing and include the substitute's qualifications. The City reserves the right to reject any substitute.

4. Four (4) references from unrelated projects. Although Connecticut references are preferred, they are not required. At least one (1) reference should be a customer for whom a dual implementation (City and School District) was performed. At least one (1) reference must be a client for whom an implementation has been performed in the past two (2) years and at least one (1) must be for a current customer that implemented more than three (3) years ago. The systems installed at the reference sites must be comparable to that being proposed. References must include the following information:
 - a. City and/or School District name and address.
 - b. Date of installation.
 - c. Configuration.
 - d. Contact information and phone number(s) of functional system users.

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5. Client Reference Worksheet: Please list the number for each in the appropriate column to the right.

	Description	Number of:
A	All Installations	
B	CT City Installations	
C	CT School District Installations	
D	New Clients added in calendar year 2013	
E	Existing Clients lost in calendar year 2013	
F	New CT Clients added in calendar year 2013	
G	Existing CT Clients lost in calendar year 2013	
H	New Clients added in calendar year 2012	
I	Existing Clients lost in calendar year 2012	
J	New CT Clients added in calendar year 2012	
K	Existing CT Clients lost in calendar year 2012	

6. A realistic sample implementation plan for all modules proposed that contains the following information:
- Tasks, resources, and milestones for all items proposed in the RFP.
 - A number of days base, rather than actual dates.
 - Clearly identify the City’s obligation for the implementation.
7. Project deliverables, including a list of major tasks, resources, milestones, and criteria acceptance for each proposed module for training, consulting, and data conversion.
8. A sample training plan identifying:
- Vendor and client responsibilities.
 - Training styles and techniques.
 - Expected number of client employees to be trained.
 - Expected results after training session.
 - Training handouts.
 - Retraining/follow-up training policies.
 - Training room requirements.

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B. Package Profile

Please answer the following questions for each proposed application package. If more than one software suite is proposed, please complete this information for all suites. You may respond to this section separately by referencing section and number.

1. Name and Release of proposed software suite:

2. Date of first release of proposed software suite:

3. Last major release date of proposed software suite:

4. Next planned release date of proposed software suite:

5. Next release version number:

6. Frequency of:

Major releases _____

Minor releases _____

7. Please indicate major enhancements made to the software over the last 3 years (by version/release and date):

8. Programming languages and/or development tools for your software:

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9. Identify the data architecture and database for your software (please give name and vendor).

10. Describe the report writing feature of your software. Is it a 3rd party solution or a proprietary application? Do you provide table views and joins to develop reports or must users define them? Do you facilitate the ability of your customer base to develop and share reports with one another?

11. Hardware and operating systems your software runs on:

12. Virtualization software your system runs on:

13. Please identify the minimum and recommended requirements for server(s) and workstations:

14. Describe your standard environment configuration as it relates to production, testing, and training environments/databases:

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15. The City will require connectivity to the application from multiple different physical locations. Please identify the minimum and recommended connection speeds for accessing the system from these locations. Please provide information for both a locally hosted solution and for a Software As A Service (SAAS) solution if available.

16. Warranty period (included in purchase price):

17. Please explain your policy on applying customizations for clients and the effect of these changes on warranty agreements, ongoing support and software upgrades. Include pricing structure:

18. Please explain your policy on creating interfaces (on-line or batch) to other vendor packages. Are you willing to support interfaces that you create? Is there any effect on software warranty agreements? Describe your pricing policy/hourly rate for such work.

19. Describe the capability of your application to accept and process on-line payments.

20. Please indicate any other applications that may meet the City's needs for which:

– Your company has built a custom interface to (please describe):

– A third party built a custom interface to your software (please describe):

– Any application you are aware of that may integrate well with your system:

21. Software support services/options:

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22. Disaster Recovery services/options:

23. Please provide information on Application Service Provider (ASP)/Software as a Service (SAAS) services/options:

24. Existence of national users group Yes _____ No _____

Contact _____

Location _____

25. Existence of local users group Yes _____ No _____

Contact _____

Location _____

26. Additional modules available (not part of proposed solution)

27. Please describe the number of personnel and level of expertise required to properly and efficiently operate the proposed hardware, software system and application package(s):

28. Do you provide the source code with software delivery? If not, can the source code be purchased and what is the cost?

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29. Please explain your major, functional plans for the software modules/applications you are proposing on. Please explain any future plans in the areas of: user interface, platform (hardware and operating system), source language, etc., including dates:

30. Are products offered as an integrated package or as a series of modules?

31. What must a customer do to receive a new version or release of a product for which they are licensed? How is a user notified of updates and the contents of those updates?

32. Describe the extent of the user, system and program documentation provided with the system. Also, identify documentation that accompanies upgrades and enhancements. Include samples with your proposed materials.

33. Outline the number of personnel within your organization including:

- Number of support personnel _____
- Number of sales personnel _____
- Number of R&D personnel _____
- Number of other personnel _____

34. Average response time for fixing software bugs for live clients and for clients during implementation and go-live:

35. Describe your approach to technical support and what your guaranteed response time is. Is it any different during the implementation and testing of the software?

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C. Report Writer

As indicated in section II.K. - Report Writer, the City requires the capability to automatically generate key reports for the State of Connecticut. Please provide additional detail on the capabilities of the proposed report writer and/or how these report requirements will be fulfilled.

D. Other Services

1. Conversion

- a. Describe conversion services provided.
- b. Include a description of the tasks required to load or build the databases and the party responsible for completing the tasks.
- c. Describe any conversion aids that may be available.
- d. Provide a time table of the conversion process.
- e. Describe responsibilities for validating converted data.

2. System Implementation

- a. Estimate the overall duration and effort required implementing the system.
- b. Include a brief description of the implementation and estimated time for each task.
- c. Provide information on your recommended sequence of implementation for modules/groups of modules.
- d. Estimate the amount of time you typically dedicate to implementing the recommended system at an organization comparable in size and complexity to the City of New London.
- e. Please specify what the client responsibilities would be.
- f. What are you recommended testing methods for software during the implementation phase?

3. Training

- a. Identify the amount of time you would devote to training system users by application area and what, if any, follow-up training is available.
- b. Detail the training method(s) available.
- c. Detail the Information System (IS) personnel training requirements.
- d. Specify how much of the above user and IS training is included in the proposed software cost and where the training would take place.
- e. Include a sample list, if applicable, of training materials that would be provided.

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4. Annual Maintenance

- a. Identify how annual maintenance fees are calculated.
- b. Will you delay the beginning of the annual maintenance period until the first day of the fiscal year?
- c. What services are included in the annual maintenance program?
- d. How much is annual maintenance expected to increase over the next five years?
- e. What have the historical increases in maintenance costs been over the past 5 years?

E. Cost Summary

Cost summaries have been provided for both self-hosted and vendor-hosted solutions.

This price should encompass the entire Scope of Services in this RFP. The City reserves the right to negotiate costs, scope of services, and key personnel based on vendor proposals.

For pricing and sizing, please use the following current users for each software module:

	Software Suite	Concurrent Users (City and School District)
1.	Finance	50
2.	Payroll/Human Resources	25

- a. Software and annual maintenance costs – There are two sections, one for required software and another for optional software the City may consider.
- b. Implementation services - There are two sections, one for costs related to the required software modules and another for costs related to optional software. These services should include consulting, training, and conversion costs. Be sure to include all associated travel costs.
- c. Custom/Enhancement costs – Be sure to identify the module, feature, and cost. Use the comment field to provide the date the enhancement will be available.
- d. Hardware and operating system software – Provide a description of all standard hardware and/or system software required to operate the system (i.e. Database, report writer costs, etc.).

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Finance/Payroll/Human Resources – Hosted on Premise

a. Software and Annual Maintenance Costs

Application Software Module	Software Price	Annual Maintenance Price	Total
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Human Resources			
Payroll			
Report Writer			

Total

Optional Software and Annual Maintenance Price

Application Software Module	Software Price	Annual Maintenance Price	Total

Total

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Finance/Payroll/Human Resources – Hosted on Premise

b. Implementation Costs

Software Module	Consulting Days	Consulting Amount	Training Days	Training Amount	Conversion Cost
General Ledger					
Budget					
Purchase Requisitions					
Purchase Orders					
Accounts Payable					
AR/Receipts/Investments/ Billing					
Fixed Assets					
Grants/Project Management					
Human Resources					
Payroll					
Report Writer					

Total _____
Travel cost _____

Software Module	Consulting Days	Consulting Amount	Training Days	Training Amount	Conversion Cost

Total _____
Travel cost _____

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Finance/Payroll/Human Resources – Hosted on Premise

c. Custom/Enhancement Costs

Application Software Module	Number of Days	Total Amount	Comments
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Human Resources			
Payroll			
Report Writer			
Total	=====	=====	
Travel cost	=====	=====	

Application Software Module	Number of Days	Total Amount	Comments
Total	=====	=====	
Travel cost	=====	=====	

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Finance/Payroll/Human Resources – Vendor Hosted (SaaS)

a. Software and Annual Maintenance Costs

Application Software Module	Software Price	Annual Maintenance Price	Total
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Human Resources			
Payroll			
Report Writer			

Total

Optional Software and Annual Maintenance Price

Application Software Module	Software Price	Annual Maintenance Price	Total

Total

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Finance/Payroll/Human Resources – Vendor Hosted (SaaS)

b. Implementation Costs

Software Module	Consulting Days	Consulting Amount	Training Days	Training Amount	Conversion Cost
General Ledger					
Budget					
Purchase Requisitions					
Purchase Orders					
Accounts Payable					
AR/Receipts/Investments/ Billing					
Fixed Assets					
Grants/Project Management					
Human Resources					
Payroll					
Report Writer					

Total

Travel cost

Software Module	Consulting Days	Consulting Amount	Training Days	Training Amount	Conversion Cost

Total

Travel cost

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Finance/Payroll/Human Resources – Vendor Hosted (SaaS)

c. Custom/Enhancement Costs

Application Software Module	Number of Days	Total Amount	Comments
General Ledger			
Budget			
Purchase Requisitions			
Purchase Orders			
Accounts Payable			
AR/Receipts/Investments/ Billing			
Fixed Assets			
Grants/Project Management			
Human Resources			
Payroll			
Report Writer			
Total	=====	=====	
Travel cost	=====	=====	

Application Software Module	Number of Days	Total Amount	Comments
Total	=====	=====	
Travel cost	=====	=====	

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Hardware and Operating System Software Costs

Recommended Hardware and Operating System Software

Description	Price	Single Year Maintenance Price	Total
Total	<hr/> <hr/>		

Minimum Hardware and Operating System Software

Description	Price	Single Year Maintenance Price	Total
Total	<hr/> <hr/>		

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F. Software Functionality Analysis and Features List

In determining whether your system fits the City's business needs, we are providing you with a Software Functionality Analysis Matrix for all software suites. This series of documents are provided to you on the following pages. This section identifies the details of the functions and features on a module by module basis. We ask that you identify the availability of each function according to three defined categories for each module using the attached forms:

1. Currently Available – The software currently has this function/feature.
2. Future Modification – This function/feature will be available in 6 months.
3. Not Available – The software does not provide for this function/feature and/or it will NOT be available within 6 months.

If you wish to receive an electronic version (MS Excel) of the features and functions checklist, please contact the Purchasing Agent, Dedra Aker.

City and School District of New London Government Financial Management Software

Table of Contents

Section	Abbreviation	Business Function/Application Area
General and Technical Requirements		
1	GEN	General and Technical Capabilities
Financial and Operational Functions		
2	GL	General Ledger
3	BUGT	Budgeting
4	REQ	Requisitions
5	PO	Purchasing and Inventory
6	AP	Accounts Payable
7	AR	Accounts Receivable
8	FA	Fixed Assets
9	GA	Grant Accounting Capabilities
10	HR	Human Resources
11	PR	Payroll
12	REP	Reporting/Report Writer Capabilities

City and School District of New London Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
General and Technical Capabilities					
Requirement ID					
I. System Design					
1.	Designed specifically for Local Governments and Boards of Education				
2.	Supports the State of Connecticut's Uniform Chart of Accounts (UCOA)				
3.	Has a Windows graphical user interface (GUI) design				
4.	Data is managed using a relational database engine				
5.	Data can be exported into standard spreadsheet file (Excel)				
6.	Data can be exported into standard database file (Access)				
7.	Data can be exported into standard word-processing file (Microsoft Word)				
8.	Data can be exported to PDF				
9.	Data can be exported into comma delimited file				
10.	Data can be exported into an ASCII file				
11.	All system master and transaction data files can be exported				
12.	All system transaction records can be exported				
13.	Allows the ability to electronically import all system master and transaction files from external				
14.	ODBC compliant				
15.	Fully integrated using a modular approach				
16.	Data can be accessed using look-up windows, pull-down field lists (i.e., vendors, clients, etc.)				
17.	Multiple users can operate in multiple modules concurrently				
18.	Multiple users can operate in the same module concurrently				
19.	Data entry screens can be customized to user specifications				
20.	Handles GASB reporting requirements				
21.	School Interoperability Framework (SIF) compliant				
22.	Provides "drill-down" and "drill-up" capabilities for any and all transactions				
23.	Provides "drill-down" and "drill-up" capabilities for any and all Accounting string segments				
II. Network Features					
1.	Operates in a Windows 20xx server environment				
2.	Works within a Terminal Services/Citrix Environment				
3.	Works within a Citrix Environment				
4.	Supports network virtualization via VMware				
5.	Supports network virtualization via Hyper-V				
III. Communications					
1.	Can be accessed with appropriate security via the Internet for all features				
2.	Allows remote access via Virtual Private Network (VPN)				
3.	Allows remote access via Citrix/Terminal Server				

City and School District of New London Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
General and Technical Capabilities					
IV. System Security					
1.	Security access controls throughout system can be set at the:				
	a. System level				
	b. Module level				
	c. Menu option level				
	d. Accounting string segments				
2.	Security access controls allowed are:				
	a. No access				
	b. Inquiry/Read				
	c. Write				
	d. Change				
	e. Delete				
3.	Security Access controls for multiple users can be assigned via workgroups				
4.	Group and/or role based security				
V. Data & File Maintenance Utilities					
1.	Backup and restore utilities are standard				
2.	Data file recovery and control record correction utilities are standard				
3.	Data integrity checks occur within the system at module startup				
4.	System allows a user-friendly definable purge/deletion per module by:				
	a. Date range				
	b. Accounting String levels				
5.	Supports at least two different environments or databases to allow for production processing and				
6.	All system master and transaction database files retained for a minimum of 5 years				
7.	All system master and transaction database files retained until archived/purged				
VI. Report Output Options					
1.	Reports printed to screen have full view access				
2.	Reports printed to screen have "drill-down" access to information detail				
3.	Reports can be saved to ASCII file format without headers				
4.	Reports can be saved to ASCII file format with headers				
5.	Reports can be saved to a comma delimited file format without headers				
6.	Reports can be saved to a comma delimited file format with headers				
7.	Reports can be saved to MS Word file format				
8.	Reports can be saved to MS Excel file format				
9.	Reports can be saved to MS Access file format				
10.	Reports can be saved directly to an HTML file format (for Internet use)				
11.	Reports can be saved directly to an XML file format				
12.	Reports can be saved to Adobe PDF format				

City and School District of New London Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
General and Technical Capabilities					
VII. Standard Report Features					
1.	Standard sets of reports are available within each module				
2.	Standard reports can be run with ad-hoc selection criteria (i.e., specified data range, etc.)				
VIII. Software Documentation					
1.	Full documentation is available in hard copy				
2.	Full documentation is available on-line within the system				
3.	System documentation contains the following:				
	a. Full system index				
	b. Full glossary of terms used within text				
	c. All error codes and detailed instructions on how to resolve problems				
	d. Detailed functional software documentation				
	e. Detailed technical software documentation				
	f. User training guide and manual				
IX. On-line Help					
1.	On-Line help contains the following:				
	a. Context sensitive help information at module/field level				
	b. Help library can be searched using context sensitive queries				
	c. Key topics can be searched				
	d. User definable help messages may be added to system				
	e. Error code detail can be obtained				
	f. System tutorial				
2.	Error code messages are presented in plain English				

City and School District of New London Government Financial Management Software General Features Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
General and Technical Capabilities					
X.	Tickler System				
1.	A Note/Tickler system exists within the General Ledger module				
2.	A Note/Tickler system exists within the Accounts Payable module				
3.	A Note/Tickler system exists within the Accounts Receivable module				
4.	A Note/Tickler system exists within the P.O. Requisition module				
5.	A Note/Tickler system exists within the Bid Management module				
6.	A Note/Tickler system exists within the Purchasing module				
7.	A Note/Tickler system exists within the Grant/Project Accounting module				
8.	A Note/Tickler system exists within the Budget module				
9.	A Note/Tickler system exists within the Personnel module				
10.	A Note/Tickler system exists within the Payroll module				
11.	Ticklers can be tracked by:				
	a. Entry date				
	b. Task start date				
	c. Task completion date				
	d. Task category				
	e. Tickler code				
	f. Unlimited text				
12.	Reports can be generated based on tickler fields				
13.	User can access tickler reports on line				
XI.	Audit Trail information				
1.	Audit trail information is captured for all module master and transaction files, including:				
	a. Transaction description				
	b. Before and after image of transaction				
	c. Before and after image of change				
	d. Date and time stamp of transaction change				
	e. User identification information				
2.	Prevents deletion of transactions that have been posted to the system				
3.	Reports meet GAAP (generally accepted accounting principles) guidelines				
4.	Produces standardized fund accounting reports				
5.	Produces reports in compliance with GASB				
6.	Reports are available for viewing online and printed format				
7.	Supports downloading of all reports into Excel, Access, and PDF files				
8.	Supports both laser and impact printers				

City and School District of New London Government Financial Management Software General Ledger Vendor System Functions and Features List			Software Functionality Analysis			
			Currently Available in Software	Available Within 6 Months	Not Available	Comments
General Ledger Capabilities						
Requirement ID						
I. System Integration						
1.		Budget: Transaction data applied automatically to specified GL accounts				
2.		Purchasing: Transaction data applied automatically to specified GL accounts				
3.		Accounts Payable: Transaction data applied automatically to specified GL accounts				
4.		Accounts Receivable/Billing: Transaction data applied automatically to specified GL accounts				
5.		Grant/Project Accounting: Transaction data applied automatically to specified GL accounts				
6.		Purchase Order Requisition: Transaction data applied automatically to specified GL accounts				
7.		Payroll: Transaction data applied automatically to specified GL accounts				
8.		System has the ability to interface with SunGard Utility Billing Software				
9.		System has the ability to interface with the QDS Tax Assessment and Collection Software				
10.		Has the ability to electronically import accounting transactions				
11.		Has the ability to electronically export accounting transactions				
II. System Capabilities & Processing Features						
1.		The Chart of Accounts is user defined				
2.		Supports the State of Connecticut's Uniform Chart of Accounts (UCOA)				
3.		Account number structure can be user defined for each segment				
4.		Ability to track fund, department, program, and grant/project balances				
5.		Accounts can be easily setup and managed				
6.		Supports interfund accounting and pooled cash				
7.		Multiple months may be kept open without required closing				
8.		Multiple years may be kept open without required closing (Max of 2 years open)				
9.		Hard period close is not required in order to continue processing transactions in future months				
1.		Entries for multiple periods can be entered at one time				
2.		System will support 13 fiscal periods				
3.		Allocations may be generated based on user defined percentages				
4.		Allocations may be generated based on user defined formulas				
5.		System will generate automatic reversals				
6.		Entry of beginning balances is automated during prior year close				
7.		One-sided journal entries are allowed but are limited to users with appropriate security				
8.		Accepts manual and recurring journal entries. Also accepts journal entries created in separate integrated modules				
9.		Identifies journal entries by type, module, and user				
10.		Historical summary reports/information can be generated from retained transaction detail				
11.		System provides automatic due to/due from (interfund) processing for all transactions				
12.		System tracks pre-encumbrance and encumbrance activities				
13.		Journal entries can be approved online via user defined workflow				

City and School District of New London Government Financial Management Software General Ledger Vendor System Functions and Features List			Software Functionality Analysis			
			Currently Available in Software	Available Within 6 Months	Not Available	Comments
General Ledger Capabilities						
III. Posting to General Ledger/General Journal						
1.		Transactions can be posted to GL in real-time mode making all key data current				
2.		Transactions can be posted to GL in batch mode by users				
3.		Users can select specific batches to post				
4.		System provides the ability to import journal entries from non-integrated systems				
5.		Imported journal entries are subject to the same controls as entries generated within the GL				
6.		System allows posting to both prior and future accounting periods with appropriate permissions				
7.		Date sensitive posting is allowed by:				
	a.	Designated posting period				
	b.	According to effective transaction date				
IV. On-Line Inquiry						
1.		Transaction detail can be viewed for current fiscal year				
2.		Transaction detail can be viewed for any prior fiscal year				
3.		Transaction detail may be viewed according to a user defined range of dates				
4.		Prior year transaction detail may be viewed by a user-defined range of dates				
5.		Ability to search by:				
	a.	Any chart of account segment				
	b.	General journal entry date				
	c.	Reference number (General Journal Number/General Journal Entry Number)				
	d.	User				
6.		On-line inquiry items can be printed				
7.		On-line inquiry items can be exported to Excel				
8.		On-line inquiry items can be exported to PDF				

City and School District of New London

Government Financial Management Software

General Ledger

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software

Available Within 6 Months

Not Available

Comments

General Ledger Capabilities

V. Standard Reports

			Currently Available in Software	Available Within 6 Months	Not Available	Comments
1.		Reports are designed to be generated by end users with selection criteria				
2.		Transaction detail reports may be:				
	a.	Printed according to a range of reference numbers				
	b.	Printed by date range				
	c.	Printed by journal type				
	d.	Sorted by journal entry number				
	e.	Sorted by journal entry date				
	f.	Include journal source data				
3.		Reports can be generated on demand in detail or summary				
4.		The following financial reports can be generated either on a MTD or YTD basis:				
	a.	City/School District-wide Financial Statements				
		i. Statement of net assets				
		ii. Statement of activities				
	b.	Fund Financial Statements				
		i. Fund balance sheets				
		ii. Statement of revenue, expenditure and changes in fund balance				
	c.	Proprietary Fund Statements				
		i. Fund balance sheets				
		ii. Statement of revenue, expenditure and changes in fund balance				
		iii. Statement of cash flows				
	d.	Fiduciary Fund Statements				
		i. Statement of net assets				
		ii. Statement of changes in fiduciary net assets				
	e.	Budgetary Comparison Reports				
		i. Budget-to-actual comparison schedule				
		ii. Statement of revenue, expenditure and changes in fund balance				
5.		Ability to generate financial statements by grant/project				
6.		System can produce all financial reports required by the State of Connecticut				
7.		System can generate ED001 State reports				
8.		System capability to generate separate State/Federal reports for City & School District				

City and School District of New London Government Financial Management Software Budget Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Budget Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Budget transaction data automatically applied to specified GL accounts				
2.	Provides ability to interface with the payroll/human resource modules to provide budgeting by position and for payroll costs				
3.	Import: System allows the ability to electronically import budget transactions				
4.	Export: System allows the ability to electronically export budget transactions				
II. System Capabilities & Processing Features					
1.	New fiscal year budget can be established automatically by rolling over the prior fiscal year budget				
2.	Rolling over budgets can be adjusted for the new fiscal year using a fixed dollar amount				
3.	Rolling over budgets can be adjusted for the new fiscal year using a percentage amount				
4.	Rolling over budgets can be adjusted for the new fiscal year using a formula				
5.	Original and revised budgets for each account are retained				
6.	All Budget Totals including Balance can be tracked at each Accounting String segment level				
7.	Budget information can be stored for up to five years or more				
8.	Budget module provides a warning if purchase requisition exceeds budget limit				
9.	Budget module provides a warning if Purchase Orders exceed budget limit				
10.	Budget override is available by security permissions				
11.	Supports on-line centralized and on-line decentralized budget input during budget preparation				
12.	System automatically allocates the account budget amount across accounting periods				
13.	Ability to aggregate user defined accounts to check budgets at a user defined level				
14.	Provides for the input of text comments to explain budget entries				
15.	Produces current year estimates based on current year budget and year-to-date actual amounts				
16.	Supports decentralized input of budget adjustments				
17.	Supports a user defined workflow for input, approval, and posting of budget adjustments				
18.	Provides ability to drill-down on actual balances to see detail transactions for accounts				
19.	Users can enter narratives/budget descriptions for each budget line item				
20.	System tracks multiple narratives per budget line item				

City and School District of New London Government Financial Management Software Budget Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Budget Capabilities					
III. Forecasting Features					
1.	Budget forecasts include the ability to create multiple "what-if" scenarios using existing data				
2.	Forecasts include employee compensation data including salaries, benefits and expected increases				
3.	"What-if" scenarios can be saved for re-use and evaluation				
4.	Produces 1-10 year projected budget				
5.	Forecasting scenarios can be rolled over to establish the adopted budget				
6.	Forecasting utilities include on-line multiple views				
7.	Forecasting features include spreadsheet functionality				
8.	Users can create multiple analytical "views" of forecast data				
9.	Forecast data can be imported to/exported from Microsoft Excel spreadsheet formats				
10.	System has ability, based on historical trends, to project total expenses and total revenues at the fiscal year end				
IV. On-line Inquiry					
1.	Ability to query by:				
	a. Any combination of Accounting String Segment levels				
	b. Fiscal Year/Month				
	c. Calendar Year				
	d. Budget modification				
	e. Budget total amount				
	f. User definable field				
2.	On-line inquiries can be printed				
V. Standard Reports					
1.	Actual vs. Budget Reports by any combination of Accounting String Segment levels				
2.	Five-year Budget Comparison Report				
3.	Provide monitoring reports based on user-defined parameters (ex. All expenditures more than 5% over budget)				
4.	Budget Journal Report				
5.	Budget Distribution Report				
6.	Budget Adjustment Journals				
7.	Encumbered Budget Report				
8.	Departmental Budget Report				
9.	Budget Worksheet Report				
10.	Budget Detail for Selected Period				
11.	Budget Detail by Date Range				
12.	Budget reports by any combination of Accounting String Segment levels				
VI. Audit Trails and Security					
1.	Maintains an audit trail of all budget level inputs and approvals				
2.	Provides ability to lock budget after approval to prevent modification				
3.	Maintains an audit trail of all budget adjustments (transfers or additional appropriations)				

City and School District of New London Government Financial Management Software Purchase Requisitions Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Requisitions Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Purchasing transaction data automatically applied to specified GL Accounts				
2.	Budget: Purchasing transaction data automatically checks budget amount/availability				
3.	Purchase Order: Requisition module automatically updates Purchase Order Module				
4.	Inventory: Requisitions confirm and adjust on-hand quantities in specific locations				
II. System Capabilities & Processing Features					
1.	Software allows users to electronically enter purchase requisition information				
2.	Commodity can be assigned to requisition from a lookup table				
3.	Vendor can be assigned to requisition from a lookup table				
4.	Users can enter a request comment per requisition line item				
5.	Requisition numbers are automatically generated by system				
6.	Order date can be system generated to be current date				
7.	Order date can be overridden by user with date greater than current date				
8.	A requisition can generate multiple purchase order numbers				
9.	Supports centralized and decentralized input of purchase requisitions				
10.	Automatically commits funds when requisitions are approved				
11.	Supports on-line documentation of vendor quotes received by requisitions				
12.	Users can distribute each line item to multiple accounts				
13.	Ability to enter item quantities and amount by line item				
14.	Special instructions to vendor can be added to requisition document				
15.	System provides free-form comment field for internal purposes				
16.	Software prevents users from exceeding budget by line item (unless authorized by permissions)				
17.	Software prevents users from exceeding budget by group of line items (unless authorized)				
18.	User security determines if a user has authority to exceed a budget line item				
19.	User defined workflow routes requisitions for approval				
20.	Separate and distinct approval routings can be setup by department/location				
21.	Approvals can be established according to set dollar levels or authority				
22.	Allows input of requisitions for future year				
III. On-line Catalog					
1.	Integrates with on-line vendor catalogs				
2.	Catalog(s) and content can be searched by product or by vendor				
3.	Ability to limit selection of materials available for requisition				
4.	Catalog tracks quantities and prices ordered				
5.	Catalog items can be linked to contract purchase orders established with vendor				

City and School District of New London Government Financial Management Software Purchase Requisitions Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Requisitions Capabilities					
IV. On-line Inquiry					
1.	Ability to query by:				
	a. Date range on Requisition Date				
	b. Requisition Number				
	c. Vendor Name				
	d. Vendor Number				
	e. Requestor's Division				
	f. Requisition Status				
	g. Approval status				
	h. User Definable Fields				
2.	On-line inquiries can be printed				
V. Standard Reports					
1.	Requisition Status reports by:				
	a. Requestor's Department				
	b. Requisition Type				
	c. Vendor Name				
	d. Vendor Number				
	e. GL Account Number				
2.	Data Range Report on Requisition Date by:				
	a. Vendor Name (Partial Name) or Range				
	b. Vendor Number or Range				
	c. Requisition Type				
	d. Requestor's Department				
3.	Requisition Distribution report by G/L account, by Department				
4.	Requisition History - for current, year-to-date and prior fiscal years				
5.	Pre-Encumbrance Reports by any combination of Accounting String Segment Levels				
VI. Audit Trail and Security					
1.	Maintains an appropriate on-line audit trail for creation, modification, approval, and rejection of purchase requisitions and approvals (including user ID, user action and date and time)				

City and School District of New London Government Financial Management Software Purchase Orders Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Order Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Purchasing transaction data automatically applied to specified GL Accounts				
2.	Budget: Purchasing transaction data automatically checks budget amount/availability				
3.	Accounts Payable: Purchase Order module automatically updates Accounts Payable Module				
4.	Fixed Assets: Purchase orders can automatically update the fixed asset module				
5.	Grant/Project Accounting: Purchasing transaction data automatically applied by Accounting String to Grant/Project Accounting Module				
6.	Import: System allows the ability to electronically import from purchasing transactions				
7.	Export: System allows the ability to electronically export from purchasing transactions				
II. System Capabilities & Processing Features					
1.	One PO can automatically be created from multiple requisitions				
2.	Purchase Order numbers can be automatically generated by system				
3.	Supports centralized and decentralized input of purchase orders				
4.	Automatically converts purchase requisitions to purchase orders				
5.	Automatically encumbers funds when purchase orders are created				
6.	System will not allow duplicate Purchase Order numbers				
7.	Order date can be system generated to be current date				
8.	Order date can be overridden by user with date greater than current date				
9.	Each Purchase Order line item can be assigned to multiple G/L accounts and multiple funds				
10.	Warning provided if PO exceeds the budget limit for an account				
11.	User permissions determine if a user has authority to exceed a budget line item				
12.	Purchasing module allows for multiple document types (i.e., Purchase Order, Direct Purchase, Personal Service Agreement, etc.)				
13.	Purchasing module provides for blanket POs, Contracts and Master Agreements				
14.	PO module supports and tracks discounts				
15.	Commodity code can be assigned to a PO from a lookup table				
16.	Ability to enter item quantities and amount by line item				
17.	Comments can be added to each line of the PO				
18.	Special Instructions to vendor can be added on Purchase Order				
19.	System provides free-form comment field for internal purposes				
20.	Ability to copy Purchasing Order Detail to new Purchasing Order				
21.	Partially received orders may be manually closed				
22.	Purchase Orders must be fully received to automatically be closed				
23.	Purchase Order modifications are tracked				
24.	Provides capability to utilize workflow to track modifications to purchase orders				
25.	Supports emailing purchase orders to vendor				
26.	Ability to hold PO until future year in which PO was input becomes current year				

City and School District of New London Government Financial Management Software Purchase Orders Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Order Capabilities					
III. On-line Inquiry					
1.	Ability to query by:				
	a. Purchase Order Date using a date range				
	b. PO Type				
	c. PO Number				
	d. Vendor Name				
	e. Vendor Number				
	f. Department/Location				
	g. Order Status				
	h. Requisition Approver				
	i. Requisition Number				
	j. PO Change Orders				
	k. PO receipts				
	l. Requisition & PO Comments				
	m. Commodity code				
	n. G/L Code				
	o. User Definable Fields				
2.	On-line inquiries can be printed				
3.	On-line inquiries can be exported to Excel				
4.	On-line inquiries can be exported to PDF				

City and School District of New London Government Financial Management Software Purchase Orders Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Purchase Order Capabilities					
IV. Standard Reports					
1.	Order Status reports by:				
	a. Vendor Name				
	b. Vendor Number				
	c. Requestor's Department				
	d. Requisition Approver				
	e. Date Range on Order Date				
	f. PO Status (open vs. closed)				
	g. PO Number				
	h. PO Change Orders				
	i. PO receipts				
	j. Requisition & PO Comments				
	k. Commodity code				
	l. G/L account				
2.	Expected Delivery - List of deliveries by date required				
3.	Purchase History - for current, year-to-date and prior fiscal years				
4.	Overdue Purchasing Documents by any combination of G/L account segments				
5.	Vendor Performance Tracking				
6.	Commodity Code purchase analysis by Department				
7.	Receipt History report				
V. Audit Trail and Security					
1.	Allows users to inquire the on-line audit trail				
2.	Logs all changes made to vendor file showing user id, date, and time				
3.	Logs all changes made to requisitions and purchase orders showing user id, date, and time				
4.	Provides software security over the ability to generate and electronically sign purchase orders				

City and School District of New London

Government Financial Management Software

Accounts Payable

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software

Available Within 6 Months

Not Available

Comments

Accounts Payable Capabilities

Requirement ID				
I. System Integration				
1.	General Ledger: Accounts Payable Transaction data automatically applied to specified GL			
2.	Budget: Accounts Payable data automatically applied by Accounting String to Budget Module			
3.	Purchasing: Accounts Payable automatically updated by Purchase Order Module			
4.	Grant/Project Accounting: Accounts Payable Transaction data automatically applied to specific Grant/Project in this module			
5.	Payroll: Reimbursements can be added to payroll check			
6.	Fixed Assets: Accounts Payable module updates Fixed Asset module with new assets			
7.	Import: System allows the ability to electronically import Accounts Payable transactions			
8.	Export: System allows the ability to electronically export Accounts Payable transactions			
II. System Capabilities & Processing Features				
1.	System allows multiple addresses to be used (I.e. billing, general address)			
2.	System prevents input of duplicate vendors			
3.	Vendors can be grouped and sorted by user definable categories			
4.	Payment terms are user definable			
5.	Discount amounts can be identified			
6.	Vendors can be created for one-time usage with appropriate permissions			
7.	Notes & dates on various vendor discussions can be captured in a free-form field			
8.	Vendors can be setup for 1099 processing			
9.	A/P module maintains all 1099 information (allows multiple amount thresholds based upon 1099 type and payment type)			
10.	Credit/debit memos are supported			
11.	Direct disbursements are supported			
12.	Wire transfers are supported			
13.	System tracks invoice history by vendor			
14.	System tracks payment history by vendor			
15.	System allows user to "drill down" into Purchase Order (if generated)			
16.	System allows user to combine multiple vendors together and keeps all history (assuming they are duplicate vendors)			

City and School District of New London

Government Financial Management Software

Accounts Payable

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software

Available Within 6 Months

Not Available

Comments

Accounts Payable Capabilities

18.	This module tracks the following vendor information on a summary screen:				
	a. Year-to-date purchases				
	b. Year-to-date payments				
	c. Month-to-date purchases				
	d. Purchases last year				
	e. Date of last purchase				
	f. Current balance				
	g. Last check number				
	h. Last check date				
	i. Last check amount				
	j. Year-to-date discounts taken				
	k. Year-to-date discounts missed				

III. Invoice Processing Features

1.	Invoices can automatically input from PO information				
2.	Invoices can be paid without creating a Purchase Order				
3.	Invoice numbers can be manually entered				
4.	System allows users to create recurring invoices				
5.	System will not allow duplicate invoice numbers				
6.	Invoice date can be system generated to be current date				
7.	Invoice date can be overridden by user				
8.	Vendor can be assigned to an invoice from a lookup table				
9.	Vendors can be added "on-the-fly" while entering invoices with appropriate permissions				
10.	Ability to add vendors can be limited to authorized users only				
11.	Provides adequate security and audit trail for online receiving process				
12.	Allows for automatic and user-defined assignment of vendor numbers				
13.	Accommodates unlimited accounts for invoice amount distribution				
14.	Accommodates vendor discounts based on defaults, but allows users (with appropriate authority) to override				
15.	Supports ability to scan supporting documentation and checks and associate the scanned images with the transaction				
16.	Supports on-line receiving of goods where the receiving is automatically matched with the purchase order and invoice				
17.	Provides a user-defined workflow for on-line receiving of goods				
18.	Provides a user-defined workflow for decentralized input of invoices				
19.	Provides a user-defined workflow for approval and payment of invoices				
20.	Prevents duplicate payments by comparing vendor/invoice combinations to paid invoices				
21.	Each invoice line item may be assigned to multiple G/L accounts				
22.	User permissions determine if a user has authority to exceed a budget line item				

City and School District of New London

Government Financial Management Software

Accounts Payable

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software

Available Within 6 Months

Not Available

Comments

Accounts Payable Capabilities

23.	System provides an invoice adjustment option				
24.	System provides ability to delete invoices				
25.	System can calculate and track retainage amount on each invoice				
IV. Check and Payment Processing					
1.	Automatically assign check numbers				
2.	Ability to select invoices by vendor				
3.	Ability to select invoices by due date				
4.	Ability to select invoices by discount date				
5.	System automatically applies credit memo to check run				
6.	Multiple Purchase Orders may be paid on a single invoice				
7.	Payments can be placed on hold and flagged for later action				
8.	Partial payments can be processed				
9.	Ability to print to user formatted checks				
10.	Ability to reprint one or more checks				
11.	Accommodates manual checks				
12.	Provides software security over the ability to generate and electronically sign checks				
13.	Provides adequate security and on-line audit trail for invoice payment process				
14.	Provides ability to create bank file to support positive pay				
15.	Provides ability to pay vendors via ACH file				
16.	Ability to import cancelled check file from bank and identify cleared and outstanding checks				
17.	Identifies vendors with missing information such as W-9 and TIN and allows user to:				
	a. Do not permit (stop process)				
	b. Permit but Warn (process after warning user)				
	c. Ignore (process without checking)				
17.	Supports Positive Pay				
18.	Allow multiple standard check formats				
19.	Free-form comments can be placed on check or check stub				
20.	Account number appears on check				
21.	Invoices paid identified on check stub - by invoice number				
22.	Checks can be viewed and modified prior to printing				
23.	Ability to sort checks by user code and create duplicate copy of check information				
24.	Void check function with auto reversal of entry				
25.	System will not issue negative check if credit amounts exceed payment amounts.				
V. On-line Inquiry					
1.	Ability to Query by:				
	a. Vendor number				
	b. Vendor name - full name, partial name, sort name				
	c. Invoice number				
	d. Invoice Status				
	e. Invoice date range				

City and School District of New London Government Financial Management Software Accounts Payable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Payable Capabilities					
	f.	Order date range			
	g.	Check date range			
	h.	Check number			
	i.	Check amount			
	j.	User definable fields			
	k.	Purchasing Order number			
2.		Ability to "drill-down" to all invoice detail from any field on inquiry screen			
3.		Ability to "drill-down" to all payment detail from any field on inquiry screen			
4.		On-line inquiries can be printed			
5.		On-line inquiries can be exported to Excel			
6.		On-line inquiries can be exported to PDF			
VI. Vendor access					
1.		Ability for vendor to inquire and view checks processed for them in the financial system			
2.		Ability for vendors to electronically request updates to their information (address, TIN, etc.)			
3.		Ability for vendors to obtain their 1099 information on-line			
VII. Standard Reports					
1.		Standard Vendor Reports by:			
	a.	Vendor name (Partial name) or Range			
	b.	Vendor number or range			
	c.	Vendor purchase analysis			
	d.	Invoice information by invoice date ranges (Order date, Receipt date, Date Required, Check Date)			
	e.	Invoice status by date range			
	f.	Invoice deletion list			
	g.	Invoices "on-hold" list			
	h.	General Ledger distribution			
	i.	Aged payables (user defined aging) on demand			
	j.	Check register by date range			
	k.	Outstanding check register			
	l.	Check history by vendor by date range			
	m.	Pre-check register			
	n.	Retention by vendor			
	o.	Cash requirements/forecasting			
2.		Ability to view reports on screen			
3.		Produces a Vendor No Activity report showing vendors with no activity for a user defined period of time			
4.		Produces check register reports for all checks printed, including manual, voided and leader checks			
5.		System creates 1099 edit list prior to printing final 1099 forms			
6.		System creates 1099 forms and 1099 files for electronic distribution			

City and School District of New London Government Financial Management Software Accounts Receivable Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Accounts Receivable, Receipts, Investment and Billing Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Accounts Receivable transaction data automatically applied to specified General Ledger Accounts				
2.	Budget: Accounts Receivable data automatically applied by Accounting String to Budget Module				
3.	Grant/Project Accounting: Accounts Receivable transaction data automatically applied by Accounting String to Grant/Project Accounting module				
4.	Payroll: Generates bills from custodian overtime during building use/rental				
5.	Import: System allows the ability to electronically import Accounts Receivable receipts and billing (e.g. GolfTrak)				
6.	Export: System allows the ability to electronically export Accounts Receivable receipts and billing				
II. System Capabilities & Processing Features					
1.	Customer ID is alphanumeric				
2.	System allows for multiple types of addresses (i.e.. General & billing addresses)				
3.	Ability to define payment terms per customer				
4.	Multiple payment options (annual, semi-annual, monthly, etc.) can be configured for each client				
5.	Ability to set up user definable customer sort categories				
6.	Supports decentralized input of cash receipts				
7.	Supports decentralized input of billing items				
8.	Generates bank deposit tickets				
9.	Supports ability to calculate interest, late charges, and penalties				
10.	Provides for drill-down inquiry on charges and payments				
11.	Identifies accounts sent to collection agencies or sold to third parties				
12.	Supports automatic allocation of interest income based on user specified parameters				
13.	Customers can be added "on-the-fly" at invoice entry time (with appropriate permissions)				
14.	Ability to capture notes and dates regarding customer discussions				
15.	Delinquent Client accounts can be put on hold preventing further transactions				

City and School District of New London

Government Financial Management Software

Accounts Receivable

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software

Available Within 6 Months

Not Available

Comments

Accounts Receivable, Receipts, Investment and Billing Capabilities

III. Invoice/Cash Receipt Processing					
1.	Invoice numbers are automatically generated by system				
2.	"One-time" customers can be established				
3.	General Ledger accounts can be assigned to each invoice item				
4.	Posting periods can be selectively assigned at time of invoicing				
5.	System will automatically generate recurring billings				
6.	Credits (pre-pays, credit memos, negative invoices) automatically matched to open invoices				
7.	Credit hold override can be performed by authorized users only				
8.	Users can write-off dollar amounts based on level of security				
9.	System provides ability to create debit and credit memos based on level of security				
10.	System allows printing of a receipt for payment				
11.	Multiple bill formats are available within system				
12.	Bill formats can be tailored to customer requirements				
13.	Bills can be produced on demand (daily, weekly, monthly, semi-annually, annually)				
14.	Posting periods can be selectively assigned at time of invoicing				
15.	Sequential receipt numbers are automatically assigned by system				
16.	Cash received can be allocated to multiple invoices				
17.	General ledger accounts can be manually assigned				
18.	Multiple deposits can be made in a single day				
19.	Receipts are accepted for one time customers				
20.	Miscellaneous cash receipts are accepted (rebates, miscellaneous sales, etc.)				
IV. On-line Inquiry					
1.	Ability to query by:				
	a. Client number				
	b. Client name or portion of name				
	c. Invoice total amount				
	d. Invoice date				
	e. Invoice status				
	f. Any combination of G/L account segments				
	g. Cash receipt by date range (Preparation date, date check deposited, date check received)				
2.	Ability to view customer history				
3.	On-line inquiries can be printed				
4.	On-line inquiries can be exported to Excel				
5.	On-line inquiries can be exported to PDF				
V. Investment Management					
1.	Tracks investment purchases and maturities				
2.	Tracks multi-fund investment earnings and provides ability to post activity to respective funds				
3.	Calculates accrued interest receivable				
4.	Provides ability to flag funds as participating or non-participating in interest allocation				
5.	Provides cash forecasting capabilities based on principal and interest maturity				

City and School District of New London

Government Financial Management Software

Accounts Receivable

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software

Available Within 6 Months

Not Available

Comments

Accounts Receivable, Receipts, Investment and Billing Capabilities

VI. Standard Reports

VI.	Standard Reports	Currently Available in Software	Available Within 6 Months	Not Available	Comments
1.	Statement Generation:				
	a. Ability to generate statements				
	b. Statements can be produced based on minimum dollar amount thresholds				
	c. Invoice descriptions can be printed on statements				
	d. Itemized periodic statements can be generated (annual, semi- annual, monthly)				
	e. Produces overdue notices				
	f. Custom dunning or "special instructions" messages can be added to statements and invoices				
	g. Custom dunning or "special instructions" messages can be created for individual customers				
2.	Transaction reports can be generated by:				
	a. Client Name or portion of name				
	b. Client Number				
	c. Invoice Number				
	d. Invoice Date				
	e. Invoice Status				
	f. Date Range				
3.	Aged Accounts Receivable				
4.	Provides ability to generate reports using blank paper or preprinted forms				
5.	Account Receivable Payment History				
6.	Customer payment status				
7.	Provide investment reporting including:				
	a. By fund				
	b. By investment entity				
	c. By collateral type				
	d. By investment type				
	e. Reports by maturity				
8.	Cash receipts journal				
9.	General Ledger distribution - by month				
10.	Write-off report containing date, amount of write-off, and use				

City and School District of New London

Government Financial Management Software

Fixed Assets

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software	Not Available	Comments
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Fixed Asset Capabilities

Requirement ID			
I. System Integration			
1.	General Ledger: Transaction data applied automatically to specified GL accounts		
2.	Purchase Order: Fixed Asset items purchased are integrated with this module		
3.	Accounts Payable: Fixed Asset items purchased are integrated with this module		
4.	Grant/Project Accounting: Transaction data applied automatically to specified Grant/Project		
5.	Import: Ability to electronically import Fixed Asset transactions		
6.	Export: Ability to electronically export Fixed Asset transactions		
II. System Capabilities & Processing Features			
1.	System tracks all fixed asset types		
2.	Ability to track the following information by Fixed Asset:		
	a. Description		
	b. Fixed Asset class		
	c. Fixed Asset type		
	d. Model number		
	e. Serial number		
	f. Tag number		
	g. Acquisition method		
	h. Acquisition date		
	i. Original cost		
	j. Estimated Useful life		
	k. Funding source		
	l. Department purchased by		
	m. PO number		
	n. Vendor purchased from		
	o. Description-Unlimited free form text		
	p. Fixed asset function		
	q. Status		
	r. VIN or Marker number		
	s. Total accumulated depreciation		
	t. Actual cash value		
	u. G/L asset account		
	v. G/L depreciation account		
	w. G/L account used to purchase asset		

City and School District of New London

Government Financial Management Software

Fixed Assets

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software	Not Available	Comments
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Fixed Asset Capabilities

Fixed Asset Capabilities			Currently Available in Software	Not Available	Comments
3.		Ability to record the value of fixed asset based on how asset was purchased (i.e. donated, leased)			
4.		Ability to generate an asset tag			
5.		Ability to generate a bar-coded asset tag			
6.		Ability to read bar-code asset tags for verification and reporting purposes			
7.		Ability to track insurance by fixed asset			
8.		Ability to track historical improvements by fixed asset			
9.		Ability to track historical adjustments by fixed asset			
10.		Ability to track transfer by fixed asset			
11.		Ability to track historical location placement by fixed asset			
12.		Ability to track fixed asset retirements			
13.		Ability to automatically calculate depreciation on a monthly basis			
14.		Ability to automatically calculate depreciation on a annual basis			
15.		Provides ability to track assets below capitalization threshold for inventory purposes, but ignores those assets for financial reporting purposes			
16.		Supports ability to expense assets for fund reporting and to capitalize and depreciate the same assets (when appropriate) for entity-wide reporting			
17.		Provides ability to capitalize proprietary fund assets			
18.		Software supports the following depreciation methods:			
	a.	No depreciation			
	b.	Straight-line			
19.		Ability to track salvage value of fixed asset			
20.		Ability to track disposal of fixed assets by each asset item			
21.		Ability to project depreciation expense for future periods			
22.		System is capable of calculating depreciation of disposed assets mid-year			
23.		System calculates and displays the Remaining Life (Months) for each asset			
24.		System automatically updates Item Life (Months) based on asset class default			
25.		Ability to scan documents or photos into system			
26.		Provides the ability to purge retired fixed assets			
27.		Maintain a transaction history which includes the value of each field in a purged asset record			

City and School District of New London

Government Financial Management Software

Fixed Assets

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software	Not Available	Comments
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Fixed Asset Capabilities

III. On-Line Inquiry				
1.	Ability to query information by:			
	a. Fixed asset class/type			
	b. Tag number			
	c. Location			
	d. Department			
IV. Standard Reports				
1.	Asset list reports can be created by:			
	a. Fixed asset class/type			
	b. Tag number			
	c. Location			
	d. Work code			
	e. Fund			
	f. Category			
	g. Asset number			
	h. Acquisition method			
2.	Detailed activity report			
3.	GASB 34 asset reporting			
4.	Generate UPC Code report			
5.	Depreciation expense report			
6.	Asset addition report			
7.	Asset disposal report			
8.	General Ledger posting report			
9.	Net book value report			
10.	Assets due for replacement report			
11.	Insured value report			
12.	Change of Assets by Fund at Cost (Selective by Fiscal Year)			
13.	Change of Assets by Fund Net of Depreciation (Selective by Fiscal Year)			
14.	Asset Additions and Deletions at Historical Cost (Selective by Fiscal Year)			
15.	Asset Additions and Deletions Net of Depreciation (Selective by Fiscal Year)			
16.	Accumulated Depreciation Summary by FA Activity			
17.	Accumulated Depreciation Summary by Category			
18.	Depreciable Asset Detail			
19.	User defined report capability			

City and School District of New London Government Financial Management Software Grants/Projects Accounting Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Grant/Project Accounting Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Project Accounting transaction data automatically applied to specified General Ledger Accounts				
2.	Purchasing: Purchasing transaction data automatically applied by account structure to Grant/Project Accounting Module				
3.	Accounts Payable: Accounts Payable transaction data automatically applied by Account String to				
4.	Accounts Receivable: Accounts Receivable transaction data automatically applied by Account String to Grant/Project Accounting Module				
5.	Payroll: Employees can be automatically charged to grants/projects				
6.	Fixed Assets: Purchases and projects can automatically update the capital asset records				
7.	Import: System allows the ability to electronically import grant/project accounting transactions				
8.	Export: System allows the ability to electronically export grant/project accounting transactions				
II. System Capabilities & Processing Features					
1.	Ability to track lifecycle of grant/projects over multiple years				
2.	Ability to copy a grant from one year to the next				
3.	System tracks general information about a grant/project including:				
	a. Multiple contact people				
	b. Multiple addresses				
	c. Grant/project start and end dates				
	d. Estimated completion date				
	e. Grant/project type				
	f. Project manager				
	g. Grant/project proposed budget				
	h. CFDA number				
	i. User-defined cost categories				
4.	A project can be assigned to multiple Funds, Departments, Programs				
5.	Ability to post activity related to a project from all sources including: PO, AP, AR, Payroll, GL				
6.	Ability to track "budget/planned" line item detail for each project				
7.	Ability to track "actual" line item detail for each project				
8.	Supports an unlimited number of projects/grants				
9.	Provides ability to have project/grant years differ from the fiscal year				

City and School District of New London Government Financial Management Software Grants/Projects Accounting Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Grant/Project Accounting Capabilities					
10.	Provides ability to automatically allocate general and administrative costs based on an approved				
11.	Tracks all account types (asset, liability, equity, revenue, and expenditure) at the project/grant level				
12.	Maintains an audit trail of all budget adjustments (transfers and additional appropriations)				
13.	Transactions are tracked and reported by type of income				
14.	Transactions are tracked and reported by type of expense				
15.	System tracks cost & revenue data by last year, current year and life of grant/project year				
16.	Grant/project information can be copied between programs				
17.	Grant/projects can be put on hold and no transaction can be applied to the grant/project				
18.	Ability to re-class transactions to different grant/projects				
III. On-line Inquiry					
1.	Ability to query by:				
	a. Grant/Project number				
	b. Grant/Project name or portion of name				
	c. Contact Name				
	d. Primary Project Manager				
2.	Ability to "drill down" into multiple levels of detail				
3.	Ability to review transactions on-line by date range				
4.	On-line inquiries can be printed				
5.	On-line inquiries can be exported to Excel				
6.	On-line inquiries can be exported to PDF				

City and School District of New London

Government Financial Management Software

Grants/Projects Accounting

Vendor System Functions and Features List

Software Functionality Analysis

Currently Available in Software

Available Within 6 Months

Not Available

Comments

Grant/Project Accounting Capabilities

IV. Standard Reports					
1.	Transaction listing by Grant/Project, by date range				
2.	Project balance by line item for budget vs. actual for a date range				
3.	Project lists by:				
	a. Project number				
	b. Project name				
	c. Primary Project manager				
	d. Project Status				
	e. Fund				
	f. Department				
	g. Program				
	h. Date Project initiated				
	i. Date Project closed				
	j. User definable fields				
4.	Monthly distributions by grant/project				
5.	Aged payables by grant/project				
6.	Open payables by grant/project				
7.	Aged Receivables by grant/project				
8.	Income/Expense Report				

City and School District of New London Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Personnel / Human Resources Capabilities					
Requirement ID					
I. System Integration					
1.	System tracks employee/candidate job applications				
2.	Payroll: Payroll transactions automatically update the Human Resource module				
3.	Budget: Human Resource systems updates the budget module based on the salaries of filled & open positions				
4.	Import: System has the ability to electronically import HR information & transactions				
5.	Export: System has the ability to electronically export HR information & transactions				
II. System Capabilities & Processing Features					
1.	System tracks demographic information about each employee including:				
	a. Employee ID				
	b. Employee Name: (first name and last name kept separately)				
	c. Ethnic Origin: Choose from a user-maintainable list				
	d. Sex/Gender				
	e. Current Address				
	f. Previous Address and Effective Date of change				
	g. System tracks multiple phone numbers for employee (office, home, cell phone)				
	h. Marital Status				
	i. Previous Names				
	j. Suffixes				
	k. Spouse Name				
	l. Personal email address				
2.	System tracks emergency contact information				
3.	System tracks employment information about each employee including:				
	a. Current Salary Amount				
	b. Job Code				
	c. Employment Status (hourly, salary, contract, substitute)				
	d. Current Pay Grade (Level)				
	e. Current Pay Step				
	f. Current Certification(s)				
	g. Date certified				
	h. Degrees held				
	i. Current Supervisory Cycle				
	j. Current Union Affiliation				
	k. Date of Union Affiliation				
	l. Date of Last Increase				

City and School District of New London Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis				
		Currently Available in Software	Available Within 6 Months	Not Available	Comments	
Personnel / Human Resources Capabilities						
	m.	Current Position number				
	n.	Date of hiring for current position				
	o.	Date employee left position				
	p.	Current job category: (Select from a list)				
	q.	Name of Department employee works				
	r.	Department/Location Number (select from a list)				
	s.	Physical location of where employee works: (Select from a list)				
	t.	Name of last employer				
	u.	Date of last employer				
	v.	Date of last evaluation				
	w.	Leave of Absence(s)				
4.		System tracks medical contact information including:				
	a.	Physician Name				
	b.	Physician phone number				
	c.	Preferred hospital name				
5.		System tracks key dates including:				
	a.	Hire date				
	b.	Contract date				
	c.	Tenure date				
	d.	Termination date				
	e.	Leave of Absence date				
	f.	Fingerprint date				
	g.	Pension date				
	h.	Retirement date				
	i.	Rehire date				
	j.	Adjusted seniority date				
	k.	Transfer date				
	l.	Pay rate change date				
	m.	Offer date				
6.		System tracks key employee information including:				
	a.	College/University graduated from				
	b.	College/University major				
	c.	Degree obtained				
	d.	System can track multiple degrees				
	e.	Date degree obtained				

City and School District of New London Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Personnel / Human Resources Capabilities					
7.	System can track multiple events and respective dates for the items identified above				
8.	Ability to track employee events and their respective dates (i.e.. marriage, LOA, change from part time to full time employees)				
9.	System can and designate each position as a full or part time position				
10.	Ability to track employment history of positions and salary held within the City and School District				
11.	Employee evaluations can be tracked for different groups				
12.	System tracks all evaluations of employees performance including: dates evaluated, action items, overall assessment				
13.	System can track termination dates and reasons why employee left position				
14.	Supports bi-weekly and weekly salaries				
15.	Supports balloon payments and odd number of weeks (ex. 22 pays during the year)				
16.	Supports School Department's lump sum/balloon, 21 pay and 26 pay requirements				
17.	Module tracks attendance detail and history by day				
18.	Ability to setup and track "over the limit" flags for various attendance codes				
19.	System tracks detailed insurance coverage's for multiple years				
20.	System provides integration to budget module and creates appropriate transactions of step raises, contract and benefit changes				
21.	Generates organization charts for all positions				
22.	System can store photograph of employee				
23.	System can track employee status (e.g. active, LOA, LOA w/ benefits, terminated, etc.)				
24.	System can track and associate electronic documents to an employee's file				
25.	System can track and send email messages to an employee or selected groups of employees				
26.	System can automatically assign employee IDs and accepts user assigned IDs				
27.	System allows employees to request data changes (withholding, addresses, etc...) on-line through the Internet				
28.	Supports automated/user defined tracking of all City and School District paid time off (sick, vacation, personnel, perfect attendance)				

City and School District of New London Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Personnel / Human Resources Capabilities					
III. Salary Capabilities					
1.	System tracks bargaining unit				
2.	System tracks position and step number for each employee				
3.	System can maintain multiple salary schedules per employee				
4.	System salary schedules can be developed by Grade (level) and by step				
5.	System can implement a new salary schedule for an employee based on an effective date				
6.	System tracks history of salary schedules				
7.	Ability to view employee salary history for multiple years				
8.	System can update salary schedules based on a specific percentage increase				
9.	System tracks longevity and can automatically apply salary increase				
10.	Longevity increase can be automatically applied on employees anniversary date				
11.	Longevity increase can be automatically applied at the beginning of fiscal year				
12.	System can automatically run employee step increases for an employee's anniversary date by bargaining unit				
13.	System can automatically run employee step increases for an employee's contract date by bargaining unit				
14.	System provides "What-if" capability to determine percent increases and step/level increases to salaries and benefits				
IV. Position Control					
1.	Tracks all approved positions (open and filled)				
2.	System can track positions with the City and School Department separately				
3.	A position can be assigned to an employee or multiple employees				
4.	Positions include a "report to" field to designate lines of authority & facilitate organizational structure				
5.	System tracks history of all employees within a particular position				
6.	Each position can have salary schedules associated with it				
7.	An employee can be assigned to multiple positions				
8.	System provides warning if a single user is assigned to more than a 1.0 FTE				
V. Benefits					
1.	Accommodates an unlimited number user defined benefits				
2.	Benefit codes are table driven				
3.	Benefit amounts can be a calculation based on employee's budgeted salary (Life and Disability)				
4.	Benefit amounts can be flat amount with percent breakdown for employee/employer share				
5.	System tracks employee and employer share of benefits for each payroll cycle				
6.	System tracks employee and employer share of benefits by month				
7.	System tracks all historical benefits transactions				
8.	System tracks the dates when benefits were added, modified and deleted				
9.	Track dates of start/stop benefits for head count balancing of benefits				

City and School District of New London Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Personnel / Human Resources Capabilities					
10.	Ability to track dependents name, DOB and full time student status by benefit (benefits may have different restrictions)				
11.	Ability to view employee benefits from prior years				
12.	Time and attendance benefits can be accrued and used by either day or hour units				
13.	HR module tracks all benefits and respective deductions in detail provided to employee				
14.	Benefit/deduction information is transferred to Payroll module for appropriate processing				
15.	System provides ability to track retirees				
16.	System provides ability to track beneficiaries				
17.	System provides ability to track dependents				
	a. System has ability to track dependent's age				
	b. System has ability to "flag" or identify a dependent who is no longer eligible for coverage				
VI. Professional Development					
1.	Tracks Professional Development (PD) & training courses taken incl. start/end date of class				
2.	System can track PD and training courses an employee participated in (including event dates, re-training dates)				
3.	System tracks CEU's for certification				
4.	System tracks in-service credits for professional development				
5.	System provides notification when certificate is expiring				
6.	System warns/reports when an employee does not have appropriate certifications for a position				
VII. Applicant tracking					
1.	Provides for applicant tracking for each position				
2.	Potential employees can submit application through web based portal				
3.	System tracks and maintains applicant and other electronic document information				
	a. System can integrate with AppliTrack web recruitment system				
4.	Ability to post job openings with job descriptions to the Web				
5.	Application information automatically downloaded into HR system and employee master record				
VIII. Employee Change Status Tracking(Tracks & notifies depts./personnel of employee changes)					
1.	System can track employee changes and generate emails to personnel based on change type				
2.	Ability to select reason for an employee change from a list				
3.	Ability to add and track comments to an employee change				
4.	Ability to track effective date of employee change				
5.	Ability to track approvals of employee change				
6.	Ability to create a sign-off workflow for employee changes				

City and School District of New London Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Personnel / Human Resources Capabilities					
IX. Tickler System					
1.	A Note/Tickler system exists within the Human Resource module				
2.	Ticklers can be tracked by:				
	a. User				
	b. Entry date				
	c. Task start date				
	d. Task completion date				
	e. Task category				
	f. Tickler code				
	g. Unlimited text				
3.	Reports can be generated based on tickler fields				
4.	User can access tickler reports through application				
X. On-line Inquiry					
1.	Ability to query by:				
	a. Employee name				
	b. Employee number				
	c. Position number				
	d. Employee union				
	e. Employee date range of hire				
	f. Department number				
	g. Partial name				
	h. Wildcards				
2.	Ability to "drill down" into multiple levels of detail				
3.	Ability to review attendance records by employee				
4.	Ability to review transactions on-line by date range				
5.	Secretary or Clerk can review payroll and employee information for their Department only				
6.	Administrators/Supervisors can review and request changes to employees in their organization only				
7.	Ability to sort/query by all major fields including uses of paid-time-off (PTO), all categories of PTO and balances in all categories				
8.	Employee/applicant skill search				
9.	On-line inquiries can be printed				

City and School District of New London Government Financial Management Software Human Resources Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Personnel / Human Resources Capabilities					
XI.	Standard Reports				
1.	Employee listing by Department				
2.	Employee listing by Location				
3.	Employee listing by position				
4.	User defining sorting, filtering and categorizing of reports				
5.	Employee hire report by date range				
6.	Attendance report by Department				
7.	Total hours worked by person, by department for specified date range				
8.	Employee profile report by employee and/or Department				
9.	Employee Training/Certification listing				
10.	Employee salary and position history report				
11.	Ability to generate benefits statement and deduction by employee				
12.	Generates form letters from the HR database:				
	a. Non-renewal notification				
	b. Non-renewal confirmation				
	c. Job-change confirmation				
	d. Non-renewal rescind				
	e. Expiring certification reminder				
	f. Employee absence report				
13.	System can generate the following reports:				
	a. EEOC reports and graphs				
	b. Cobra/HIPAA compliance reports				
	c. OSHA Report				
	d. Termination report				
14.	Generate pension census report				
15.	Vacation liability report				
16.	Supports all State mandated reports				
	a. System can generate ED162 State report				
	b. System can generate ED163 State report				

City and School District of New London Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Payroll Capabilities					
Requirement ID					
I. System Integration					
1.	General Ledger: Payroll transactions automatically update the G/L module				
2.	Personnel: Payroll module interfaces with HR to obtain demographic, salary, and deduction				
3.	Grant/Project: Payroll transactions can be applied to specific grants/projects				
4.	Accounts Payable: Automatically generates payroll vendor checks				
5.	Accounts Receivable: Can generate bills for police private duty and custodian overtime				
6.	Ability to interface with a time clock				
7.	Import: System allows the ability to electronically import Payroll information and transactions				
8.	Export: System allows the ability to electronically export Payroll information and transactions				
II. System Capabilities & Processing Features					
1.	System uses the Personnel module to track demographic information about each employee				
2.	Detailed earning and deduction information is tracked by employee for each pay period				
3.	Detailed earning and deduction information is tracked by fiscal and calendar year				
4.	System processes payroll on both a positive or exception basis				
5.	Ability to specify payroll frequency (weekly, bi-weekly, monthly) by employee				
6.	Ability to process multiple payrolls at one time				
7.	System produces electronic files for distribution				
8.	System tracks and manages multiple retirement plans				
9.	System allows an employees pay to be distributed to multiple G/L accounts and funds				
10.	System allows an employees pay to be distributed to multiple Grant/Project accounts				
11.	System prints one check for employees with multiple distributions to multiple departments				
12.	System produces one W-2 per employee who has worked in multiple departments				
13.	During the payroll edit process a user has the ability to review the information and make any appropriate adjustments				
14.	Employee can be specified as both an hourly and salaried employee				
15.	System produces a payroll worksheet for each payroll period				
16.	System has the ability to create direct deposits by employee and electronically submit file				
17.	System provides for automatic check-voiding capability				
18.	Voided checks are reflected in the month they are voided not when the check was produced				
19.	System tracks in detail earnings, deductions, taxes				
20.	When processing special pay, user has ability to manually adjust all deductions				
21.	System tracks vacation, sick and personal time accruals				
22.	Ability to track multiple accrual rates by employee for vacation, sick and personal time				
23.	Ability to track vacation, sick, personal and FMLA time taken by hours or days				
24.	Ability to track "additional benefit" time such as bereavement, workers compensation, sick bank				

City and School District of New London Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Payroll Capabilities					
25.	System has the ability to create user definable "additional benefits"				
26.	System can generate magnetic media information for insurance carriers				
27.	System can track employee union affiliation				
28.	Retains individual earnings history for as many years as desired				
29.	Provides ability to charge payroll by fixed dollar, time allocation, or percentage allocation				
30.	Calculates overtime pay automatically based on pay code				
31.	Ability of the system to calculate retro pay on overtime, extra pay, pay losses, etc. on contracts that are negotiated late				
32.	Codes are table driven allowing mass updates for rate changes, deductions, & related benefits				
33.	Accommodates check voiding by updating appropriate general ledger accounts and employee earnings information				
34.	Supports payroll encumbering for all employees, some employees, and/or no employees				
35.	Handles employee reimbursement payments				
36.	Provides immediate screen access to employee absence information with year-to date and available balance indicated				
37.	Once an employee is terminated from the HR module, a check cannot be processed for that employee as of the effective date				
38.	Users can manually maintain federal and state tax tables without vendor intervention				
39.	System can determine per diem rate based on annual salary				
40.	System can determine hourly rate based on annual salary				
41.	System has the ability to receive payroll check listing from bank & reconcile checks automatically				
42.	Earning Type/Code Information:				
	a. Ability to provide for an unlimited number of earning types				
	b. Earning types can include a variety of incentive and related earnings (i.e. Educational incentives, longevity)				
	c. Earning type can be assigned & scheduled to an employee to occur at a certain time or frequency				
	d. User has ability to prevent/override earning types for a pay period				

City and School District of New London Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Payroll Capabilities					
43.	Deductions:				
	a. System provides for an unlimited number of deduction types				
	b. Each deduction can be specified as either taxable or pre-tax				
	c. Each deduction can be specified as percent of gross, net, or flat amount				
	d. Max. of each deduction can be specified & system will not include deduction once limit reached				
	e. Deductions can be prioritized to make sure appropriate deductions get accounted for first				
	f. Deductions can be scheduled to occur for particular payrolls				
	g. Users can manually modify deductions "on-the-fly" without impacting original deduction amount				
	h. Retirement deductions can be specified as certain percentage of annualized salary				
	i. Deduction can be set up for future payroll processing				
	j. System limits 401k, 403b, (etc.) deductions appropriately for salary limitations				
	k. Deduction code descriptions are printed on employee checks/vouchers				
	l. System provides utilities to globally update employee deduction amounts				
44.	Check printing:				
	a. System check layout can be modified to pre-printed payroll checks				
	b. Check numbers are automatically generated by system				
	c. Checks can be viewed and modified prior to printing				
	d. Selected checks may be reprinted				
	e. Payroll checks can be re-issued with the current date				
	f. Pay stubs are generated for employees with direct deposit and can be either printed or automatically emailed				
	g. Pay stub identifies balance remaining on vacation, sick, and personal time				
	h. System prints on "blank" check stock				
	i. Voiding a check appropriately adjusts all affected accruals and GL accounts				
	j. SSN does NOT display on the check/voucher stub				
	k. Ability to show a message on check/voucher stub for all employees				
	l. Ability to show a message on check/voucher stub for all employees in a selected Bargaining Unit				
	m. Ability to show a message on check/voucher stub for all employees in a selected Location				
	n. Ability to show a message on a check/voucher stub for a single employee				

City and School District of New London Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Payroll Capabilities					
III. Timesheets/Expense Reporting					
1.	System provides ability to enter time "remotely"				
2.	System provides ability for time entry to be performed by third party (i.e. secretary) with appropriate security				
3.	System provides sign-off process (i.e. supervisor) before posting to payroll system				
4.	Ability to adjust absence data after information has been posted (with audit trail)				
5.	System validates attendance entries by total hours entered by day				
6.	Time and attendance information integrates directly to payroll transactions				
7.	System has an online time-capture system				
	a. System time-capture directly integrates with payroll module				
8.	Ability to interface with a Time Clock system				
	a. Ability to interface with ExecuTime Time Clock system				
	b. Ability to interface with Kelly Services teacher attendance system				
9.	Timesheet validates total required hours at data entry				
10.	Ability to list all reported employee time on single screen for approval				
11.	System will track and record reasons for absences				
12.	Ability to track and view attendance history by day				
13.	Ability to track and view attendance history by attendance classification				
14.	Ability to generate report by person identifying on a calendar, dates of absences				
IV. Special Requests					
1.	Employees can enter special requests on-line (professional absence, vacation, leave of absence)				
2.	Ability to enter purpose of request in free-form memo field				
3.	Supervisory approvals can be entered on-line				
4.	Approved and rejected requests can be emailed to requesting employee				
V. On-line Inquiry					
1.	Ability to access the employee file by:				
	a. Employee number				
	b. Employee name (partial)				
	c. Department/Location				
	d. Social security number				
2.	Secretary or Clerk can review payroll and employee information for their Department only				
3.	Ability to review monthly summary information				
4.	Ability to search check history by employee name				
5.	Ability to search check history by check number				

City and School District of New London Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Payroll Capabilities					
VI. Substitutes					
1.	Substitutes can have multiple pay schedules based on the following:				
	a. Pay schedule				
	b. Consecutive days worked				
	c. Total number of days worked				
	d. Substituting for a particular employee				
	e. Length of time associated with the school department				
2.	Ability to associate a substitute with an absent teacher				
3.	Substitute time entry can be processed through the same time and attendance module				
4.	Substitute entry is automatically brought into the payroll as substitute exception posting				
5.	Dates of substitute work for an employee can be summarized and printed on the employees check/voucher				
6.	System easily allows for substitutes that:				
	a. Have worked at a multitude of locations during the pay period				
	b. Are being paid at a number of different rate amounts				
	c. Are being paid from a number of different distribution accounts				
VII. Standard Reports					
1.	Detailed earnings register by employee, by department for a given date range				
2.	Detailed earnings register by employee, by salary account number for a given date range				
3.	Detailed deduction register by employee, by department for a given date range				
4.	Payroll register by department, by employee for a date range				
5.	Payroll reports and pre-payroll register can be run as often as needed prior to running payroll				
6.	Deduction limits reached report by employee, by Department, and by deduction				
7.	Ability to produce retirement reports required by any governmental entity				
8.	Quarterly Data to IRS and electronically transmit information				
9.	Ability to produce W2's in MMREF format and electronically transmit information				
10.	Ability to produce W2 and electronically transmit information				

City and School District of New London Government Financial Management Software Payroll Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Payroll Capabilities					
11.	System can generate W2C's				
12.	System can retain prior year W2's indefinitely				
13.	System allows user to reprint W2's easily				
14.	System provides the ability to enter W2's manually				
15.	System provides the ability to adjust any aspect of the W2's manually				
16.	System appropriately handles Group Term Life information from the Payroll				
17.	System provides the ability to capture Section 125, 414h, 457b, 403b, 401k, Roth 401k, Roth 403b, etc.				
18.	System properly generates W2's for employees that have more information than can fit on a single W2 form				
19.	System can generate 1099R's				
20.	Employees quarterly wage report by department				
21.	Union member report (detail earning and deduction by union member)				
22.	Fulfills federal and state reporting requirements				
23.	Ability to generate a financial report identifying payroll savings comparing payroll budget vs. actual and encumbered payroll				
VIII. Other Reports - Payroll and tax processing					
1.	Payroll processing reports including but not limited to:				
	a. Detail registers				
	b. Summary registers				
	c. Exception registers				
	d. End of Month, Quarter, Year, Fiscal Year reports				
	e. W2				
	f. W2C				
2.	Federal BLS 790S - Bureau of Labor Statistics Report on Current Employment Statistics - Educational Services				
3.	EVS File - Verification Service for employee SSN's				
4.	941 - Employers Quarterly Federal Tax Return				
5.	Supports all State mandated payroll reports				
6.	Ability to run a check history report by check run				
7.	Ability to run a check history report by employee				

City and School District of New London Government Financial Management Software Report Writer Vendor System Functions and Features List		Software Functionality Analysis			
		Currently Available in Software	Available Within 6 Months	Not Available	Comments
Custom Report Writer Financials					
Requirement ID					
I. System Integration					
1.	Ability to extract information from:				
	a. General Ledger				
	b. Budget				
	c. Accounts Payable				
	d. Accounts Receivable				
	e. Purchasing				
	f. Fixed Assets				
	g. Grants/Projects				
	h. Personnel				
	i. Payroll				
II. System Capabilities & Processing Features					
1.	The software is ODBC compliant				
2.	Supports the ability to save created reports so they are available for future use				
3.	Provides ability to generate totals, sub-totals, and balances for user defined segments of the chart of accounts				
4.	Accommodates reports based on different fiscal years and/or specified periods				
5.	Produces reports based on account type (assets, liabilities, revenues, and expenses)				
6.	Provides ability to perform calculations between columns (ex. Budget - Actual = Balance)				
7.	Accommodates user defined ranges				
8.	Supports ability for user defined sort orders for reports				
9.	Provides a data dictionary to aid users in selecting the correct fields				
10.	Accommodates ability to select any field in any software module				
11.	Provides ability to make custom designed reports available to selected or all users				
12.	Generates reports in PDF format				
13.	Supports ability to interface with:				
	a. Spreadsheet				
	b. Word processor				
	c. Database				
14.	Provides ability to export to:				
	a. Excel				
	b. Fixed Length ASCII				
	c. Comma delimited ASCII				
	d. PDF				
15.	Restricts G/L Account numbers based on user permissions				
16.	Ability to restrict employee access between City and School District employees				

SAMPLE CONTRACT FORMS
(Enclosed is a sample contract)

CONTRACT FOR SERVICES

THIS AGREEMENT made and entered into this ___ day of _____, by and between _____ (legal name and address), hereinafter called "**Contractor**" and the City of New London, 181 State Street, New London, CT 06320, hereinafter called "**City**."

WHEREAS, the City desires to enter into a contract for services, and the Contractor represents itself as competent and qualified to accomplish the specific requirements of this contract to the satisfaction of the City, therefore this contract is entered into under the following terms and conditions:

1. The Contractor agrees to perform the services described below or in attachments if applicable. (Attachments must be specifically labeled; for example, "Attachment A, consisting of _____ pages, attached hereto and made a part hereof," and be initialed by authorized representatives of both parties.) Only those attachments specifically referenced in this Contract for Services shall apply. The terms and conditions as contained in this Contract for Services shall take precedence over any conflicting terms as may be attached hereto.

2. **Term of the Contract:** The start date for this Contract shall be _____ and the completion date of this Contract shall be _____.

3. **Contract Price:** The City shall pay the Contractor for the performance of the Contract in current funds, for the total quantities of work performed for the price of \$ _____.

4. **Contract Documents:** The Contract Documents consist of this Agreement, the Standard Bid and Contract Terms and Conditions, the Instructions to Bidders, the Contractor's bid as accepted by the City, the General and Special Conditions of the Work, the Technical Specifications, the drawings and all Addenda attached hereto.

The Contract Documents are complementary and what is called for by any one shall be as binding as if called for by all. In the event of any conflict or inconsistency between the provisions of this Agreement and the provisions of any of the other Contract Documents, the provisions of the Agreement shall prevail.

Reference to standard specifications, manuals or codes of any technical society, organization or association, or to the laws or regulations of any governmental authority, whether such reference be specific or by implication, shall mean the edition of the standard specification, manual, code or laws or regulations identified in the reference. In the event a particular edition is not identified, the reference shall mean the latest edition in effect at the time of receipt of the bid. However, no provision of any referenced standard specification, manual or code (whether or not specifically incorporated by reference in the Contract Documents) shall change the duties and responsibilities of the City, the Contractor or any of their consultants, agents or employees from those set forth in the Contract Documents.

5. **Obligations And Liability Of The Contractor:** The Contractor shall do all the work and perform and furnish all the labor, services, materials, equipment, plant, machinery, apparatus, appliances, tools, supplies and all other things (except as otherwise expressly provided herein) necessary and as herein specified for the proper performance and completion of the Work in the manner and within the time hereinafter specified, in strict accordance with the Drawings, Specifications and other Contract Documents, in conformity with the directions and to the satisfaction of the City, and at the prices herein agreed upon therefor.

All parts of the Work and all fixtures, equipment, apparatus and other items indicated on the Drawings and not mentioned in the Specifications, or vice versa, and all work and material usual and necessary to make the Work complete in all its parts, including all incidental work necessary to make it complete and satisfactory and ready for use and operation, whether or not they are indicated on the Drawings or mentioned in the Specifications, shall be furnished and executed the same as if they were called for both by the Drawings and by the Specifications.

The Contractor shall coordinate his operations with those of any other contractors who may be employed on other work of the City, shall avoid interference therewith, and shall cooperate in the arrangements for storage of materials and equipment.

The Contractor shall conduct his work so as to interfere as little as possible with private business and public travel. Wherever and whenever necessary or required, he shall maintain fences, furnish watchmen, maintain lights, and take such other precaution as may be necessary to protect life and property.

The Contractor shall indemnify and save harmless the City and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease or death sustained by any person or persons or injury or damage to or destruction of any property, directly or indirectly arising out of, relating to or in connection with the Work, whether or not due to or claimed to be due in whole or in part to the active, passive or concurrent negligence or fault of the Contractor, his officers, agents, servants or employees, any of his subcontractors, the City or any of their respective officers, agents, servants or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false or fraudulent; and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings, provided, however, that the Contractor shall not be required to indemnify the City, its officers, agents, servants, or employees, against any such damages occasioned solely by acts or omissions of the owner other than supervisory acts or omissions of the City in the Work.

The Contractor shall have complete responsibility for the Work and the protection thereof, and for preventing injuries to persons and damage to the Work and property and utilities on or about the Work, until final completion and final acceptance thereof. He shall in no way be relieved of his responsibility by any right of the City to give permission or directions relating to any part of the Work, by any such permission or directions given, or by failure of the City to give such permission or directions. The Contractor shall bear all costs, expenses, losses and damages on account of the quantity or character of the Work or the nature of the land (including but not limited to subsurface conditions) in or under or on which the Work is done being different from that indicated or shown in the Contract Documents or from what was estimated or expected, or on account of the weather, elements, or other causes.

The Contractor shall conduct his operations so as not to damage existing structures or work installed either by him or by other contractors. In case of any such damage resulting from his operations, he shall repair and make good as new the damaged portions at his own expense with the consent of the damaged party. In the event that consent is not given, the Contractor shall continue liable for the damage caused.

The Contractor shall be as fully responsible to the City for the acts and omissions of his subcontractors, their officers, agents, servants and employees as he is for his own acts and omissions and those of his own officers, agents, servants and employees.

Should the Contractor sustain any loss, damage or delay through any act or omission of any other contractor or any subcontractor of any such other contractor, the Contractor shall have no claim against the City therefor, other than for an extension of time, but shall have recourse solely to such other contractor or subcontractor.

If any other contractor or any subcontractor of any such other contractor shall suffer or claim to have suffered loss, damage or delay by reason of the acts or omissions of the Contractor or of any of his subcontractors, the Contractor agrees to assume the defense against any such claim and to reimburse such other contractor or subcontractor for such loss or damage.

The Contractor agrees to and does hereby indemnify and save harmless the City from and against any and all claims by such other contractors or subcontractors alleging such loss, damage or delay and from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, arising out of, relating to or resulting from such claims.

The Contractor shall promptly pay all federal, state and local taxes which may be assessed against him in connection with the Work or his operations under this Agreement and/or the other Contract Documents, including, but not limited to, taxes attributable to the purchase of material and equipment, to the performance of services, and the employment of persons in the prosecution of the Work.

6. Supervision Of Work: The Contractor shall be solely responsible for supervision of the Work, shall give the work the constant attention necessary to ensure the expeditious and orderly progress thereof, and shall cooperate with the City, its officers, agents or employees in every possible way.

At all times, the Contractor shall have as his agent on the Work a competent superintendent capable of reading and thoroughly understanding the Drawings and Specifications, with full authority to execute the directions of the Engineer without delay and to supply promptly such labor, services, materials, equipment, plant, apparatus, appliances, tools, supplies and other items as may be required. Such superintendent shall not be removed from the Work without the prior written consent of the City. If, in the opinion of the City, the superintendent or any successor proves incompetent, the Contractor shall replace him with another person approved by the City; such approval, however, shall in no way relieve or diminish the Contractor's responsibility for supervision of the Work.

Whenever the Contractor or his agent or superintendent is not present on any part of the Work where it may be necessary to give directions or instructions with respect to such work, such directions or instructions may be given by the City to and shall be received and obeyed by the foreman or any other person in charge of the particular work involved.

7. Insurance: The Contractor shall procure and maintain insurance of the types specified below, and to the limits for this insurance specified in the Standard Bid and Contract Terms and Conditions and the City of New London Code of Ordinances, Article IV., Section 2-71. All insurance shall be obtained from companies satisfactory to the City.

Insurance shall be in such forms as will protect the Contractor from all claims and liability for damages for bodily and personal injury, including accidental death, and for property damage, which may arise from operations under the Contract, whether such operations be by himself, his subcontractors, or by anyone directly or indirectly employed or engaged by him.

The following types of insurance shall be provided before starting and until final completion and acceptance of the Work and expiration of the guarantee period provided for in the Agreement.

- a. Workmen's Compensation and Employer's Liability Insurance.
- b. Bodily Injury Insurance for operations and completed operations and Contractor's Protective Bodily Injury Insurance.
- c. Property Damage Insurance for operations and completed operations and Contractor's Protective Property Damage Insurance, each including coverage for injury to or destruction of wires or pipes and similar property and appurtenant apparatus and the collapse of or structural injury to any building or structure except those on which work under the Contract is being done. Blasting and explosion coverage shall be obtained if there is a need for blasting under the Contract, and no blasting shall be performed until such insurance has been secured.
- d. Bodily Injury Insurance covering the operation of all motor vehicles owned by the Contractor.
- e. Personal Injury Insurance to cover claims for personal injury and including claims brought by employees.
- f. Property Damage Insurance covering the operation of all motor vehicles owned by the Contractor.
- g. Insurance to cover bodily injuries and property damage resulting from the use of motor vehicles not owned by the Contractor, while such vehicles are being operated in connection with the prosecution of the Work.
- h. Contractual Liability Insurance covering the liability assumed by the Contractor under the fifth paragraph of that subsection titled "Obligations and Liability of Contractor" of this Agreement.
- i. Owner's Protective Liability and Property Damage Insurance to protect the City and any Engineer against claims for Property damage and for bodily injuries, including accidental death, caused by the operations of the Contractor or his subcontractors on the Work. The policy shall indicate the City and any Engineer as the named insured. A copy of the policy shall be furnished to the City and a Certificate of Insurance shall be furnished to any Engineer.

Any of the above coverages written on a claims made form have an Extended Reporting Period of three years from the termination of the contract.

All policies shall be so written that the owner will be notified in writing of cancellation or restrictive amendment at least 30 days prior to the effective date of such cancellation or amendment.

Certificates from the Contractor's insurance carriers stating the coverages provided, the limits of liability, and expiration dates shall be filed in triplicate with the Engineer before operations are begun. Such certificates shall be on the form furnished by the Engineer.

Renewal certificates must be furnished by the Contractor prior to the expiration date of any of the initial insurances.

No insurance required or furnished hereunder shall in any way relieve the Contractor of or diminish any of his responsibilities, obligations and liabilities under the Contract.

8. Contract: This Agreement, which includes all the Contract Document elements listed in paragraph 1 above, forms the Contract between the parties identified in the heading of this document. In the event that any provision of the Contract conflicts with any other provision of this Contract, the decision of the City will be final.

9. Funding and Fiscal Year Appropriations: Appropriations for expenditures by the City and authorization to spend for a particular purpose are ordinarily made on a fiscal year basis. The fiscal year of the City is the twelve (12) month period ending June 30 of each year. The obligations of the City under this Contract for the present or any subsequent fiscal year following the fiscal year in which this Contract is executed are subject to the appropriation of funds sufficient to discharge the City's obligation, which accrues in this or any subsequent fiscal year. In the absence of such appropriation or authorization, this Contract shall be terminated immediately upon the Contractor's receipt of notice to said effect without liability for damages, penalties or other charges arising from early termination. Expenditures for Contracted services that will extend beyond a single fiscal year shall not exceed in any fiscal year the amount appropriated and authorized for said fiscal year. The Contractor's yearly costs, as contained herein, may not exceed the amount appropriated for said year.

10. Termination: The Contract may be terminated without cause by either party by giving written notice to the other at least thirty (30) calendar days prior to the effective date of termination stated in the notice. If Contractor fails to fulfill his obligations, the City may terminate this Contract by giving written notice to the Contractor at least seven (7) calendar days before the effective date of termination stated in the notice. The notice shall state the circumstances of the alleged breach and may state a period during which the alleged breach may be cured, which cure shall be subject to approval by the City.

11. Obligations in Event of Termination:

A. Upon termination, all finished or unfinished documents, data, studies, and reports prepared by the Contractor pursuant to this Contract, shall become the property of the City.

B. The City shall promptly pay the Contractor for all services performed to the effective date of termination, subject to indemnification provisions of Paragraph 5 hereof and subject to offset of sums due the Contractor against sums owed by the Contractor to the City.

12. Record keeping, Audit, and Inspection of Records: The Contractor shall maintain books, records and other compilations of data pertaining to the requirements of the Contract to the extent and in such detail as shall properly substantiate claims for payment under the Contract. All such records shall be kept for a period of six (6) years or for such longer period as is specified herein. All retention periods start on the first day after final payment under this Contract. If any litigation, claim, negotiation, audit or other action involving the records is commenced prior to the expiration of the applicable retention period, all records shall be retained until completion of the action and resolution of all issues resulting therefrom, or until the end of the applicable retention period, whichever is later. The Federal grantor agency, the State Auditor, the City, or any of their duly authorized representatives or designees shall have the right at reasonable times and upon reasonable notice, to examine and copy, at reasonable expense, the books, records, and other compilations of data of the Contractor which pertain to the provisions and requirements of this Contract. Such access shall include on-site audits, review, and copying of records.

13. Publicity, Publication, Reproduction and Use of Contract Products or Materials: Unless provided otherwise by law or the City, title and possession of all data, reports, programs, software, equipment, furnishings, and any other documentation or product paid for with City funds shall vest with the City at the termination of the Contract. The Contractor shall at all times obtain the prior written approval of the City before it, any of its officers, agents, employees or subcontractors, either during or after termination of the Contract, makes any statement bearing on the work performed or data collected under this Contract to the press or issues any material for publication through any medium of communication. If the Contractor, or any of its subcontractors, publishes a work dealing with any aspect of performance under the Contract, or of the results and accomplishments attained in such performance, the City shall have a royalty-free non-exclusive and

irrevocable license to reproduce, publish or otherwise use and to authorize others to use the publication. The Contractor shall use reasonable means to inform the public that the City provides financial support for its operations and services by explicitly stating on publicity material, stationery, posters and other written materials, and on its premises the following: "This program is supported in part (in full) by the City of New London."

14. Assignment by Contractor and Subcontracting: The Contractor shall not assign or in any way transfer any interest in this Contract without the prior written consent of the City, nor shall he subcontract any services without the prior written approval of the City.

15. Connecticut Law: It is agreed that this contract shall be governed by, construed, and enforced in accordance with the internal laws of the State of Connecticut.

16. Venue: In the event of litigation, the parties do agree to be contractually bound to submit themselves to the personal jurisdiction of the state courts of Connecticut. The venue for any court proceeding shall be in the Superior Court for the Judicial District for New London at New London, Connecticut.

17. Waiver of Jury Trial: CONTRACTOR HEREBY EXPRESSLY WAIVES ANY AND ALL RIGHTS IT MAY HAVE TO TRIAL BY JURY OF ANY CLAIM, DEMAND, ACTION OR CAUSE OF ACTION (1) ARISING UNDER THIS AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HERewith, OR (2) IN ANY WAY CONNECTED WITH OR RELATED OR INCIDENTAL TO THE DEALINGS OF THE PARTIES HERETO OR ANY OF THEM WITH RESPECT TO THIS AGREEMENT OR ANY OTHER INSTRUMENT, DOCUMENT OR AGREEMENT EXECUTED OR DELIVERED IN CONNECTION HERewith, OR THE TRANSACTIONS RELATED HERETO OR THERETO, IN EACH CASE WHETHER NOW EXISTING OR HEREAFTER ARISING, AND WHETHER SOUNDING IN CONTRACT OR TORT OR OTHERWISE; AND CONTRACTOR HEREBY AGREES AND CONSENTS THAT ANY SUCH CLAIM, DEMAND, ACTION OR CAUSE OF ACTION SHALL BE DECIDED BY COURT TRIAL WITHOUT A JURY, AND THE CITY MAY FILE AN ORIGINAL COUNTERPART OR A COPY OF THIS SECTION WITH ANY COURT AS WRITTEN EVIDENCE OF CONTRACTOR'S CONSENT TO THE WAIVER OF ITS RIGHT TO TRIAL BY JURY.

18. Nondiscrimination and affirmative action provisions, nondiscrimination provisions regarding sexual orientation, Executive Order Number Three and guidelines and rules, Executive Order Number Seventeen, Executive Order Number Sixteen and sexual harassment policy:

For the purposes of this article, the word "contractor" is substituted for and has the same meaning and effect as if it read "Contractor's name." Section A of this article is inserted in connection with subsection (a) of Section 4a-60 of the General Statutes of Connecticut, as revised. Section B of this article is inserted in connection with subsection (a) of Section 4a-60a of the General Statutes of Connecticut, as revised.

A. (a) For the purposes of this section, "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Section 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For the purposes of this section, "Commission" means the Commission on Human Rights and Opportunities.

For the purposes of this section, "public works contract" means any agreement between any individual, firm, or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance, or guarantees.

(b) (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by

the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 46a-68e and 46a-68f and with each regulation or relevant order issued by said commission pursuant to Conn. Gen. Stat. Sections 46a-56, 46a-68e, and 46a-68f; (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records, and accounts concerning the employment practices and procedures of the contractor as they relate to the provisions of this section and Conn. Gen. Stat. Section 46a-56. If the contract is a public works contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

(c) Determination of the contractor's good faith efforts shall include, but shall not be limited to, the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

(d) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

(e) The contractor shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Conn. Gen. Stat. Section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(f) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

B. (a) (1) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to Section 46a-56 of the Connecticut General Statutes; (4) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records, and accounts concerning the employment practices and procedures of the contractor that relate to the provisions of this section and Section 46a-56 of the Connecticut General Statutes.

(b) The contractor shall include the provisions of subsection (a) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor, or manufacturer unless exempted by regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Section 46a-56 of the Connecticut General Statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or

vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

(c) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

C. This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated, or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning nondiscrimination, notwithstanding that the State Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion.

The contractor agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

D. This contract is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be cancelled, terminated, or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the State Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

E. This contract is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, and, as such, the contract may be canceled, terminated, or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. Executive Order No. Sixteen is attached hereto and made a part hereof. The parties agree to comply with such executive order. In addition, the contractor agrees to include a copy of Executive Order No. Sixteen, and the requirement to comply with said executive order, in all contracts with its contractors, subcontractors, consultants, sub-consultants, and vendors.

F. This contract is subject to the provisions of the City of New London Sexual Harassment Policy ("Policy") and, as such, the contract may be canceled, terminated, or suspended by the City in the event that the contractor, its employees, contractors, subcontractors, consultants, sub-consultants, or vendors engages in behavior prohibited by the provisions of the Policy (a copy of the Policy is attached hereto). The contractor agrees to include a copy of the Policy, and the requirement to prevent behavior as defined in such Policy, in all contracts with its contractors, subcontractors, consultants, sub-consultants, and vendors.

19. Force Majeure: Neither party shall be liable to the other or be deemed to be in breach of this Contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or of a public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, or unusually severe weather. Dates or times of performance shall be extended to the extent of delays excused by this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.

20. Compliance with Laws and Indemnification of the City of New London: The Contractor shall comply with all applicable laws, rules, regulations, ordinances, orders or requirements of the State of Connecticut and any governmental authority relating to the delivery of the services specified in this Contract. The City may require the Contractor to pay fines, penalties, and damages that may arise out of or may be imposed because of, the Contractor's breach or failure to comply with the provisions of this Contract. Unless otherwise provided by law the Contractor shall indemnify and hold harmless the City, its agents, officers and employees against any and all liability, loss, damages, penalties, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay resulting from, arising out of, or in connection with the services performed or delivered under this Contract by reason of acts, inactions, omissions, negligence, reckless or intentional misconduct of the Contractor, its

agent(s), officers, employees or subcontractors; provided that the Contractor is notified of any claim within a reasonable time after the City becomes aware of it, and the Contractor is afforded an opportunity to participate in the defense of such claim. In such event, no negotiated settlement agreement shall be binding on the Contractor without the Contractor's concurrence.

21. Waivers And Severability: All conditions, covenants, duties and obligations contained in this Contract can be waived only by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. A waiver or breach of any term, condition, or covenant by a party shall not constitute a waiver or breach of any other term, condition or covenant. If any court of competent jurisdiction declares a provision of this Agreement invalid, illegal, or otherwise unenforceable, the remaining provisions of the Agreement shall remain in full force and effect.

22. Amendments: No amendment to this Contract shall be effective unless it is signed by authorized representatives of both parties and complies with all other regulations and requirements of law.

23. Entire Agreement: The parties understand and agree that this Contract and attachments (if any), which includes all Contract Documents, supersede all other verbal and written agreements and negotiations by the parties relating to the services under this Contract.

24. Notice: Unless otherwise specified in an attachment hereto, any notice hereunder shall be in writing addressed to the persons and addresses indicated in the caption of this Contract on page 1.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in two (2) original copies on the day and year first above written.

OWNER:

CONTRACTOR:

Daryl Justin Finizio
Its Mayor

Its Duly Authorized Agent

Approved as to form:

Jeffrey T. Londregan, Esq., Director of Law

Date Signed _____

LABOR AND MATERIAL PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____, as Principal

(hereinafter called Principal) and _____
as Surety, (hereinafter called Surety) are held and firmly bound unto _____
_____ as Oblige (hereinafter called Owner), for the use and
benefit of claimants as hereinbelow defined;
in the amount of _____ Dollars (\$
_____) for the payment whereof the Principal and Surety bind themselves, their heirs, executors,
administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated _____ entered into a Contract with the
owner for _____

_____ which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, the condition of this obligation is such that, if the said Principal shall promptly pay for all materials
furnished and labor supplied or performed in the prosecution of the work included in and under the aforesaid Contract,
whether or not the material or labor enters into and becomes a component part of the real asset, then this obligation shall
be null and void otherwise it shall remain in full force and effect.

PROVIDED, that any alterations which may be made in the terms of the Contract or in the work to be done under it, or the
giving by the Owner or any other forbearance on the part of either the Owner or the Principal to the other shall not in any
way release the Principal and the Surety or either or any of them, their heirs, executors, administrators, successors or
assigns from their liability hereunder, notice to the Surety for any such alterations, extension or forbearance being hereby
waived.

Any party, whether a subcontractor or otherwise, who furnished materials or supplies or performs labor or services in the
prosecution of the work under said Contract, and who is not paid therefore, may bring a suit on this Bond in the name of
the person suing, prosecute the same to a final judgment and have the execution thereon for such sum as may be justly
due.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals this _____ day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed and these presents signed by its undersigned representative, pursuant to authority of its governing body.

(Corporate Principal)

Attest:

(Business Address)

_____ By

Affix
Corporate
Seal

(Corporate Surety)

Attest:

(Business Address)

_____ By

Affix
Corporate
Seal

Countersigned
by _____

Attorney-in-Fact, State of _____, Power-of- Attorney for person signing for
Surety Company must be attached to Bond.

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____ as Principal, hereinafter called Contractor, and _____ as Surety, hereinafter called Surety, are held and firmly bound unto _____ as Obligee, hereinafter called Owner, in the amount of _____ Dollars (\$ _____), for payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Contract has by written agreement dated _____ entered into a Contract with Owner for _____

which Contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, the condition of this obligation is such that, if Contractor shall promptly and faithfully perform said Contract, including such remedial work as may be required under the guaranty during the period of guaranty and shall certify in writing that all wages paid under said Contract to any mechanic, laborer or workman were equal to the rates or wages customary or then prevailing for the same trade or occupation in Connecticut, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the Owner.

Whenever Contractor shall be, and declared by Owner to be in default under the Contract, the Owner having performed Owner's obligations thereunder, the Surety may promptly remedy the default or shall promptly:

- (1) Complete the Contract in accordance with its terms and conditions, by another Contractor acceptable to the Owner, said other Contractor to act as an agent for the Surety, or
- (2) Obtain a Bid or Bids for submission to the Owner for completing the Contract in accordance with its terms and conditions, and upon determination by the Owner and Surety of the lowest responsible Bidder, arrange for a Contract as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the contract price, but not exceeding, including, other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The terms "balance of the contract price", as used in this paragraph, shall mean the total amount payable by the Owner to the Contractor under the Contract and any amendments thereto, less the amount properly paid by the Owner to the Contractor.

Unless otherwise required by law, any suit under this Bond must be instituted before the expiration of one (1) year from the date on which the guaranty period under the Contract expires.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Owner named herein or the heirs, executors, administrators and successors of the Owner.

IN WITNESS WHEREOF, the above-bounded parties have executed this instrument under their several seals this _____ day of _____, 20____, the name and corporate seal of each corporate party being hereto affixed and these presents signed by its undersigned representative, pursuant to authority of its governing body.

No extension of time or other modification of this Bid Bond shall be valid unless agreed in writing by the parties to this Bond.

(Corporate Principal)

Attest:

(Business Address)

By

Affix
Corporate
Seal

(Corporate Surety)

Attest:

(Business Address)

By

Affix
Corporate
Seal

Countersigned
by _____

Attorney-in-Fact, State of _____, Power-of- Attorney for person signing for Surety Company must be attached to Bond.

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____ certify that I am the _____ of the Corporation named as Principal in the within bond; that _____ who signed the said bond on behalf of the Principal was then the _____ of said corporation; that I know his signature, and his signature thereto is genuine; and that said bond was duly signed, sealed, and attested to for and in behalf of said corporation by authority of this governing body.

Affix
Corporate
Seal

Title _____