

Requirements Survey Tax		Requirements Response Rules:								
<p>The following functional, technical, workflow and reporting needs provide the minimum requirements of City of Madison. Please review the items carefully and respond in accordance with the requirements response rules provided. Any partial response will be deemed as an invalid response. MANDATORY: EVERY REQUIREMENT (Req#) MUST HAVE A RESPONSE TO BE CONSIDERED COMPLETE.</p>		<p>Column #1. <b>Mandatory</b> : Proposers are required to input one response per requirement using the drop down list provided.  <b>Response Types:</b>  <b>F=Fully provided out of the box, or fully provided out of the box through basic configuration</b>  <b>Mod= Provided through a technical modification of the software (i.e. a customization)</b>  <b>TP = Provided through a proposed third party application or capability</b>  <b>RT = Provided through a built in or proposed reporting tool</b>  <b>NA = Not Available</b></p> <p>Column #2. Proposers are requested to itemize estimated costs for all modification requirements.                      Column #3. Proposers are requested to list the third party product name for all Third Party Product requirements.                      Column #4. <b>Mandatory</b> : Proposers are required to mark yes or no to whether the implementation costs of this functionality is included in their cost proposal.                      Column #5. <b>Mandatory</b> : Proposers are required to mark yes or no to whether the training costs of this functionality is included in their cost proposal.                      Column #6. If a subcontractor is implementing or providing training for this functionality, please indicate the name of the subcontracting firm responsible for this functionality.                      Column #7. <b>Mandatory</b> : Proposers are required to list the version number for all functionality proposed to the City.</p>								
		Req#	PROCESS	Ranking	1.Response	2.Costs for Mod response	3.Third Party Application for TP response	4. Included In Implementation Costs Yes/No	5. Included In training costs Yes/No	6. Subcontractor
Req#	Tax									
1.00	Ability to sequence multiple comments within the same date in a user-defined order	3								
2.00	Includes Notes fields tied to various components for supporting comments	5								
3.00	Solution supports type-ahead feature for quick selection from a list	5								
4.00	Ability to sort data within "spreadsheet" view, based on any column (by clicking column header)	4								
5.00	Ability to sort information/search results on multiple levels (primary sort, secondary sort, etc.) without the need to create a report	5								
6.00	Ability to flag events such as NSF, bankruptcy, tax lien, returned mail, etc.	5								
7.00	Ability to easily (e.g., with one click, within same login, etc.) move from one module/area to another (e.g., zoning to collections)	5								
8.00	Ability for external user to access data using a "guest" account or as a registered user.	5								
9.00	Ability for registered external users to save information, log off, and resume at a later time.	3								
10.00	Ability to define who has authority to complete a certain workflow step	5								
11.00	Interfaces To / From ERP System	5								
12.00	Interfaces To / From Dane County New Taxation System	4								
13.00	Ability to mail merge and use MS Word as the editor for correspondence	3								
14.00	Ability to save exported data into multiple file formats	5								
15.00	Ability to use MS Outlook for calendar events and tasks - notification for each unique login tracking status, assigning and tracking workload, and date sensitive items	4								
16.00	Solution keeps data between separate modules in sync without need for manual triggers/intervention	5								
17.00	Adequate run times for batch processing and reports	5								
18.00	Adequate response times for online functions (less than 3 seconds)	4								
19.00	Customizations or enhancements are incorporated into future product releases	5								
20.00	Escrow Agreement to access Source Code if necessary	4								
21.00	Ability to configure a user-defined "workspace" to organize and have access to frequently-used functions, workflows, reports, and other information	3								
22.00	Ability to configure data entry screens to look like paper form/application (to allow for efficient data-entry)	3								
23.00	Ability to create user-defined screens to track pertinent information	3								
24.00	Ability to customize data labels on screens	5								
25.00	Software Configuration as opposed to Customization: Tailor the solution with configurable options, rather than source code modification	5								
26.00	Adequate Financial Controls with granular security	5								
27.00	Audit Trail Capabilities: Maintain audit trail of key data changes - when change was made, by whom, etc. for specified data elements	5								
28.00	Effective Date Capabilities (e.g. "current year" vs. "prior year")	5								
29.00	Maintain appropriate history on-line for all key data and provide data archive capabilities	5								
30.00	Solution includes spell-checker for free-form input fields	3								

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						Yes/No	Yes/No	Yes/No	Yes/No			
31.00	Solution conforms to WI state legislation and DOR rules and regulations	5										
32.00	Implementation includes safeguards for an efficient, accurate and easily verifiable data conversion	5										
33.00	Vendor provides proven Implementation Methodology and Tools	5										
34.00	Integrated Solution: Single sign-on across modules, single point of data entry, common reporting toolset, common user interface / look and feel	4										
35.00	Supports Multiple Environments: Test, Prod, Training, etc. with supporting maintenance utilities (tools to copy data, etc.)	5										
36.00	Provides Workflow Capabilities (e.g. action items, approvals, to-do lists): with milestones/steps in processes including e-mail notifications and approval tracking	4										
37.00	Supports Batch Processing (up to all municipalities at once) via table-driven logic, batch parameters, etc.	5										
38.00	Ability to quickly create/export to a text file and other user defined report screens (detailed summary of petition, for example)	5										
39.00	Includes Management Reporting tools within an integrated framework	5										
40.00	Solution contains all Wisconsin State-mandated reports in approved format(s) and State mandated reports will be kept in compliance for life of software contract.	4										
41.00	Solution includes all state required forms as developed reports. Items include tax bills, tax rolls, assessment rolls, assessment notices, mill rate worksheet.	4										
42.00	Ability to search on primary and secondary levels without creating a report	3										
43.00	Ability to assign privacy level on user-created notes (viewable by user only, department only, all, etc.)	5										
44.00	Provides City configurability options to determine the data customers may see through online (web) access	5										
45.00	Robust Security - User-based, Role-based, with configurable options to promote security adherence: expiring passwords, supports effective passwords, etc.	5										
46.00	Security integrated with Active Directory for initial sign-on, augmented with application-level security	5										
47.00	Solution supports record-level security	5										
48.00	System should have the ability to attach images	5										
49.00	Ability for the system to support the use of effective dating, meaning the database tracks when changes were made and can reproduce the database records as of a given date	5										
50.00	Ability of database to track updates made by user (incorporating fields for creation date, creation user, edit date, and edit user)	5										
51.00	Supports name aliases - formerly known as (FKA), doing business as (DBA), etc.	4										
52.00	Supports separate mailing addresses for various correspondence types, including effective dates	4										
53.00	Supports address standardization	4										
54.00	Supports address updates by external entities with approval and edit capabilities	3										
55.00	Supports address verification/standardization against a master table	3										
56.00	Supports batch address changes	3										
57.00	Ability to bring in property description information from outside source	5										
58.00	Ability to import multiple file formats.	5										
59.00	Ability to update single records or perform mass update of all records under a common owner	3										
60.00	Supports effective-dating capability	5										
61.00	Ability for address updates in one module to take effect in all modules (e.g., address change in Real Property Listing shows up in Treasury module)	5										
62.00	Ability to create reports from online access module in PDF format	4										
63.00	Ability to select which information is displayed to external entities and to secure this data as "read only" (e.g., hide confidential information, internal comments, etc.)	5										
64.00	Supports automated ad-hoc reporting and query system for customers	5										

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65.00	Ability for City to manage own personal property records, including the following information: - Owner Name - Property Address - Property Value - etc.	5										
66.00	Ability to track Personal Property and Real Property separately.	5										
67.00	Supports automated Personal Property entry	5										
68.00	Ability to accept special assessment updates for real property in pending status with ability to approve or deny updates	4										
69.00	Ability to present workflow status by process	4										
70.00	Ability to calculate tax penalty and interest on delinquent tax parcels for Personal Property	5										
71.00	Ability to calculate taxes consistent with WI tax law	5										
72.00	Ability to calculate and issue property tax refunds											
73.00	Ability to integrate with application allowing display of selected information for public on web, including bills and multiple years of records	5										
74.00	Multiple credits must be editable until the end of first period collection	5										
75.00	Ability to prepare report/file that is prepopulated with needed municipal data and is sorted by municipality, type of tax, and other needed criteria	4										
76.00	Ability to run bills via Wizard or other feature without requiring manual prompts to initiate or continue process steps	5										
77.00	Supports printing of OCR-A scan line on second installments, notices, tax bills.	5										
78.00	Ability to keep tax bill records and image of each tax bill issued within the system e.g. through an Internet -based record-keeping solution, with search functionality.	5										
79.00	Ability to handle large dollar values (i.e.: sufficient system dollar limit	5										
80.00	Ability to manage large files (i.e. sufficient file-size limit	5										
81.00	Integration between local collections, Treasury and settlement "modules" that allows municipalities to collect during a defined period of time and ability to control access to information as needed.	3										
82.00	Configurable, automated workflow functionality that allows users to determine workflow/process status	4										
83.00	Ability to "code" transactions by county, muni, and other methods, including ability to bring payments in with different payment status for clarity of settlement process, or ability to keep payments separate/not post prior to County processing	4										
84.00	Ability to adjust payments as necessary with controls for access. An audit trail of who made what changes is important.	5										
85.00	Ability to adjust payments while maintaining municipal receipt number	5										
86.00	Supports allowing payment input with an applicable payment date and separate interest & penalty date without the removal or manipulation of payments already entered	5										
87.00	Supports improved level of detail provided by credit card/e-check provider	5										
88.00	Ability to process credits as credits and not as payments	5										
89.00	Ability to differentiate payment data by source of payment	5										
90.00	Supports enhanced search abilities to be able to identify system records based on a variety of search criteria, e.g., ability to search for multiple properties associated with the same owner by name	5										
91.00	Ability to automate preparation of reminder notices /letters with OCR and scan line to associate with remittances.	5										
92.00	Ability to automatically move current amount due to delinquent based on user-defined parameters	5										
93.00	Ability to create a configurable payment schedule	3										
94.00	Ability to define delinquency dates and automate delinquency status of payment	4										
95.00	Ability to forgive delinquent amount at user defined threshold(s), and the ability to mass-apply payments to forgive values below user-defined thresholds).	4										
96.00	Supports OCR-A scan lines to improve the delinquent payment process	4										
97.00	User defined reporting abilities	5										
98.00	Ability to use OCR-scan remittance system to recognize data and transactions as needed	5										

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99.00	Ability to produce reports based on specified criteria.	5										
100.00	Ability to produce refunds and voids and export file to Dane County taxation system	5										
101.00	Ability to automate identification of adjustments through integration with Dane County taxation system	5										
102.00	Supports multiple settlement periods	5										
103.00	Ability to accommodate State of Wisconsin mandated rules and laws; accommodation of rules and laws will be kept in compliance for life of software contract.	5										
104.00	Ability to code Tax bills/Second installment notices/delinquent notices with bar codes or OCR scan line(s)	3										
105.00	Ability to query system by payment type	5										
106.00	Ability to search by user defined criteria	5										
107.00	Ability to see the parameters selected for any report generated	5										
108.00	Ability to take advantage of the best postal rates possible. This may mean certifying files before bills are sent to take advantage of non-profit bulk-mailing rates	5										
109.00	Ability to upload files to external parties (e.g., third party printer)	5										
110.00	Availability of detailed, on-line system manual	3										
111.00	Supports credit card transactions as method of payment	5										
112.00	Ability to accept multiple tender types for the same bill	5										
113.00	Ability to allocate payment priority based on predefined business rules (e.g., penalties, prior-year taxes, current taxes).	5										
114.00	Ability to prepare report/file that is sorted by muni and type of tax	2										
115.00	Ability to produce exception reports that show balancing/cause for not balancing between the City and Dane County	5										
116.00	Ability to create a PDF settlement report	4										
117.00	Ability to generate a PDF in the most current version of the Adobe software (upgrades are made as Adobe releases them)	4										
118.00	Ability to run overpayment report before posting	5										
119.00	Ability to report and analyze total tax payments, adjustments, refunds, NSF check, stop payment, and ACH return amounts through a particular day	5										
120.00	Includes exception reports at point of municipal transmission of data to county -need to identify all exceptions, particularly including: - lottery credit discrepancies - voids, such as misallocation of payments and lottery credits by municipality - NSF	5										
121.00	Ability to produce state mandated reports and generate multiple copies of settlement report if needed.	4										
122.00	Ability to view and produce user defined reports including (but not limited to) number of lottery credits, municipality name, total dollars, segregation of lottery credit data by real property and personal property)	5										
123.00	Supports automated workflow so that each step of collections and reporting process does not have to be manually prompted	5										
124.00	Ability to remit text file of pertinent property/tax information to third party entities	5										
125.00	Ability to import text file for third party collection:	5										